



The Winns
Primary School

DATA RETENTION

Guidelines for Schools

1. Records Relating to child protection

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Child protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	Date of birth + 25 years	Secure disposal
Allegation of child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance). Education Act 2002 Guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Secure d

2. Records relating to governors

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Principal set (signed)	No		Permanent	Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.
Inspection copies	No		Date of meeting + 3 years	Secure disposal
Agendas	No		Date of meeting	Secure disposal
Reports	No		Date of report + 6 years	Retain in school for 6 years from report date. Can consider archiving/storing anything important.
Annual parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from meeting date. Can consider archiving/storing anything important.
Instruments of Government	No		Permanent	Retain in school whilst school open. Can then be archived/stored elsewhere.
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required. Can then be archived/stored elsewhere.
Action plans	No		Date of action plan + 3 years	Secure disposal

Policy documents	No		Expiry of policy	Retain in school whilst policy operational (this includes if the expired policy is part of a past decision making process).
Complaints files	Yes		Date of resolution of complaint + 6 years	Review for further retention in the case of contentious disputes. Secure disposal.
Annual reports required by Dept of Education	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI2002 No1171	Date of report + 10 years	Secure disposal
Proposals for schools to become or be established as Specialist Status schools	No		Current year + 3 years	Secure disposal

3. Records relating to school management

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Log books	Yes		Date of last entry in book + 6 years	Secure disposal
Minutes of the senior management team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in school for 5 years from meeting date. Can consider archiving/storing anything important.
Reports made by the head teacher or management team	Yes		Date of report + 3 years	Retain in school for 3 years from report date. Can consider archiving/storing anything important.
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	Secure disposal
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No/Yes		Date of correspondence + 3 years	Secure disposal
Professional development plans	Yes		Closure + 6 years	Secure disposal

School development plans	No		Closure + 6 years	Review for further retention. Secure disposal.
Admissions - if the admission is successful	Yes		Admission + 1 year	Secure disposal
Admissions - if the appeal is unsuccessful	Yes		Resolution of case + 1 year	Secure disposal
Admissions - secondary schools - casual	Yes		Current year + 1 year	Secure disposal
Proof of address supplied by parents as part of the admissions process	Yes		As the corresponding admission record	Secure disposal
Supplementary information form including additional information such as religion, medical conditions supplied as part of the admissions process	Yes		As the corresponding admission record	Secure disposal

4. Records relating to pupils

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Admission registers	Yes		Entry + 7 years	Retain in school for 7 years from entry. Can consider archiving these records if have the facility.
Attendance registers	Yes		Date of register + 3 years	Secure disposal
Pupil files retained in schools	Yes			
Primary	Yes		Retain for time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Secondary	Yes	Limitation Act 1980	Date of birth + 25 years	Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal
Pupil files	Yes			
Primary	Yes		Retain for time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Secondary	Yes	Limitation Act 1980	Date of birth + 25 years	Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal

Special Educational Needs files, reviews and individual education plans	Yes		Date of birth + 25 years	Secure disposal
Correspondence relating to authorised absence and issues	Yes		Date of absence + 2 years	Secure disposal
Examination results				
Public	No		Year of examination + 6 years	Secure disposal
Internal examination results	Yes		Current year + 5 years	Secure disposal
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and retain with pupil file if necessary. Secure disposal
Statement maintained under the Education Act 1996 Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	Date of birth + 30 years	Secure disposal unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	Secure disposal unless legal action is pending
Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	Secure disposal unless legal action is pending
Parental permission slips for school trips, where there has been no major incident	Yes		Conclusion of the trip	Secure disposal unless legal action is pending
Parental permission slips for school trips, where there has been a major incident	Yes	Limitation Act 1980	Date of birth of pupil involved in the incident + 25 years	Secure disposal. Permission slips for all pupils on trip need to be retained for period to show that the rules had been followed for all pupils.
Records created by schools to obtain approval to run an educational visit outside the classroom, primary schools	No	3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years	Secure disposal
Records created by schools to obtain approval to run an educational visit outside the classroom, secondary schools	No	3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years	Secure disposal
Walking bus registers	Yes		Date of register + 3 years	This takes into account that if an incident requiring an accident report, the register will be submitted with the accident report and kept for the retention time for accident reporting. Secure disposal

5. Records relating to child Curriculum

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
School development plan	No		Current year + 6 years	Secure disposal
Curriculum returns	No		Current year + 3 years	Secure disposal
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Timetable	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Class record books	Yes/No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Mark books	Yes/No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Pupils' work	Yes		Current year + 1 year	It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal.
Examination results	Yes		Current year + 6 years	Secure disposal
SATs records, examination papers and results	Yes		Current year + 6 years	Secure disposal
PAN reports	Yes		Current year + 6 years	Secure disposal
Value added and contextual data	Yes		Current year + 6 years	Secure disposal
Self evaluation forms	Yes		Current year + 6 years	Secure disposal

6. Records relating to personnel records

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Secure disposal
Staff personnel files	Yes		Termination + 25 years	Secure disposal
Interview notes and recruitment records	Yes		Date of interview notes + 6 months if unsuccessful. If successful place in personnel file.	Secure disposal
Pre-employment vetting information (including CRB checks)	Yes	CRB guidelines	Date of check + 6 months	Secure disposal
Disciplinary proceedings	Yes	Where the warning relates to child protection issues see 1.2		
Oral warning	Yes		Date of warning + 6 months	Secure disposal
Written warning - level one	Yes		Date of warning + 6 months	Secure disposal
Written warning - level one	Yes		Date of warning + 12 months	Secure disposal
Final warning	Yes		Date of warning + 18 months	Secure disposal
Case not found	Yes		If child protection see 1.2, otherwise destroy immediately	Secure disposal
Records relating to accident/injury at work	Yes		Date of incident + 12 years	In case of serious accidents a further retention period will need to be applied. Secure disposal
Annual appraisal and assessment records	Yes		Current year + 5 years	Secure disposal
Annual appraisal and assessment records	Yes		Current year + 5 years	Secure disposal
Salary cards	Yes		Last date of employment + 85 years	Secure disposal
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years	Secure disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure disposal
Proofs of identity collected as part of the process for	Yes		Where possible these should be checked and a note/copy of what was checked placed on personnel	Secure disposal of notes/copies and return of originals.

checking "portable" enhanced CRB disclosure			file. If felt necessary to keep any documentation this should also be placed in personnel file.	
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7. Records relating to health and safety

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Accessibility plans	Yes	Disability Discrimination Act	Current year + 6 years	Secure disposal
Accident reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		Secure disposal
Adults	Yes		Date of incident + 7 years	Secure disposal
Children	Yes		Date of birth of child + 7 years	Secure disposal
COSHH			Current year + 10 years	Where appropriate an additional retention period may be allocated. Secure disposal
Incident reports	Yes		Current year + 20 years	Secure disposal
Policy statements			Date of expiry + 1 year	Secure disposal
Risk assessments			Current year + 3 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in contact with asbestos			Last action + 40 years	Secure disposal
Process of monitoring areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	Secure disposal
Fire precautions log book			Current year + 6 years	Secure disposal

8. Administrative records

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Employer's liability certificate			Closure of school + 40 years	Secure disposal
Inventories of equipment and furniture			Current year + 6 years	Secure disposal
General file series			Current year + 5 years	Review to see if further retention period required. Secure disposal
School brochure or prospectus			Current year + 3 years	Disposal
Circulars (staff, parents, pupils)			Current year + 1 year	Review to see if further retention period required. Secure disposal
Newsletters, ephemera			Current year + 1 year	Review to see if further retention period required. Secure disposal
Visitors book			Current year + 2 year	Review to see if further retention period required. Secure disposal
PTA/Old Pupils Associations			Current year + 6 years	Review to see if further retention period required. Secure disposal

9. Records relating to Finance

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Annual accounts		Financial Regulations	Current year + 6 years	Secure disposal
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Secure disposal
Contracts				
Under seal			Contract completion date + 12 years	Secure disposal
Under signature			Contract completion date + 6 years	Secure disposal
Monitoring records			Current year + 2 years	Secure disposal
Copy orders			Current year + 2 years	Secure disposal

Budget reports, budget monitoring etc.			Current year + 3 years	Secure disposal
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	Secure disposal
Annual budget and background papers			Current year + 6 years	Secure disposal
Order books and requisitions			Current year + 6 years	Secure disposal
Delivery documentation			Current year + 6 years	Secure disposal
Debtors' records		Limitations Act	Current year + 6 years	Secure disposal
School fund - Cheque books			Current year + 3 years	Secure disposal
School fund - Paying in books			Current year + 6 years	Secure disposal
School fund - Ledger			Current year + 6 years	Secure disposal
School fund - Invoices			Current year + 6 years	Secure disposal
School fund - Receipts			Current year + 6 years	Secure disposal
School fund - Bank statements			Current year + 6 years	Secure disposal
School fund - School journey books			Current year + 6 years	Secure disposal
Student grant applications	Yes		Current year + 3 years	Secure disposal
Free school meals registers	Yes		Current year + 6 years	Secure disposal
Petty cash books			Current year + 6 years	Secure disposal

10. Records relating to property

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Title deeds			Permanent	These should follow the property

Plans			Permanent	Retain in school whilst operational. Can then be archived/stored elsewhere.
Maintenance and contractors		Financial Regulations	Current year + 6 years	Secure disposal
Leases			Expiry of lease + 6 years	Secure disposal
Lettings			Current year + 3 years	Secure disposal
Burglary, theft and vandalism report forms			Current year + 6 years	Secure disposal
Maintenance log books			Last entry + 10 years	Secure disposal
Contractors' reports			Current year + 6 years	Secure disposal

11. Records relating to local authorities

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Secondary transfer sheets (primary)	Yes		Current year + 2 years	Secure disposal
Attendance returns	Yes		Current year + 1 year	Secure disposal
Circulars from LEA	Yes		Whilst required operationally	Review to see if further retention period required. Disposal

12. Records relating to the Department of Education

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
HMI reports			These do not need to be kept any longer	Secure disposal
OFSTED reports and papers			Replace former report with new inspection report	Review to see if further retention period required. Secure disposal
Returns			Current year + 6 years	Secure disposal
Circulars from Department of Education			Whilst required operationally	Review to see if further retention period required. Disposal

13. Records relating TO Optum

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Service level agreements			Until superseded	Secure disposal
Work experience agreement	Yes		Date of birth of child + 18 years	Secure disposal

14. Records relating to school meals

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
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Dinner register			Current year + 3 years	Secure disposal
School meals summary sheets			Current year + 3 years	Secure disposal

15. Records relating to Family Liaison Officers and Home School Liaison Assistants

Basic File Description	Data Protection Issue	Statutory Provisions	Retention Period	Action at End of Administrative Life of Record
Day books	Yes		Current year + 2 years	Review to see if further retention period required. Secure disposal
Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school	Secure disposal
Referral forms	Yes		While the referral is current	Secure disposal
Contact data sheets	Yes		Current year then review	If contact is no longer active secure disposal
Contact database entries	Yes		Current year then review	If contact is no longer active secure delete
Group registers	Yes		Current year + 2 years	Secure disposal