



Records Retention and Deletion Policy

This records retention and deletion policy contains recommended retention periods for the different record series created and maintained by Village Infants school in the course of our business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA) and the Freedom of Information Act 2000 (FOI).

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This policy will be reviewed at intervals of no less than three years, or exceptionally, if required by changes in Data Protection, Freedom of Information or other relevant legislation.

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Controlled Document

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1. The purpose of the retention schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

2. Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete retention schedule:

- a. Managing records in line with best practice guidance fulfils duties under Section 46 Code of Practice on Records Management under the Freedom of Information Act 2000. Retention Guidelines are published so there is clear communication to customers over what information should still be available to them if they wish to make a subject access request. To retain information for too long or to destroy it too soon leaves us open to criticisms on openness and transparency, and in some cases, compliance with the law.
- b. Members of staff can be confident about destroying information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

3. Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

4. What to do with records once they have reached the end of their administrative life

4a Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible). Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or another unique identifier);
- File title (or brief description);
- Number of files
- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

4b Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

4c Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

4d Transfer of Records between schools

When a child leaves the school all records for the child should be transferred in a secure manner to the child's new school. If the records contain sensitive information (e.g. child protection records) proof of receipt should be obtained. All data held by the school should then be deleted including all paper records and data stored electronically. A record should be kept for tracking and auditing purposes only.

5. All Staff

Everyone is responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this policy (if authorised to do so).
- Ensuring that any proposed divergence from the records retention and disposal policies is authorised by the Head Teacher.

6. References

- General Data Protection Regulations 2016/679
- Data Protection Act 2018
- Article 8, The Human Rights Act 1998
- Freedom of Information Act 2000
- Code of Practice on Records Management (under Section 46 of the FOIA)

RETENTION SCHEDULE

| 7.1 Governors | | | | |
|---|------------------------|--|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Minutes | | | | |
| <ul style="list-style-type: none"> • <i>Principal set (signed)</i> | No | | Permanent | Retain in school for 6 years from date of meeting |
| Agendas | No | | Date of meeting | DESTROY |
| Reports | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting |
| Instruments of Government | No | | Permanent | Retain in school whilst school is open |
| Trusts and Endowments | No | | Permanent | Retain in school whilst operationally required |
| Action Plans | No | | Date of action plan + 3 years | DESTROY |
| Policy documents | No | | Expiry of policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision-making process) |
| Complaints files | Yes | | Date of resolution of complaint + 6 years | Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints |
| Annual Reports required by the Department for Education and Skills | No | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years | |

RETENTION SCHEDULE

| 7.2 Management | | | | |
|--|-------------------------------|-----------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Minutes of the Senior Management Team and other internal administrative bodies | Yes | | Date of meeting + 5 years | Retain in the school for 5 years from meeting |
| Reports made by the head teacher or the management team | Yes | | Date of report + 3 years | Retain in the school for 3 years from meeting |
| Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes | | Closure of file + 6 years | DESTROY |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | No | | Date of correspondence + 3 years | DESTROY |
| Professional development plans | Yes | | Closure + 6 years | DESTROY |
| School development plans | No | | Closure + 6 years | Review |

| 7.3 Pupils | | | | |
|-------------------------------|-------------------------------|-----------------------------|---|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Admission Registers | Yes | | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. |
| Attendance registers | Yes | | Date of register + 3 years | DESTROY [If these records are retained electronically any back up copies should be destroyed at the same time] |
| Pupil files | Yes | | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. |

RETENTION SCHEDULE

| 7.3 Pupils | | | | |
|---|------------------------|--|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Special Educational Needs files, reviews and Individual Education Plans | Yes | | Closure + 35 year | DESTROY unless legal action is pending |
| Child Protection files | Yes | Education Act 2002 S175, related guidance Safeguarding Children in Education, September 2004 | DOB + 25 years | DESTROY |
| Letters authorising absence | No | | Date of absence + 2 years | DESTROY |
| Examination results | Yes | | | |
| <ul style="list-style-type: none"> • <i>Public</i> | No | | Year of examinations + 6 years | DESTROY |
| <ul style="list-style-type: none"> • <i>Internal examination results</i> | Yes | | Current year + 5 years | DESTROY |
| Any other records created in the course of contact with pupils | Yes/No | | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or DESTROY |
| Statement maintained under The Education Act 1996 - Section 324 | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | DESTROY unless legal action is pending |
| Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | DESTROY unless legal action is pending |
| Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | DESTROY unless legal action is pending |
| Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | DESTROY unless legal action is pending |

RETENTION SCHEDULE

| 7.4 Curriculum | | | | |
|------------------------|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Curriculum development | No | | Current year + 6 years | DESTROY |
| Curriculum returns | No | | Current year + 3 years | DESTROY |
| School syllabus | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY |
| 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 new retention period or DESTROY |
| Timetable | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY |
| Class record books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY |
| Examination results | Yes | | Current year + 6 years | DESTROY |

RETENTION SCHEDULE

| 7.5 Personnel | | | | |
|--|------------------------|---|---|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Timesheets, sick pay | Yes | Financial Regulations | Current year + 6 years | DESTROY |
| Staff Personal files | Yes | | Termination + 7 years | DESTROY |
| Interview notes and recruitment records | Yes | | Date of interview + 6 months | DESTROY |
| Pre-employment vetting information (including DBS checks) | No | DBS guidelines | Date of check | DESTROY |
| Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Yes | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 | Until the persons normal retirement age, or 10 years from the date of the allegation if that is longer. | DESTROY |
| Disciplinary proceedings: | Yes | | | |
| • <i>Oral warning</i> | | | Date of warning + 6 months | DESTROY |
| • <i>written warning – level one</i> | | | Date of warning + 6 months | DESTROY |
| • <i>written warning – level two</i> | | | Date of warning + 12 months | DESTROY |
| • <i>final warning</i> | | | Date of warning + 18 months | DESTROY |
| • <i>case not found</i> | | | DESTROY immediately at the conclusion of the case | |
| Records relating to accident/injury at work | Yes | | Date of incident + 12 years | Review at the end of this period. In the case of serious accidents, a further retention period will need to be applied |
| Annual appraisal/assessment records | No | | Current year + 5 years | DESTROY |
| Maternity pay records | Yes | Statutory Maternity Pay | Current year, +3yrs | DESTROY |

RETENTION SCHEDULE

| 7.5 Personnel | | | | |
|--|------------------------|----------------------|--------------------------------|--|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | DESTROY |

| 7.6 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 |
| Accessibility Plans | | Disability Discrimination Act | Current year + 6 years | DESTROY |
| Accident Reporting | | Limitation Act 1980 | | |
| <ul style="list-style-type: none"> • <i>Adults</i> | Yes | | Current year + 3 years | DESTROY |
| <ul style="list-style-type: none"> • <i>Children</i> | Yes | | DOB + 25 years ¹ | DESTROY |
| COSHH | | | Current year + 10 years | Review [where appropriate an additional retention period may be allocated] |
| Incident reports | Yes | | Current year + 20 years | DESTROY |
| Policy Statements | | | Date of expiry + 1 year | DESTROY |
| Risk Assessments | | | Current year + 3 years | DESTROY |
| Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos | | | Last action + 40 years | DESTROY |

¹ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

RETENTION SCHEDULE

| 7.6 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 |
| Process of monitoring of areas where employees and persons are likely to have come in contact with radiation | | | Last action + 50 years | DESTROY |
| Fire Precautions log books | | | Current year + 6 years | DESTROY |

| 7.7 Administrative | | | | |
|--|-------------------------------|-----------------------------|---------------------------------------|---|
| 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 certificate | | | Permanent whilst the school is open | DESTROY once the school has closed |
| Inventories of equipment and furniture | | | Current year + 6 years | DESTROY |
| School brochure/prospectus | | | Current year + 3 years | |
| Circulars (staff/parents/pupils) | | | Current year + 1 year | DESTROY |
| Newsletters, ephemera | | | Current year + 1 year | Review to see whether a further retention period is required |
| Visitors' book | | | Current year + 2 years | Review to see whether a further retention period is required |

RETENTION SCHEDULE

| 7.8 Finance | | | | |
|--|-------------------------------|-----------------------------|---|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Annual Accounts | | Financial Regulations | Current year + 6 years | |
| Loans and grants | | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required |
| Contracts | | | Contract completion date + 6 years | DESTROY |
| Copy orders | | | Current year + 2 years | DESTROY |
| Budget reports, budget monitoring etc | | | Current year + 3 years | DESTROY |
| Invoice, receipts and other records covered by the Financial Regulations | | Financial Regulations | Current year + 6 years | DESTROY |
| Annual Budget and background papers | | | Current year + 6 years | DESTROY |
| Debtors' Records | | Limitation Act 1980 | Current year + 6 years | DESTROY |
| Applications for free school meals, travel, uniforms etc | | | Whilst child at school | DESTROY |
| Student grant applications | | | Current year + 3 years | DESTROY |
| Free school meals registers | Yes | Financial Regulations | Current year + 6 years | DESTROY |
| Petty cash books | | Financial Regulations | Current year + 6 years | DESTROY |

| 7.9 Property | | | | |
|--|-------------------------------|-----------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Title Deeds | | | Permanent | These should follow the property |
| Plans | | | Permanent | Retain in school whilst operational then |
| Maintenance and contractors | | Financial Regulations | Current year + 6 years | DESTROY |
| Leases | | | Expiry of lease + 6 years | DESTROY |
| Lettings | | | Current year + 3 years | DESTROY |
| Burglary, theft and vandalism report forms | | | Current year + 6 years | DESTROY |
| Maintenance log books | | | Last entry + 10 years | DESTROY |
| Contractors' Reports | | | Current year + 6 years | DESTROY |

RETENTION SCHEDULE

| 7.10 LEA | | | | |
|-------------------------------------|-------------------------------|-----------------------------|---------------------------------------|---|
| Basic file description | Data Protection Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | DESTROY |
| Attendance returns | Yes | | Current year + 1 year | DESTROY |
| Circulars from LEA | | | Whilst operationally required | Review to see whether a further retention period is required |

| 7.11 DfE | | | | |
|-------------------------------|-------------------------------|-----------------------------|--|---|
| 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 | | | Replace former report with any new inspection report | Review to see whether a further retention period is required |
| Returns | | | Current year + 6 years | DESTROY |
| Circulars from DfE | | | Whilst operationally required | Review to see whether a further retention period is required |