

Tanfield School

Specialist College of Science & Engineering



RECORD RETENTION SCHEDULE

Record Retention Schedule

Document Control

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Change History

Version	Date	Description
1.0		Initial draft, start of document

Related Documents/Policies

References	Title
	Privacy Notice for Staff
	Privacy Notice for Parents
	Privacy Notice for Pupils
	Data Protection Policy

Record Retention Schedule

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Management of the school

Governing body

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Agendas for governing body meetings	If dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
Minutes of governing body meetings	If dealing with confidential issues relating to staff			
Principal set (signed)			PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service
Inspection copies			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded
Reports presented to the governing body	If dealing with confidential issues relating to staff		6 years	SECURE DISPOSAL or retain with the signed set of the minutes
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002		Education Act 2002, Section 33	Date of meeting + a minimum of 6 years	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Instruments of government including articles of association			PERMANENT	These should be retained in the school whilst the school is open and then offered to the County Archives Service when the school closes
Trusts and endowments managed by the governing body			PERMANENT	These should be retained in the school whilst the school is open and then offered to the County Archive Service when the school closes
Action plans created and administered by the governing body			Life of the action plan + 3 years	SECURE DISPOSAL
Policy documents created and administered by the governing body			Life of the policy + 3 years	SECURE DISPOSAL
Records relating to complaints dealt with by the governing body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Annual reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002		Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including specialist status schools and academies			Date proposal accepted or declined + 3 years	SECURE DISPOSAL

Record Retention Schedule

Headteacher and Senior Leadership Team

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Log books of activity in the school maintained by the Headteacher	If refers to individual pupils or members of staff		Date of last entry + a minimum of 6 years then REVIEW	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	If refers to individual pupils or members of staff		Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL
Reports created by the Headteacher or the Leadership Team	If refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
Records created by the Headteacher, Deputy/Assistant Headteachers, and other members of staff with administrative responsibilities	If refers to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by the Headteacher, Deputy/Assistant Headteachers, and other members of staff with administrative responsibilities	If refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional development plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
School development plans			Life of the plan + 3 years	SECURE DISPOSAL

Record Retention Schedule

Admissions process

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
All records relating to the creation and implementation of the School Admission's Policy		School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panel December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panel December 2014	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panel December 2014	Resolution of case + 1 year	SECURE DISPOSAL
Register of admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2014	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	REVIEW
Admissions – secondary schools – casual	Yes		Current year + 1 year	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admissions appeals panel December 2014	Current year + 1 year	SECURE DISPOSAL
Supplementary information form including additional information such as religion, medical conditions etc	Yes		Added to pupil file when successful, until appeals process completed when unsuccessful	SECURE DISPOSAL

Operational administration

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
General file series			Current year + 5 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and publication of the school prospectus			Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of circulars to staff, parents or pupils			Current year + 1 year	STANDARD DISPOSAL
Newsletters and other items with short operational use			Current year + 1 year	STANDARD DISPOSAL
Visitors' book and signing in sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupil Associations			Current year + 6 years then REVIEW	SECURE DISPOSAL

Human resources

Recruitment

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
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
All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS checks		DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	
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 placed on the member of staff’s personal file	

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Pre-employment vetting information – evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the staff personal file (see below), 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	

Operational staff management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Staff personal file	Yes	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

Record Retention Schedule

Management of disciplinary and grievance processes

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015	Until the person's normal retirement age or 10 years from the date of allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
Disciplinary - Oral warning	Yes		Date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
Disciplinary - Written warning – level 1	Yes		Date of warning + 6 months	
Disciplinary - Written warning – level 2	Yes		Date of warning + 12 months	
Disciplinary - Final warning	Yes		Date of warning + 18 months	
Disciplinary - Case not found	Yes		Dispose at conclusion of case	SECURE DISPOSAL

Health and safety

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Health and safety policy statements			Life of policy + 3 years	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Health and safety risk assessments			Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident reporting – Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 6 years	SECURE DISPOSAL
Accident reporting - Children	Yes	As Accident reporting – Adults (above)	DOB of the child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)		Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11;	Current year + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos		Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SECURE DISPOSAL
Fire precautions log books			Current year + 6 years	SECURE DISPOSAL

Record Retention Schedule

Payroll and pensions

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

Record Retention Schedule

Financial management of the school

Risk management and insurance

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Employer's liability insurance			Closure of the school + 40 years	SECURE DISPOSAL

Asset management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Inventories of furniture and equipment			Current year + 6 years	SECURE DISPOSAL
Burglary, theft, and vandalism report forms			Current year + 6 years	SECURE DISPOSAL

Accounts and statements including budget management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Annual accounts			Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the schools			Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Student grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement and background papers			Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices			Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies			Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt			Current financial year + 6 years	SECURE DISPOSAL

Contract management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
All records relating to the management of contracts under seal		Limitation Act 1990	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature		Limitation Act 1990	Last payment on the contract + 6 years	SECURE DISPOSAL

Record Retention Schedule

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Records relating to the monitoring of contracts			Current year + 2 years	SECURE DISPOSAL

Record Retention Schedule

School fund

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
School fund – cheque books			Current year + 6 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 – journey books			Current year + 6 years	SECURE DISPOSAL

School meals management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
School meals registers	Yes		Current year + 3 years	SECURE DISPOSAL
School meals summary sheets			Current year + 3 years	SECURE DISPOSAL

Property management

Property management

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Title deeds of properties belonging to the school			PERMANENT These should follow the property unless the property has been registered with the Land Registry	
Plans of property belonging to the school			These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold	
Leases of property leased by or to the school			Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises			Current financial year + 6 years	SECURE DISPOSAL

Maintenance

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
All records relating to the maintenance of the school carried out by contractors			Current year + 6 years	SECURE DISPOSAL

Record Retention Schedule

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
All records relating to the maintenance of the school carried out by school employees including maintenance log books			Current year + 6 years	SECURE DISPOSAL

Pupil management

Pupil's educational record

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437; Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
Examination results – pupil copies (public)	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
Examination results – pupil copies (internal)	Yes		This information should be added to the pupil file	

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Child protection information held on pupil file	Yes	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015	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	SECURE DISPOSAL – these records MUST be shredded
Child protection information held in separate files	Yes	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015	DOB of the child + 25 years then REVIEW 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 Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded

Attendance

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Attendance registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made	SECURE DISPOSAL

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Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

Special educational needs

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Special Educational Need files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	REVIEW
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of Birth of the pupil + 25 years	SECURE DISPOSAL unless the document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth of the pupil + 25 years	SECURE DISPOSAL unless the document is subject to a legal hold
Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of Birth of the pupil + 25 years	SECURE DISPOSAL unless the document is subject to a legal hold

Curriculum management

Statistics and management information

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Curriculum returns			Current year + 3 years	SECURE DISPOSAL
Examination results (schools copy)	Yes		Current year + 6 years	SECURE DISPOSAL
- SATS records	Yes			
- Results				SECURE DISPOSAL
- Examination Papers			Until any appeals/validation process is complete	SECURE DISPOSAL
Published Admission Number (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

Record Retention Schedule

Implementation of curriculum

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Schemes of work			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
Timetable			Current year + 1 year	
Class record books			Current year + 1 year	
Mark books			Current year + 1 year	
Record of homework set			Current year + 1 year	
Pupils' work			Current year + 1 year	SECURE DISPOSAL

Extra curricular activities

Educational visits outside the classroom

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Records created by schools to obtain approval to run an educational visit outside the classroom		Outdoor Education Advisers' Panel National Guidance http://oeapng.info specifically Section 3 and Section 4	Date of visit + 10 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parent permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. The permissions slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	

Record Retention Schedule

Walking bus

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
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

Family liaison officer and home school liaison assistants

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Day books	Yes		Current year + 2 years then REVIEW	
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 then DESTROY	
Referral forms	Yes		While the referral is current	
Contact data sheets	Yes		Current year then REVIEW, if contact is no longer active then DESTROY	
Contact database entries	Yes		Current year then REVIEW, if contact is no longer active then DESTROY	
Group registers	Yes		Current year + 2 years	

Record Retention Schedule

Central government and local authority

Local authority

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL
School census returns			Current year + 5 years	SECURE DISPOSAL
Circulars and other information sent from the local authority			Operational use	SECURE DISPOSAL

Central government

Basic file description	Data protection issues	Statutory provisions	Retention period (operational)	Action at the end of the administrative life of the record
OFSTED reports and papers			Life of the report then REVIEW	SECURE DISPOSAL
Returns made to central government			Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from central government			Operational use	SECURE DISPOSAL