



# Our Lady and All Saints Catholic Multi Academy Company

## Retention Policy with Retention Schedules

|                                   |  |
|-----------------------------------|--|
| <b>Version:</b>                   | 1.0  |
| <b>Ratified by:</b>               | Peter Davis - CSEL   |
| <b>Date ratified:</b>             | 25 <sup>th</sup> March 2026  |
| <b>Name of originator/author:</b> | Originator: Warwickshire Legal Service<br>Prepared by: Susan Lowry |
| <b>Circulated to:</b>             | Board of Directors, Local Governing Bodies, and all Schools        |
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| <b>Review date:</b>               | March 2027   |

### Records Management Policy and Annual Review of Records Checklist

#### 1. ABOUT THIS POLICY

Our MAC recognises that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations, and to contribute to the effective overall management of our school. Maintaining good records helps us to provide the evidence needed to protect the legal rights and interests of our school, and for us to demonstrate our performance and accountability.

**This policy provides the framework through which we will effectively manage our records.**

It covers:

- Scope
- Responsibilities
- Safe destruction of records
- Freedom of Information Act 2000
- Relationships with existing policies

## **2. SCOPE**

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all documents which facilitate the business carried out by the school and which are thereafter retained to provide evidence of transactions or activities. These records may be created, received or maintained in hard copy or electrical format e.g. paper documents, scanned documents, e-mails, audio and video recordings, text messages, notes of telephone and spreadsheets, Word Documents, presentations, etc.

## **3. LEGISLATION AND GUIDANCE**

This policy meets the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000(FOIA 2000). It is based on the IRMS Toolkit For Schools, the Department of Education – Data Protection Toolkit for Schools, Department of Education – Annual Review of School Records and Safe Destruction Checklist, and guidance published by the Information Commissioner’s Office (ICO) on the GDPR.

## **4. RESPONSIBILITIES**

### **4.1 The Governing Body**

The governing body of the school/Academy Trust has a statutory responsibility to maintain the school’s records and record keeping systems in accordance with the regulatory framework of the school.

### **4.2 The Data Protection Lead/responsible person**

Peter Davis, CSEL will provide guidance on good records management practices within the school and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

The Data Protection Lead will monitor compliance with this policy by ensuring that the ‘Annual Review of School Records Checklist’ is completed at least annually.

### **4.3 All Staff**

It is the responsibility for all members of staff to ensure that our school does not keep personal information for longer than is necessary for the purpose or purposes for which it was collected.

Our school will manage and document its records disposal process in line with the guidance provided by the IRMS Toolkit for Schools.

It is the responsibility of all members of the school to ensure that they:

- Manage school records consistently in accordance with school’s policies and procedures;
- Properly document their actions and decisions;
- Hold personal information securely;
- Only share personal information appropriately and do not disclose it to an unauthorised third party;
- Dispose of records securely in accordance with the guidance set out in the Information and Records Management Society’s toolkit for schools/ school’s Records Retention Schedule which can be found here:

Staff who do not comply with this policy may face disciplinary action.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## **5. SAFE DESTRUCTION OF RECORDS**

All records containing personal information, or sensitive policy information will be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records will be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

Do not put records containing personal information with the regular waste or a skip.

Where an external provider is used, where possible, all records will be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider will be trained in the handling of confidential documents.

The shredding will be planned with specific dates and all records will be identified as to the date of destruction.

**PLEASE NOTE:** if the records are recorded as 'to be destroyed' but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

## **6. FREEDOM OF INFORMATION ACT 2000**

The Freedom of Information Act 2000 requires us to maintain a list of records which have been destroyed and who authorised their destruction

When destroying either a substantial amount of information or information which is of a particularly sensitive or important nature, members of staff should record at least:

- The information that has been destroyed
- The volume of the information that has been destroyed
- Who provided authorisation to destroy the information
- The date the information was destroyed

By following this guidance and completing the Annual Checklist, we will ensure that our school is compliant with the Data Protection rules and the Freedom of Information Act 2000.

## **7. RELATIONSHIP WITH EXISTING POLICIES**

This policy is linked to our:

- Data Protection Policy
- Information Security Policy
- Freedom of Information Policy
- Data Retention and Disposal Policy

## Checklist for Annual Review of School Records and Safe Data Destruction

### Completion page

School name: \_\_\_\_\_

Review completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Note – The completion of this review should be shared at the Governors meeting and minuted.*

### A. Summary of areas reviewed:

| Ref | Area  | Pages | Annual Review Completed<br>Tick (✓) | Reviewer Initials |
|-----|---|-------|-------------------------------------|-------------------|
| 1   | The Governing Body                                    | 3-9   |                                     |                   |
| 2   | Management of the School                              | 9-13  |                                     |                   |
| 3   | Human Resources                                       | 13-17 |                                     |                   |
| 4   | Pensions and Payroll                                  | 17-19 |                                     |                   |
| 5   | Health and Safety                                     | 20-21 |                                     |                   |
| 6   | Financial Management                                  | 21-26 |                                     |                   |
| 7   | Property Management                                   | 26-27 |                                     |                   |
| 8   | Pupil Management                                      | 27-31 |                                     |                   |
| 9   | Curriculum Management and Extra Curricular Activities | 31-36 |                                     |                   |
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# Section 1 – The Governing Body

| 1.1 Governor Records – Governors, Directors, and Trustees |  |                      |   |  |                                 |
|---|--|----------------------|---|--|---------------------------------|
| Ref (IRMS Ref)  | Basic file description   | Personal Information | Retention Period  | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
| 1.1.1 (15.01)   | Appointment of Trustees and Governors and Directors  | YES                  | Life of appointment + 6 years   | SECURE DISPOSAL  |                                 |
| 1.1.2 (15.02)   | Records relating to the election of parent and staff governors not appointed by the governors  | YES                  | Date of election + 6 months   | SECURE DISPOSAL  |                                 |
| 1.1.3 (15.03)   | Records relating to the appointment of co-opted governors                                      | YES                  | If the decision has been recorded in the minutes, records relating to the appointment can be destroyed once the co-opted governor has finished their term of office, except where there have been allegations concerning children. In this case retain for 25 years | SECURE DISPOSAL  |                                 |
| 1.1.4 (15.04)   | Records relating to the terms of office of serving governors including evidence of appointment | YES                  | Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.  |  |                                 |

|                   |   |     |   |                 |  |
|-------------------|---|-----|---|-----------------|--|
| 1.1.5<br>(15.05)  | Records relating to Governor Declaration against disqualification criteria            | YES | Date appointment ceases plus 6 years  | SECURE DISPOSAL |  |
| 1.1.6<br>(15.06)  | Governors Code of Conduct   | NO  | This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation                             | SECURE DISPOSAL |  |
| 1.1.7<br>(15.07)  | Records relating to DBS checks carried out on clerk and members of the governing body | YES | Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy) | SECURE DISPOSAL |  |
| 1.1.8<br>(15.08)  | Governor personnel files  | YES | Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years             | SECURE DISPOSAL |  |
| 1.1.9<br>(15.09)  | Records relating to the induction programme for new governors                         | YES | Date appointment ceases plus 6 years  | SECURE DISPOSAL |  |
| 1.1.10<br>(15.10) | Records relating to the training required and received by Governors                   | YES | Date Governor steps down + 6 years  | SECURE DISPOSAL |  |
| 1.1.11<br>(15.11) | Appointment and removal of Members  | NO  | Life of appointment + 6 years   | SECURE DISPOSAL |  |
| 1.1.12<br>(15.12) | Register of members   |     | Date Member resigns + 10 years  | SECURE DISPOSAL |  |

|                   |   |     |                                  |                 |  |
|-------------------|---|-----|----------------------------------|-----------------|--|
| 1.1.13<br>(15.13) | Statement of Trustees Responsibilities  | NO  | Life of statement + 6 years      | SECURE DISPOSAL |  |
| 1.1.14<br>(15.14) | Register of Trustees interests  | YES | Date Trustee resigns + 10 years  | SECURE DISPOSAL |  |
| 1.1.15<br>(15.15) | Declaration of Interests Statements [Governors]<br>[this is not a statutory register] | YES | Date Governor resigns + 10 years | SECURE DISPOSAL |  |

## 1.2 Governor Records – Governing Body Meetings

| Ref (IRMS Ref)   | Basic file description  | Personal Information                                  | Retention Period  | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|------------------|---|---|---|--|---------------------------------|
| 1.2.1<br>(16.08) | Meetings schedule   | NO  | Current year  | STANDARD DISPOSAL  |                                 |
| 1.2.2<br>(16.01) | Board Meeting Minutes   | YES   | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES  |                                 |
| 1.2.3<br>(16.02) | Board Decisions   | Could be if the decisions refer to living individuals | Date of the meeting + a minimum of 10 years                             | OFFER TO ARCHIVES  |                                 |
| 1.2.4<br>(16.03) | Board Meeting: Annual Schedule of Business                          | NO  | Current year  | SECURE DISPOSAL  |                                 |
| 1.2.5<br>(16.04) | Board Meeting: Procedures for conduct of meeting                    | NO  | Date procedures superseded + 6 years                                    | SECURE DISPOSAL  |                                 |
| 1.2.6<br>(16.05) | Records relating to the management of General Members Meetings      | NO  | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES  |                                 |
| 1.2.7<br>(16.06) | Minutes relating to any committees set up by the Board of Directors | Could be if the minutes refer to living individuals   | Date of the meeting + a minimum of 10 years                             | OFFER TO ARCHIVES  |                                 |

|                   |   |   |   |  |  |
|-------------------|---|---|---|--|--|
| 1.2.8<br>(16.07)  | Records relating to the management of the Annual General Meeting  | Could be if the minutes refer to living individuals   | Minutes must be kept for at least 10 years from the date of the meeting   | OFFER TO ARCHIVES                      |  |
| 1.2.9<br>(16.09)  | Agendas for Governing Body Meetings   | May be data protection issues, if the meeting is dealing with confidential staff issues             | One copy should be retained with the master set of minutes. All other copies can be disposed of   | SECURE DISPOSAL                        |  |
| 1.2.10<br>(16.10) | Agendas Additional Copies   | NO  | Date of Meeting   | STANDARD DISPOSAL                      |  |
| 1.2.11<br>(16.11) | Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed) | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | Date of Meeting + 10 years  | OFFER TO ARCHIVES                      |  |
| 1.2.12<br>(16.12) | Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies      | Yes - May have names and personal issues unless redacted  | Date of Meeting + 10 years  | SECURE DISPOSAL                        |  |
| 1.2.13<br>(16.13) | Reports presented to the Governing Body   | YES   | Date of Meeting + 10 years  | SECURE DISPOSAL                        |  |
| 1.2.14<br>(16.14) | Reports made to the Governors Meeting which are referred to in the minutes                                      | Potential   | Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting. | Consult local archives before disposal |  |
| 1.2.15<br>(16.15) | Register of attendance at Full Governing Board Meetings   | YES   | Date of last meeting in the book + 6 years  | SECURE DISPOSAL                        |  |
| 1.2.16<br>(16.16) | Papers relating to the management of the Annual Parents' Meeting  | YES   | Date of meeting + 6 years   | SECURE DISPOSAL                        |  |

| <b>1.3 Governor Records – Governance</b> |  |                             |  |   |  |
|--|--|-----------------------------|--|---|--|
| <b>Ref (IRMS Ref)</b>                    | <b>Basic file description</b>                                  | <b>Personal Information</b> | <b>Retention Period</b>  | <b>Action at the end of the administrative life of the record</b> | <b>Annual Review Complete Tick (✓)</b> |
| 1.3.1 (13.1)                             | Records relating to Governor Monitoring Visits                 | YES                         | Date of the visit + 3 years  | SECURE DISPOSAL   |  |
| 1.3.2 (14.1)                             | Constitution   | NO                          | Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes | SECURE DISPOSAL   |  |
| 1.3.3 (14.2)                             | Articles of Association  | NO                          | Life of the Academy  | SECURE DISPOSAL   |  |
| 1.3.4 (14.3)                             | Memorandum of Association                                      | NO                          | This can be disposed of once the Academy has been incorporated   | SECURE DISPOSAL   |  |
| 1.3.5 (14.4)                             | Memorandum of Understanding of Shared Governance among Schools | NO                          | Life of Memorandum of Understanding + 6 years  | SECURE DISPOSAL   |  |
| 1.3.6 (14.5)                             | Governance Statement   | NO                          | Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes              | SECURE DISPOSAL   |  |
| 1.3.7 (14.6)                             | Written Scheme of Delegation                                   | YES                         | Life of Written Scheme of Delegation + 10 years  | SECURE DISPOSAL   |  |
| 1.3.8 (14.7)                             | Special Resolutions to amend the Constitution                  | NO                          | Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes |   |  |

|                   |  |     |  |   |  |
|-------------------|--|-----|--|---|--|
| 1.3.9<br>(14.8)   | Annual Reports and Accounts  | NO  | Date of report + 10 years  | SECURE DISPOSAL                                       |  |
| 1.3.10<br>(14.9)  | Annual Report Trustees Report  | NO  | Date of report + 10 years  | SECURE DISPOSAL                                       |  |
| 1.3.11<br>(14.10) | Annual Reports created under requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002 | NO  | Date of report + 10 years  | SECURE DISPOSAL                                       |  |
| 1.3.12<br>(14.11) | Annual Return  | NO  | Date of report + 10 years  | SECURE DISPOSAL                                       |  |
| 1.3.13<br>(14.12) | Instruments of Government  | NO  | For the life of the school   | Consult local archives before disposal                |  |
| 1.3.14<br>(14.13) | Register of Directors  | YES | Date Director resigns + 10 years<br><br><b>Note:</b> An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member  | SECURE DISPOSAL                                       |  |
| 1.3.15<br>(14.14) | Scheme of Delegation and Terms of Reference for Committees   | NO  | Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]   | These could be offered to the archives if appropriate |  |
| 1.3.16<br>(14.15) | Trusts and Endowments managed by the Governing Body  | YES | Life of the Trust or Endowment + 6 years   | SECURE DISPOSAL                                       |  |
| 1.3.17<br>(14.16) | Records relating to complaints dealt with by the Governing Body Annual Report and Accounts                                   | YES | Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations) | SECURE DISPOSAL                                       |  |

|                   |   |    |  |  |  |
|-------------------|---|----|--|--|--|
| 1.3.18<br>(14.17) | All records relating to the conversion of schools to Academy status | NO | For the life of the organisation   | Consult local archives before disposal |  |
| 1.3.19<br>(14.18) | Policy documents created and administered by the Governing Body     | NO | Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report | SECURE DISPOSAL                        |  |

## Section 2 - Management of the School

| <b>2.1 Head Teacher Senior Management Created Administration</b> |   |   |  |  |  |
|--|---|---|--|--|--|
| <b>Ref (IRMS Ref)</b>  | <b>Basic file description</b>   | <b>Personal Information</b>   | <b>Retention Period</b>  | <b>Action at the end of the administrative life of the record</b>  | <b>Annual Review Complete Tick (✓)</b> |
| 2.1.1<br>(24.01)   | Log books of activity in the school maintained by the Head Teacher                              | There may be data protection issues if the log book refers to individual pupils or members of staff | Date of last entry in the book + minimum of 6 years, then review | These could be of permanent historical value and should be offered to the County Archives Service if appropriate |  |
| 2.1.2<br>(24.02)   | Visitor Management Systems (including electronic systems, visitors books and signing in sheets) | YES   | Academic Year + 1 year [Schools may decide to archive one copy]  | SECURE DISPOSAL  |  |
| 2.1.3<br>(24.07)   | Reports created by the head teacher or the management team                                      | POSSIBLY  | Date of the report + a minimum of 3 years then review            | SECURE DISPOSAL  |  |

|                  |  |  |   |                 |  |
|------------------|--|--|---|-----------------|--|
| 2.1.4<br>(24.08) | Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities        | POSSIBLY   | Current academic year + 3 years then review   | SECURE DISPOSAL |  |
| 2.1.5<br>(24.09) | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | POSSIBLY   | Current year + 3 years then review            | SECURE DISPOSAL |  |
| 2.1.6<br>(30.11) | Professional development plans   | YES  | Life of the plan or plan superseded + 6 years | SECURE DISPOSAL |  |
| 2.1.7<br>(24.06) | Minutes of Senior Management Team meetings and meetings of other internal administrative bodies  | There may be data protection issues if the minutes refers to individual pupils or members of staff | Date of the meeting + 3 years then REVIEW     | SECURE DISPOSAL |  |

## 2.2 Operational Administration

| Ref<br>(IRMS<br>Ref) | Basic file description  | Personal<br>Information | Retention Period   | Action at the end of the<br>administrative life of the<br>record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|---|-------------------------|--|--|--|
| 2.2.1<br>(24.12)     | Records relating to the creation and publication of the school brochure or prospectus | NO                      | Current academic year + 3 years. Schools should consider archiving one copy for historical reasons | STANDARD DISPOSAL  |  |

|                  |   |          |   |  |  |
|------------------|---|----------|---|--|--|
| 2.2.2<br>(24.05) | Records relating to the creation and distribution of circulars to staff, parents or pupils                                | POSSIBLY | Current year + 1 year   | SECURE DISPOSAL  |  |
| 2.2.3<br>(24.03) | School Privacy Notice which is sent to parents as part of GDPR compliance   | NO       | Life of the privacy notice/until the privacy notice plus 6 years  | SECURE DISPOSAL  |  |
| 2.2.4<br>(24.04) | Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings) | YES      | Consents should be retained for as long as the consent is relied on.  | SECURE DISPOSAL  |  |
| 2.2.5<br>(24.11) | Newsletters and other items with a short operational use  | NO       | Current year + 1 year   | SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy |  |
| 2.2.6<br>(24.02) | Visitor management systems (including electronic systems, visitors books and signing-in sheets)                           | YES      | Academic Year + 1 year [Schools may decide to archive one copy]   | SECURE DISPOSAL  |  |
| 2.2.7<br>(32.07) | Walking bus registers   | YES      | Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting  | SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]   |  |
| 2.2.8<br>(24.10) | Management of complaints  | YES      | Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations) | SECURE DISPOSAL  |  |

## 2.3 Contracts

| Ref (IRMS Ref) | Basic file description   | Personal Information | Retention Period   | Action at the end of the administrative life of the record | Annual Review Completed Tick (✓) |
|----------------|--|----------------------|--|--|----------------------------------|
| 2.3.1 (1.1)    | All records relating to the management of contracts under seal   | NO                   | Last payment on the contract + 12 years or end of the contract + 12 years, whichever is the longer   | SECURE DISPOSAL  |                                  |
| 2.3.2 (1.2)    | All records relating to the management of contracts under signature  | NO                   | Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer  | SECURE DISPOSAL  |                                  |
| 2.3.3 (1.3)    | Records relating to the management of contracts with external providers  | NO                   | End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer  | SECURE DISPOSAL  |                                  |
| 2.3.4 (1.4)    | Records relating to the monitoring of contracts  | NO                   | End of the contract or until the final payment has been made whichever is the longer   | SECURE DISPOSAL  |                                  |
| 2.3.5 (1.5)    | All records relating to the maintenance of the school carried out by contractors                                       | NO                   | Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold. | SECURE DISPOSAL  |                                  |
| 2.3.6 (1.6)    | All records relating to the maintenance of the school carried out by school employees, including maintenance log books | NO                   | Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file  | SECURE DISPOSAL  |                                  |
| 2.3.7 (1.7)    | Records relating to the management of software licenses  | NO                   | Date the license expires + 6 years   | SECURE DISPOSAL  |                                  |

## Section 3 – Human Resources

| 3.1 Recruitment |  |                      |   |  |                                 |
|-----------------|--|----------------------|---|--|---------------------------------|
| Ref (IRMS Ref)  | Basic file description   | Personal Information | Retention Period  | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
| 3.1.1 (28.1)    | All records leading up to the appointment of a head teacher                                | YES                  | Length of appointment + 6 years<br><b>Note:</b> Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.  | SECURE DISPOSAL  |                                 |
| 3.1.2 (28.2)    | All records leading up to the appointment of a new member of staff successful candidate    | YES                  | All relevant information should be added to the Staff Personal File and all other information retained for 6 months   | SECURE DISPOSAL  |                                 |
| 3.1.3 (28.3)    | All records leading up to the appointment of a new member of staff unsuccessful candidates | YES                  | Date of appointment of successful candidate + 6 months  | SECURE DISPOSAL  |                                 |
| 3.1.4 (28.4)    | Pre-employment vetting information DBS Checks  | YES                  | Copies of DBS certificates do not need to be kept in order to fulfil the duty of maintaining the single central record. There should be a valid reason for retaining a copy and it should not be kept for longer than six months. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.<br><br><b>Note:</b> Academies are bound by the legislation that applies to independent schools NOT maintained schools. | SECURE DISPOSAL  |                                 |

|                 |  |     |   |                 |  |
|-----------------|--|-----|---|-----------------|--|
| 3.1.5<br>(28.5) | Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure | YES | Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the Staff Personal File   | SECURE DISPOSAL |  |
| 3.1.6<br>(28.6) | Pre-employment vetting information. Evidence proving the right to work in the United Kingdom     | YES | Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years<br><b>Note:</b> Employers are required to take a clear copy of the documents which they are shown as part of this process | SECURE DISPOSAL |  |
| 3.1.6<br>(28.7) | Records relating to the employment of overseas teachers  | YES | Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years   | SECURE DISPOSAL |  |

### 3.2 Operational Staff Management

| Ref<br>(IRMS<br>Ref) | Basic file description   | Personal<br>Information | Retention Period   | Action at the end of the<br>administrative life of the<br>record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|--|-------------------------|--|--|--|
| 3.2.1<br>(30.01)     | Staff personnel file, including employment contract and staff training records | YES                     | Termination of Employment + 6 years  | SECURE DISPOSAL  |  |
| 3.2.2<br>(30.02)     | Timesheets   | YES                     | Termination of Employment + 6 years  | SECURE DISPOSAL  |  |
| 3.2.3<br>(30.03)     | Absence record   | YES                     | Current year + 3 Years   | SECURE DISPOSAL  |  |
| 3.2.4<br>(30.04)     | Sickness Absence Monitoring  | YES                     | Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) Where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to. | SECURE DISPOSAL  |  |

|                   |   |     |  |                 |  |
|-------------------|---|-----|--|-----------------|--|
| 3.2.5<br>(30.05)  | Annual appraisal /assessment records  | YES | Current year + 3 years   | SECURE DISPOSAL |  |
| 3.2.6<br>(30.06)  | Records relating to the TUPE process  | YES | Date last member of staff transfers or leaves the organisation + 6 years   | SECURE DISPOSAL |  |
| 3.2.7<br>(30.07)  | Training needs analysis   | YES | Current year + 1 year  | SECURE DISPOSAL |  |
| 3.2.8<br>(30.08)  | Staff training – where the training leads to continuing professional development                            | YES | Length of time required by the professional body   | SECURE DISPOSAL |  |
| 3.2.9<br>(30.09)  | Staff training – except where dealing with children, e.g. first aid or health and safety                    | YES | This should be retained on the personnel file  | SECURE DISPOSAL |  |
| 3.2.10<br>(30.10) | Staff training – where the training relates to children (e.g. safeguarding or other child related training) | YES | Date of the training + 40 years<br><b>Note:</b> This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA. | SECURE DISPOSAL |  |

### 3.3 Disciplinary and Grievance Processes

| Ref (IRMS Ref)  | Basic file description                                 | Personal Information | Retention Period  | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|-----------------|--|----------------------|---|--|---------------------------------|
| 3.3.1<br>(26.1) | Disciplinary Proceedings:<br>Oral warning              | YES                  | Date of warning + 6 months<br><b>Note:</b> If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases.<br><br><b>Further advice in IRMS toolkit or contact DPO</b>   | SECURE DISPOSAL  |                                 |
| 3.3.2<br>(26.2) | Disciplinary Proceedings:<br>Written warning – level 1 | YES                  | Date of warning + 6 months<br><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.<br><b>Further advice in IRMS toolkit or contact DPO</b> | SECURE DISPOSAL  |                                 |

|                 |   |     |   |                 |  |
|-----------------|---|-----|---|-----------------|--|
| 3.3.3<br>(26.3) | Disciplinary Proceedings:<br>Written warning<br>– level 2   | YES | Date of warning<br>+ 12 months<br><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.<br><b>Further advice in IRMS toolkit or contact DPO</b>   | SECURE DISPOSAL |  |
| 3.3.4<br>(26.1) | Disciplinary Proceedings:<br>Final warning  | YES | Date of warning<br>+ 18 months<br><b>Note:</b> If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.<br><b>Further guidance in IRMS toolkit or contact DPO</b> | SECURE DISPOSAL |  |
| 3.3.5<br>(26.5) | Disciplinary Proceedings:<br>Case not found – not related to child protection   | YES | Dispose of at the conclusion of the case  | SECURE DISPOSAL |  |
| 3.3.6<br>(29.1) | Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded | YES | Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW<br><b>Note:</b> The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.                                      | SECURE DISPOSAL |  |

## Section 4 – Pensions and Payroll

| 4.1 Payroll and Pensions |   |                      |  |  |                                 |
|--------------------------|---|----------------------|--|--|---------------------------------|
| Ref<br>(IRMS Ref)        | Basic file description                                  | Personal Information | Retention Period                             | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
| 4.1.1<br>(27.01)         | Records relating to the agreement of pay and conditions | NO                   | Date pay and conditions superseded + 6 years | SECURE DISPOSAL  |                                 |
| 4.1.2<br>(27.02)         | Payroll records   | YES                  | Date payroll run + 6 years                   | SECURE DISPOSAL  |                                 |

|                   |                                       |     |                              |                 |  |
|-------------------|---------------------------------------|-----|------------------------------|-----------------|--|
| 4.1.3<br>(27.03)  | Payroll reports                       | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.4<br>(27.04)  | Payroll awards                        | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.5<br>(27.05)  | Payroll – gross/net weekly or monthly | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.6<br>(27.17)  | Bonus sheets                          | YES | Current year + 3 years       | SECURE DISPOSAL |  |
| 4.1.7<br>(27.13)  | Car allowance claims                  | YES | Current year + 3 years       | SECURE DISPOSAL |  |
| 4.1.8<br>(27.15)  | Car loans                             | YES | Completion of loan + 6 years | SECURE DISPOSAL |  |
| 4.1.9<br>(27.14)  | Car mileage output                    | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.10<br>(27.12) | Insurance                             | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.11<br>(27.08) | Maternity pay records                 | YES | Current year + 3 years       | SECURE DISPOSAL |  |
| 4.1.12<br>(27.26) | Members allowance register            | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.13<br>(27.10) | Overtime                              | YES | Current year + 3 years       | SECURE DISPOSAL |  |
| 4.1.14<br>(27.09) | Part time fee claims                  | YES | Current year + 6 years       | SECURE DISPOSAL |  |
| 4.1.15<br>(27.07) | Pay packet receipt by employee        | YES | Current year + 2 years       | SECURE DISPOSAL |  |

|                   |  |     |   |                 |  |
|-------------------|--|-----|---|-----------------|--|
| 4.1.16<br>(27.11) | National Insurance Schedule of payments  | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.17<br>(27.06) | Payslips copies  | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.18<br>(27.21) | Personal bank details  | YES | Until superseded + 3 years  | SECURE DISPOSAL |  |
| 4.1.19<br>(27.19) | Sickness records   | YES | Current year + 3 years  | SECURE DISPOSAL |  |
| 4.1.20<br>(27.24) | Superannuation adjustments   | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.21<br>(27.25) | Superannuation reports   | YES | Completion of loan + 6 years  | SECURE DISPOSAL |  |
| 4.1.22<br>(27.20) | Tax forms P6/P11/<br>P11D/P35/P45/P46/ P48   | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.23<br>(27.22) | Income tax form P60  | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.24<br>(27.16) | Time sheets/clock cards/flexitime  | YES | Current year + 3 years  | SECURE DISPOSAL |  |
| 4.1.25<br>(27.18) | Staff Returns  | YES | Current year + 3 years  | SECURE DISPOSAL |  |
| 4.1.26<br>(27.23) | Pension payroll  | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 4.1.27<br>(27.27) | Records relating to pension registrations  | YES | Date of last payment on the pension + 6 years                                       | SECURE DISPOSAL |  |
| 4.1.28<br>(27.28) | Management of the Teachers Pension Scheme  | YES | Date of last payment on the pension + 6 years                                       | SECURE DISPOSAL |  |
| 4.1.29<br>(27.29) | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | YES | From the end of the year in which the accounts were signed for a minimum of 6 years | SECURE DISPOSAL |  |

## Section 5 – Health and Safety

| 5.1 Health and Safety |   |                      |  |  |                                 |
|-----------------------|---|----------------------|--|--|---------------------------------|
| Ref (IRMS Ref)        | Basic file description  | Personal Information | Retention Period   | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
| 5.1.1 (17.01)         | Health and safety policy statements   | NO                   | Life of policy + 3 years   | SECURE DISPOSAL  |                                 |
| 5.1.2 (17.10)         | Health and safety risk assessments  |                      | Life of risk assessment + 3 years  | SECURE DISPOSAL  |                                 |
| 5.1.3 (17.05)         | Accident reporting: Adults  | YES                  | Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years  | SECURE DISPOSAL  |                                 |
| 5.1.4 (17.07)         | Accident reporting: Children  | YES                  | The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.                     | SECURE DISPOSAL  |                                 |
| 5.1.5 (17.09)         | Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)                            | YES                  | Date of incident + 3 years provided that all records relating to the incident are held on personnel file. For more information see: <a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a> <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> concerns schools | SECURE DISPOSAL  |                                 |
| 5.1.6 (17.06)         | Records relating to accident/injury at work including incident reports  | YES                  | Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)  | SECURE DISPOSAL  |                                 |
| 5.1.7 (17.08)         | Control of Substances Hazardous to Health (COSHH)   | NO                   | COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years  | SECURE DISPOSAL  |                                 |
| 5.1.8 (17.11)         | Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos | YES                  | Last action + 40 years   | SECURE DISPOSAL  |                                 |

|                   |  |  |  |                 |  |
|-------------------|--|--|--|-----------------|--|
| 5.1.9<br>(17.03)  | Fire precautions log books   | NO   | Current year + 6 years   | SECURE DISPOSAL |  |
| 5.1.10<br>(17.04) | Fire risk assessments  | No unless containing Personal Emergency Evacuation plans | Life of the risk assessment + 3 years  | SECURE DISPOSAL |  |
| 5.1.11<br>(17.12) | Process of monitoring areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording                                       | NO   | 2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made | SECURE DISPOSAL |  |
| 5.1.12<br>(17.02) | Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.), to be passed on in the case of change of ownership | NO   | Pass to new owner on sale or transfer of building  |                 |  |

## Section 6 – Financial Management

| 6.1 – Risk Management and Insurance |  |                      |  |  |                                 |
|-------------------------------------|--|----------------------|--|--|---------------------------------|
| Ref (IRMS Ref)                      | Basic file description                     | Personal Information | Retention Period   | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
| 6.1.1<br>(9.1)                      | Employer's Liability Insurance Certificate | NO                   | Year of issue + 40 years. Pass to the Local Authority if the school closes | SECURE DISPOSAL  |                                 |

|                |   |     |  |                 |  |
|----------------|---|-----|--|-----------------|--|
| 6.1.2<br>(9.2) | Insurance policies                                      | NO  | Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years  | SECURE DISPOSAL |  |
| 6.1.3<br>(9.3) | Records relating to the settlement of insurance claims  | YES | Date claim settled + 6 years   | SECURE DISPOSAL |  |
| 6.1.4<br>(9.4) | Burglary, theft and vandalism report forms              |     | Current year + 6 years   | SECURE DISPOSAL |  |
| 6.1.5<br>(9.5) | Audit Committee and appointment of responsible officers | NO  | As long as necessary<br><br><b>Note:</b> Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request. | SECURE DISPOSAL |  |

## 6.2 Operational

| Ref (IRMS Ref) | Basic file description   | Personal Information | Retention Period                    | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|----------------|--|----------------------|-------------------------------------|--|---------------------------------|
| 6.2.1<br>(8.1) | Invoices, receipts, order books and requisitions, delivery notices | NO                   | Current financial year + 6 years    | SECURE DISPOSAL  |                                 |
| 6.2.2<br>(8.2) | Records relating to the collection and banking of monies           | NO                   | Current financial year + 6 years    | SECURE DISPOSAL  |                                 |
| 6.2.3<br>(8.3) | Records relating to the identification and collection of debt      | YES                  | Payment or write off debt + 6 years | SECURE DISPOSAL  |                                 |

## 6.3 Strategic Finance

| Ref (IRMS Ref)   | Basic file description | Personal Information | Retention Period       | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|------------------|------------------------|----------------------|------------------------|--|---------------------------------|
| 6.3.1<br>(12.01) | Annual accounts        | NO                   | Current year + 6 years | STANDARD DISPOSAL  |                                 |

|                   |   |     |  |                 |  |
|-------------------|---|-----|--|-----------------|--|
| 6.3.2<br>(12.02)  | All records relating to the creation and management of budgets, including the Annual Budget statement and background papers | NO  | Life of the budget + 3 years               | SECURE DISPOSAL |  |
| 6.3.3<br>(12.03)  | Statement of financial activities for the year  | NO  | Current financial year + 6 years           | SECURE DISPOSAL |  |
| 6.3.4<br>(12.04)  | Financial Planning  | NO  | Current financial year + 6 years           | SECURE DISPOSAL |  |
| 6.3.5<br>(12.05)  | Value for money statement   | NO  | Current financial year + 6 years           | SECURE DISPOSAL |  |
| 6.3.6<br>(12.06)  | Borrowing powers  | NO  | Until superseded + 6 years                 | SECURE DISPOSAL |  |
| 6.3.7<br>(12.07)  | Charging and remissions policy  | NO  | Date policy superseded + 3 years           | SECURE DISPOSAL |  |
| 6.3.8<br>(12.08)  | Independent Auditors report on regularity   | NO  | Financial year report relates to + 6 years | SECURE DISPOSAL |  |
| 6.3.9<br>(12.09)  | Independent Auditors report on financial statements   | YES | Financial year report relates to + 6 years | SECURE DISPOSAL |  |
| 6.3.10<br>(12.10) | Records relating to the management of VAT   | NO  | Current financial year + 6 years           | SECURE DISPOSAL |  |

#### 6.4 Funding

| Ref<br>(IRMS<br>Ref) | Basic file description   | Personal<br>Information | Retention Period                          | Action at the end of the<br>administrative life of the record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|--|-------------------------|---|---|--|
| 6.4.1<br>(7.01)      | Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.] | NO                      | Date of last payment of funding + 6 years | SECURE DISPOSAL   |  |

|                  |  |     |  |                 |  |
|------------------|--|-----|--|-----------------|--|
| 6.4.2<br>(7.02)  | Funding Agreement Termination of the funding agreement | NO  | Date of last payment of funding + 6 years<br><b>Note:</b> Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice. | SECURE DISPOSAL |  |
| 6.4.3<br>(7.03)  | Funding Records Capital Grant                          | NO  | Date of last payment of funding + 6 years  | SECURE DISPOSAL |  |
| 6.4.4<br>(7.04)  | Funding Records Earmarked Annual Grant (EAG)           | NO  | Date of last payment of funding + 6 years  | SECURE DISPOSAL |  |
| 6.4.5<br>(7.05)  | Funding Records General Annual Grant (GAG)             | NO  | Date of last payment of funding + 6 years  | SECURE DISPOSAL |  |
| 6.4.6<br>(7.06)  | Per pupil funding records                              | NO  | Date of last payment of funding + 6 years  | SECURE DISPOSAL |  |
| 6.4.7<br>(7.07)  | Funding records  | NO  | Date of last payment of funding + 6 years<br><b>Note:</b> Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].   | SECURE DISPOSAL |  |
| 6.4.8<br>(7.08)  | Gift Aid and Tax Relief                                | YES | Date of last payment of funding + 6 years  | SECURE DISPOSAL |  |
| 6.4.9<br>(7.09)  | Exclusions agreement                                   | NO  | Date of last payment of funding + 6 years<br><b>Note:</b> The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.  | SECURE DISPOSAL |  |
| 6.4.10<br>(7.10) | Records relating to loans                              | NO  | Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000   | SECURE DISPOSAL |  |
| 6.4.11<br>(7.11) | Management of Endowment Funds                          | NO  | Life of the fund + 6 years   | SECURE DISPOSAL |  |
| 6.4.12<br>(7.12) | Investment policies                                    | NO  | Life of the investment + 6 years   | SECURE DISPOSAL |  |

|                  |                            |     |   |                 |  |
|------------------|----------------------------|-----|---|-----------------|--|
| 6.4.13<br>(7.14) | Student Grant applications | YES | Current year + 3 years                    | SECURE DISPOSAL |  |
| 6.4.14<br>(7.13) | Pupil Premium Fund records | YES | Date pupil leaves the provision + 6 years | SECURE DISPOSAL |  |

### 6.5 School Fund

| Ref<br>(IRMS<br>Ref) | Basic file description               | Personal<br>Information                                | Retention Period [Operational]   | Action at the end of the<br>administrative life of the record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|--------------------------------------|--|----------------------------------|---|--|
| 6.5.1<br>(10.1)      | School Fund Ledger                   | Yes [May contain names of people in receipt of grants] | Current financial year + 6 years | SECURE DISPOSAL   |  |
| 6.5.2<br>(10.2)      | Whole of government accounts returns | NO   | Current financial year + 6 years | SECURE  |  |
| 6.5.3<br>(10.3)      | School Fund Journey Books            | NO   | Current financial year + 6 years | SECURE DISPOSAL   |  |
| 6.5.4<br>(10.4)      | School Fund Invoices                 | NO   | Current financial year + 6 years | SECURE DISPOSAL   |  |
| 6.5.5<br>(10.5)      | School Fund Receipts                 | NO   | Current financial year + 6 years | SECURE DISPOSAL   |  |
| 6.5.6<br>(10.6)      | School Fund Bank statements          | NO   | Current financial year + 6 years | SECURE DISPOSAL   |  |
| 6.5.7<br>(10.7)      | School Fund Cheque books             | NO   | Current financial year + 1 year  | SECURE DISPOSAL   |  |
| 6.5.8<br>(10.8)      | School Fund Paying in books          | NO   | Current financial year + 6 years | SECURE DISPOSAL   |  |

### 6.6 School Meals

| Ref<br>(IRMS<br>Ref) | Basic file description      | Personal<br>Information | Retention Period [Operational]   | Action at the end of the<br>administrative life of the<br>record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|-----------------------------|-------------------------|----------------------------------|--|--|
| 6.6.1<br>(11.1)      | Free school meals registers | YES                     | Current financial year + 3 years | SECURE DISPOSAL  |  |

|                 |                             |     |                                  |                 |  |
|-----------------|-----------------------------|-----|----------------------------------|-----------------|--|
| 6.6.2<br>(11.3) | School meals registers      | YES | Current financial year + 3 years | SECURE DISPOSAL |  |
| 6.6.3<br>(11.2) | School meals summary sheets | NO  | Current financial year + 6 years | SECURE DISPOSAL |  |

## Section 7 – Property Management

| <b>7.1 Property Management</b> |   |                             |   |   |  |
|--------------------------------|---|-----------------------------|---|---|--|
| <b>Ref (IRMS Ref)</b>          | <b>Basic file description</b>   | <b>Personal Information</b> | <b>Retention Period [Operational]</b>   | <b>Action at the end of the administrative life of the record</b> | <b>Annual Review Complete Tick (✓)</b> |
| 7.1.1<br>(20.1)                | Title deeds of properties belonging to the school   | NO                          | These should follow the property, unless the property has been registered with the Land Registry  | Transfer to new owner   |  |
| 7.1.2<br>(20.2)                | Plans of properties belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features | NO                          | These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold. | Pass to next owner  |  |
| 7.1.3<br>(20.3)                | Leases of property leased by or to the school   | NO                          | Expiry of lease + 6 years   | SECURE DISPOSAL   |  |
| 7.1.4<br>(20.4)                | Business continuity and disaster recovery plans   | YES                         | These are dynamic documents which should be kept up to date   | SECURE DISPOSAL OF OLD PLANS                                      |  |
| 7.1.5<br>(20.5)                | Records relating to the letting of school premises  | NO                          | Current financial year + 6 years  | SECURE DISPOSAL   |  |

## 7.2 Property Management – School Assets

| Ref (IRMS Ref) | Basic file description   | Personal Information | Retention Period [Operational]   | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|----------------|--|----------------------|--|--|---------------------------------|
| 7.2.1 (23.1)   | Community School leases for land   | NO                   | Date lease expires + 6 years   | SECURE DISPOSAL  |                                 |
| 7.2.2 (23.2)   | Commercial transfer arrangements   | NO                   | Date of transfer + 6 years   | SECURE DISPOSAL  |                                 |
| 7.2.3 (23.3)   | Transfer of land to the Academy Trust  | NO                   | Life of land ownership then transfer to new owner  | SECURE DISPOSAL  |                                 |
| 7.2.4 (23.4)   | Transfers of freehold land   | NO                   | Life of land ownership then transfer to new owner  | SECURE DISPOSAL  |                                 |
| 7.2.5 (23.5)   | Records relating to the leasing of shared facilities, such as sports centres | NO                   | End of lease + 6 years   | SECURE DISPOSAL  |                                 |
| 7.2.6 (23.6)   | Land and building valuations   | NO                   | Date valuation superseded + 6 years  | SECURE DISPOSAL  |                                 |
| 7.2.7 (23.7)   | Disposal of assets   | NO                   | Date asset disposed of + 6 years   | SECURE DISPOSAL  |                                 |
| 7.2.8 (23.8)   | Burglary, theft and vandalism report forms                                   | NO                   | Date of insurance settlement + 6 years   | SECURE DISPOSAL  |                                 |
| 7.2.9 (23.9)   | Inventories of furniture and equipment                                       | NO                   | Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment | SECURE DISPOSAL  |                                 |

## Section 8 – Pupil Management

| 8.1 School Admissions |   |                      |  |   |                                 |
|-----------------------|---|----------------------|--|---|---------------------------------|
| Ref (IRMS Ref)        | Basic file description  | Personal Information | Retention Period [Operational]   | Action at the end of the administrative life of the record  | Annual Review Complete Tick (✓) |
| 8.1.1 (22.1)          | All records relating to the creation and implementation of the School Admissions Policy   | NO                   | Life of the policy + 7 years   | SECURE DISPOSAL   |                                 |
| 8.1.2 (22.4)          | Admissions if the admission is successful   | YES                  | Date of admission + 1 year   | SECURE DISPOSAL   |                                 |
| 8.1.3 (22.3)          | Admissions if the appeal is unsuccessful  | YES                  | Resolution of case + 1 year  | SECURE DISPOSAL   |                                 |
| 8.1.4 (22.2)          | Register of Admissions  | YES                  | Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made | REVIEW. Consider keeping the admission register permanently, enquiries may be received from past pupils to confirm the dates they attended the school |                                 |
| 8.1.5 (22.5)          | Admissions Secondary Schools Casual   | YES                  | Current academic year + 1 year   | SECURE DISPOSAL   |                                 |
| 8.1.6 (22.6)          | Proofs of address supplied by parents as part of the admissions process   | YES                  | Current academic year + 1 year   | SECURE DISPOSAL   |                                 |
| 8.1.7 (22.7)          | Supplementary information form including additional information such as religion and medical conditions: For <b>successful admissions</b> | YES                  | This information should be added to the pupil file   | SECURE DISPOSAL   |                                 |

|                 |  |     |  |                 |  |
|-----------------|--|-----|--|-----------------|--|
| 8.1.8<br>(22.8) | Supplementary information form including additional information such as religion, medical conditions: For <b>unsuccessful admissions</b> | YES | Until appeals process completed                | SECURE DISPOSAL |  |
| 8.1.9<br>(22.9) | Records relating to the management of exclusions   | YES | Date of birth of the pupil involved + 25 years | SECURE DISPOSAL |  |

## 8.2 Pupils and Students

| Ref (IRMS Ref)  | Basic file description   | Personal Information | Retention Period [Operational]  | Action at the end of the administrative life of the record   | Annual Review Complete Tick (✓) |
|-----------------|--|----------------------|---|--|---------------------------------|
| 8.2.1<br>(21.1) | <b>Primary</b> - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005   | YES                  | Retain whilst the child remains at the primary school   | The file should follow the pupil when they leave the primary school.<br><br>Further guidance in IRMS toolkit |                                 |
| 8.2.2<br>(21.2) | <b>Secondary</b> - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 | YES                  | Date of birth of the pupil + 25 years   | REVIEW   |                                 |
| 8.2.3<br>(21.3) | Attendance Registers   | YES                  | Every entry in the attendance register must be preserved for a period of 3 years after the date on which the last entry was made. | SECURE DISPOSAL  |                                 |
| 8.2.4<br>(21.4) | Correspondence relating to any absence (authorised or unauthorised)  | POTENTIAL            | Current academic year + 2 years   | SECURE DISPOSAL  |                                 |

## 8.4 Special Educational Needs/Welfare Information

| Ref (IRMS Ref) | Basic file description  | Personal Information | Retention Period [Operational]   | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|----------------|---|----------------------|--|--|---------------------------------|
| 8.4.1 (25.1)   | Special Educational Needs files, reviews and Individual Education Plans                                   | YES                  | Date of birth of the pupil + 25 years  | SECURE DISPOSAL  |                                 |
| 8.4.2 (25.2)   | Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | YES                  | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended<br><br>Note: IICSA recommendations awaited  | SECURE DISPOSAL  |                                 |
| 8.4.3 (25.3)   | Advice and information provided to parents regarding educational needs                                    | YES                  | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years<br><br><b>Note:</b> This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA. | SECURE DISPOSAL  |                                 |
| 8.4.4 (25.4)   | Accessibility strategy  | YES                  | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years<br><br><b>Note:</b> This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA. | SECURE DISPOSAL  |                                 |
| 8.4.5 (33.07)  | Accessibility Plan relating to individual pupils  | YES                  | The plan should be included in the pupil file  | SECURE DISPOSAL  |                                 |
| 8.4.6 (33.01)  | Family Liaison Officers and Home School Liaison Assistants: Day Books                                     | YES                  | Current year + 2 years then review   | SECURE DISPOSAL  |                                 |

|                   |  |     |   |  |  |
|-------------------|--|-----|---|--|--|
| 8.4.7<br>(33.02)  | Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency | YES | Whilst child is attending school and then destroy   | SECURE DISPOSAL                                |  |
| 8.4.8<br>(33.03)  | Family Liaison Officers and Home School Liaison Assistants: Referral forms   | YES | While the referral is current   | SECURE DISPOSAL                                |  |
| 8.4.9<br>(33.04)  | Family Liaison Officers and Home School Liaison Assistants: Contact data sheets  | YES | Current year then review, if contact is no longer active then destroy   | SECURE DISPOSAL                                |  |
| 8.4.10<br>(33.05) | Family Liaison Officers and Home School Liaison Assistants: Contact database entries   | YES | Current year then review, if contact is no longer active then destroy   | SECURE DISPOSAL                                |  |
| 8.4.11<br>(33.06) | Family Liaison Officers and Home School Liaison Assistants: Group Registers  | YES | Current year + 2 years  | SECURE DISPOSAL                                |  |
| 8.4.12<br>(33.08) | Child protection information held on pupil file  | YES | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.<br><b>Note:</b> This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.   | SECURE DISPOSAL These records must be shredded |  |
| 8.4.13<br>(33.09) | Child protection information held in separate files  | YES | Date of birth of the child + 25 years then REVIEW<br>This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record.<br><b>Note:</b> This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA. | SECURE DISPOSAL these records MUST be shredded |  |
| 8.4.14<br>(33.10) | Correspondence relating authorised absence   | YES | Current academic year + 2 years   | SECURE DISPOSAL                                |  |

## Section 9 – Education Management and Extra-Curricular Activities.

| 9.1 Management Information           |   |                      |                                      |   |                                 |
|--------------------------------------|---|----------------------|--------------------------------------|---|---------------------------------|
| Ref (IRMS Ref)                       | Basic file description                      | Personal Information | Retention Period [Operational]       | Action at the end of the administrative life of the record  | Annual Review Complete Tick (✓) |
| 9.1.1 (2.2)                          | Curriculum returns                          | NO                   | Current year + 3 years               | SECURE DISPOSAL   |                                 |
| 9.1.2 (2.1)                          | Published Admission Number (PAN) Reports    | YES                  | Current year + 6 years               | SECURE DISPOSAL   |                                 |
| 9.1.3 (2.6)                          | Value added and contextual data             | YES                  | Current year + 6 years               | SECURE DISPOSAL   |                                 |
| 9.1.4 (2.3)                          | Self-evaluation forms                       | YES                  | Current year + 6 years               | SECURE DISPOSAL   |                                 |
| 9.1.5 (2.4)                          | Self-evaluation forms - external moderation | YES                  | Until superseded                     | SECURE DISPOSAL   |                                 |
| 9.1.6 (2.5)                          | Self Evaluation Forms - Internal moderation | YES                  | Academic year plus one academic year | SECURE DISPOSAL   |                                 |
| 9.2 Implementation of the Curriculum |   |                      |                                      |   |                                 |
| Ref (IRMS Ref)                       | Basic file description                      | Personal Information | Retention Period [Operational]       | Action at the end of the administrative life of the record  | Annual Review Complete Tick (✓) |
| 9.2.1 (31.01)                        | Schemes of work                             | NO                   | Current year + 1 year                | It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL |                                 |
| 9.2.2 (31.02)                        | Timetable                                   | NO                   | Academic year + 1 year               | It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL  |                                 |

|                  |                        |     |   |  |  |
|------------------|------------------------|-----|---|--|--|
| 9.2.3<br>(31.03) | Class record books     | NO  | Academic year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL  |  |
| 9.2.4<br>(31.04) | Mark books             | NO  | Academic year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL  |  |
| 9.2.5<br>(31.05) | Record of homework set | NO  | Academic year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |  |
| 9.2.6<br>(31.06) | Pupils work            | YES | Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year + 1 year | SECURE DISPOSAL  |  |

## 9.2 Examinations

| Ref (IRMS Ref) | Basic file description                   | Personal Information | Retention Period [Operational]  | Action at the end of the administrative life of the record   | Annual Review Complete Tick (✓) |
|----------------|--|----------------------|---|--|---------------------------------|
| 9.2.1<br>(5.1) | SATs records Examination papers          | YES                  | The examination papers should be kept until any appeals/validation process is complete  | SECURE DISPOSAL  |                                 |
| 9.2.2<br>(5.2) | SATs records Results                     | YES                  | SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |                                 |
| 9.2.3<br>(5.3) | Examination Results Pupil Copies: Public | YES                  | This information should be added to the pupil file.   | Schools should follow the instructions of the Examination Board about disposing of uncollected certificates                        |                                 |

|                |  |     |   |                 |  |
|----------------|--|-----|---|-----------------|--|
| 9.2.4<br>(5.4) | Examination results pupil copies: Internal | YES | This information should be added to the pupil file.                                   |                 |  |
| 9.2.5<br>(5.5) | Examination results (schools copy)         | YES | Current year + 6 years  | SECURE DISPOSAL |  |
| 9.2.6<br>(5.6) | Management of examination registrations    | YES | The examination board will usually mandate how long these records need to be retained |                 |  |

### 9.3 Policies and Frameworks

| Ref (IRMS Ref) | Basic file description             | Personal Information | Retention Period [Operational]  | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|----------------|------------------------------------|----------------------|---|--|---------------------------------|
| 9.3.1<br>(3.1) | Complaints Policy                  | NO                   | Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained | SECURE DISPOSAL  |                                 |
| 9.3.2<br>(3.2) | Data Protection Policy             | NO                   | Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained | SECURE DISPOSAL  |                                 |
| 9.3.3<br>(3.3) | Freedom of Information Policy      | NO                   | Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained | SECURE DISPOSAL  |                                 |
| 9.3.4<br>(3.4) | Information Security Breach Policy | NO                   | Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained | SECURE DISPOSAL  |                                 |
| 9.3.5<br>(3.5) | Special Educational Needs Policy   | NO                   | Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained | SECURE DISPOSAL  |                                 |

|                |  |    |  |                 |  |
|----------------|--|----|--|-----------------|--|
| 9.3.6<br>(3.6) | Equality Information and Objectives (public sector equality duty). Statement for publication | NO | Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year + 1 year                            | SECURE DISPOSAL |  |
| 9.3.7<br>(3.7) | Risk and Control Framework   | NO | Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained                   | SECURE DISPOSAL |  |
| 9.3.8<br>(3.8) | Rules and Bylaws   | NO | Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained | SECURE DISPOSAL |  |

#### 9.4 Strategy

| Ref<br>(IRMS<br>Ref) | Basic file description                                  | Personal<br>Information | Retention Period [Operational]  | Action at the end of the<br>administrative life of the<br>record | Annual<br>Review<br>Complete<br>Tick (✓) |
|----------------------|---|-------------------------|---|--|--|
| 9.4.1<br>(4.1)       | Strategic Review  | NO                      | Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained | SECURE DISPOSAL  |  |
| 9.4.2<br>(4.2)       | Strategic Plan [also known as School Development Plans] | NO                      | Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained            | SECURE DISPOSAL  |  |
| 9.4.3<br>(4.3)       | Accessibility Plan                                      | NO                      | Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained    | SECURE DISPOSAL  |  |

## 9.4 Extra Curriculum and Miscellaneous Activities

| Ref (IRMS Ref) | Basic file description   | Personal Information | Retention Period [Operational]   | Action at the end of the administrative life of the record | Annual Review Complete Tick (✓) |
|----------------|--|----------------------|--|--|---------------------------------|
| 9.4.1 (6.1)    | Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools   | NO                   | Date of Visit + 15 years   | SECURE DISPOSAL  |                                 |
| 9.4.2 (6.2)    | Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools | NO                   | Date of Visit + 15 years   | SECURE DISPOSAL  |                                 |
| 9.4.3 (6.3)    | Parental consent forms for school trips where there has been no major incident   | YES                  | Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time | SECURE DISPOSAL  |                                 |
| 9.4.4 (6.4)    | Parental permission slips for school trips where there has been a major incident   | YES                  | Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils                             | SECURE DISPOSAL  |                                 |
| 9.4.5 (6.5)    | Records relating to residential trips  | YES                  | Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer   | SECURE DISPOSAL  |                                 |
| 9.4.6 (19.1)   | Records relating to the creation and management of the School Parent Teacher Association and/or Old Pupils Association       | YES                  | Current Year + 6 years then review   | SECURE DISPOSAL  |                                 |

## Section 10 – Central Government and Local Authority

| <b>10.1 Liaison with LEA-DFE</b> |   |                             |                                       |   |  |
|----------------------------------|---|-----------------------------|---------------------------------------|---|--|
| <b>Ref (IRMS Ref)</b>            | <b>Basic file description</b>                                 | <b>Personal Information</b> | <b>Retention Period [Operational]</b> | <b>Action at the end of the administrative life of the record</b> | <b>Annual Review Complete Tick (✓)</b> |
| 10.2.1 (18.1)                    | OFSTED reports and papers                                     | No                          | Life of the report then review        | SECURE DISPOSAL   |  |
| 10.2.2 (18.2)                    | Returns made to central government                            | No                          | Current year + 6 years                | SECURE DISPOSAL   |  |
| 10.2.3 (18.3)                    | School census returns   | No                          | Current year + 5 years                | SECURE DISPOSAL   |  |
| 10.2.4 (18.4)                    | Circulars and other information sent from the Local Authority |                             | Operational use                       | SECURE DISPOSAL   |  |
| 10.2.5 (18.5)                    | Circulars and other information sent from central government  | No                          | Operational use                       | SECURE DISPOSAL   |  |
| 10.2.6 (18.6)                    | Attendance returns  | Yes                         | Academic year + 1 year                | SECURE DISPOSAL   |  |
| 10.2.7 (18.7)                    | Secondary transfer sheets (Primary)                           | Yes                         | Academic year + 2 years               | SECURE DISPOSAL   |  |