

**St Mary and St Benedict  
Catholic Primary School  
RECORD RETENTION  
SCHEDULE  
September 2019**

This retention schedule contains recommended retention periods for the different record series created and maintained by the schools Data Protection Officer. This schedule refers to all information regardless of the media in which it is stored (if records are retained electronically any backup copies should be destroyed at the same time). 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 Regulation 2016. Except for those that are governed by statute, if record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this will be documented.

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| Basic File Description  | Data Protection Issues | Statutory Provisions   | Retention Period   | Action at the end of administrative life of the record |
|---|------------------------|--|--|--|
| 1. Child Protection   |                        |  |  |  |
| 1.1 Child Protection Files  | Yes                    | Education Act 2002, s175, related guidance "Safeguarding Children in Education" September 2004.  | Primary; retain while child remains in school then transfer. Review periodically if necessary to retain for a longer period of time (Independent Inquiry into Child Sexual Abuse).                             | SECURE DISPOSAL  |
| 1.2 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 the allegation whichever is the longer. Details of allegations that are found to be malicious should be removed from personnel records. | SECURE DISPOSAL- MUST BE SHREDDED                      |

NB: 1 year means 1 academic year.

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| Basic File Description   | Data Protection Issues              | Statutory Provisions | Retention Period          | Action at the end of administrative life of the record  |
|--|-------------------------------------|----------------------|---------------------------|---|
| 2. Governors and Governing Body                                      |                                     |                      |                           |   |
| 2.1 Minutes  | If dealing with confidential issues |                      |                           | SECURE DISPOSAL <sup>1</sup>  |
| <ul style="list-style-type: none"> <li>Principal's Set</li> </ul>    |                                     |                      | Permanent                 | If the school is unable to store these then they should be offered to a secure archive service. |
| <ul style="list-style-type: none"> <li>Inspection minutes</li> </ul> |                                     |                      | Date of meeting + 3 years | SECURE DISPOSAL   |

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<sup>1</sup> To mean shred/put into confidential waste bins.

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|  |  |                        |  |   |
|--|--|------------------------|--|---|
| 2.2 Agendas                                      | If dealing with confidential issues                |                        | One copy to be retained with master set of minutes. All other copies to be disposed of.  | SECURE DISPOSAL   |
| 2.3 Trusts and Endowments<br><i>Academies</i>    | No   |                        | Should be retained at the registered office whilst the academies are open  | Archive if closed   |
| 2.4 Instrument of Government<br><i>Academies</i> | No   |                        | Should be retained at the registered office whilst the academies are open  | Archive if closed   |
| 2.5 Reports                                      | If containing confidential information about staff |                        | Date of report + minimum 6 years or if minutes refer directly to individual reports then kept in existence with referenced report. | SECURE DISPOSAL or retain with signed set of minutes  |
| 2.6 Annual Parents meeting documents             | Potential  | S33 Education Act 2002 | Date of meeting + minimum 6 years  | SECURE DISPOSAL   |
| 2.7 Instruments of Government                    | No   |                        | Permanent  | Retain while school remains open or archived with a secure archiving company.               |
| 2.8 Trusts and Endowments                        | No   |                        | Permanent  | Retain in school whilst operationally required or archived with a secure archiving company. |
| 2.9 Action Plans                                 | No   |                        | Date of action plan + 3 years  | SECURE DISPOSAL   |
| 2.10 Policy Documents                            | No   |                        | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)      | SECURE DISPOSAL   |

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|   |     |  |  |                 |
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| 2.11 Records relating to complaints dealt with by Governing body.                   | Yes | Limitation Act 1980  | Date of resolution of complaint + 6 years then review in case of contentious disputes. | SECURE DISPOSAL |
| 2.12 Annual Reports required by the Department for Education                        | No  | Education (Governors' Annual Reports) (England)(Amendment)Regulations 2002.SI 2002 No 1171 | Date of report + 10 years  | SECURE DISPOSAL |
| 2.13 Proposals for schools to become or be established as Specialist Status schools | No  |  | Date proposal accepted or declined +3 years  | SECURE DISPOSAL |

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| Basic File Description   | Data Protection Issues          | Statutory Provisions | Retention Period   | Action at the end of administrative life of the record |
|--|---------------------------------|----------------------|--|--|
| <b>3. Head Teacher and Senior Management Team</b>  |                                 |                      |  |  |
| 3.1 Log Books maintained by Head Teacher   | Yes if reference to individuals |                      | Date of last entry in the book + minimum 6 years then review | SECURE DISPOSAL  |
| 3.2 Minutes of the Senior Management Team and other internal administrative bodies   | Yes if reference to individuals |                      | Date of meeting + 3 years then review                        | SECURE DISPOSAL  |
| 3.3 Reports made by the Head Teacher or the Management Team  | Yes if reference to individuals |                      | Date of report + minimum 6 years then review                 | SECURE DISPOSAL  |
| 3.4 4 Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities      | Yes if reference to individuals |                      | Closure of file + 6 years                                    | SECURE DISPOSAL  |
| 3.5 Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes if reference to individuals |                      | Date of correspondence + 3 years then review                 | SECURE DISPOSAL  |

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|                                    |     |  |                            |                 |
|------------------------------------|-----|--|----------------------------|-----------------|
| 3.6 Professional development plans | Yes |  | Life of the plan + 6 years | SECURE DISPOSAL |
| 3.7 School development plans       | No  |  | Life of the plan + 3 years | SECURE DISPOSAL |

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| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of administrative life of the record |
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|------------------------|------------------------|----------------------|------------------|--|

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| 4. Admissions Process   |     |   |  |   |
|---|-----|---|--|---|
| 4.1 All records relating to the creation and implementation of the School Admissions Policy | No  | School Admission Code<br>Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014 | Life of the Policy + 3 years then review           | SECURE DISPOSAL   |
| 4.2 Admissions -if the admission is successful  | Yes | School Admission Code<br>Limitation Act   | Date of admission + 1 year and added to pupil file | SECURE DISPOSAL   |
| 4.3 Admissions - if the appeal is unsuccessful  | Yes | School Admission Code<br>Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014 | Resolution of case + 1 year                        | SECURE DISPOSAL   |
| 4.4 Registry of admissions  | Yes | School attendance: School attendance guidance for maintained schools, academies, independent schools and local authorities November 2016.               | Preserved for 3 years after entry                  | Schools must notify the local authority when a student's name is to be deleted from the admission register under regulation 8 of the Education (Student Registration) (England) Regulations 2006<br>SECURE DISPOSAL |
| 4.5 Admissions - Secondary Schools -Casual  | Yes |   | End of student relationship + 1 year               | SECURE DISPOSAL   |
| 4.6 Proofs of address supplied by parents as part of the admissions process                 | Yes |   | Current year + 1 year                              | SECURE DISPOSAL   |

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|   |     |  |                                      |                 |
|---|-----|--|--------------------------------------|-----------------|
| 4.7 Supplementary Information form including additional information such as religion, medical conditions etc. | Yes |  | End of student relationship + 1 year | SECURE DISPOSAL |
|---|-----|--|--------------------------------------|-----------------|

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| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of administrative life of the record |
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| 5. Pupils  |     |   |   |  |
|--|-----|---|---|--|
| 5.1 Admission Registers  | Yes |   | Current year of last entry + 6 years  | SECURE ARCHIVE UNTIL Date of Destruction   |
| 5.2 Attendance registers   | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2016. | Date of Register + 3 years  | SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]  |
| 5.3 Pupil's Education Record PRIMARY                                       | Yes | Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437   | End of pupil relationship + 3 academic years where this is necessary to retain electronic records<br>(Retain whilst the child remains at the school)<br>The school keeps/does not keep basic personal details<br>Retain if relevant to Part 1 of this Schedule. | SECURE DISPOSAL<br>This file should follow the pupil when he/she leaves the primary school:<br><ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> <li>• If the pupil dies whilst at primary school the file should be returned to the Local Authority and be retained for statutory retention.</li> </ul> If the pupil decides to transfer to an independent school, home schooling or leaves the country, the file should be kept by the school for DOB + 25 years. |
| 5.5 Special Educational Needs Files, review and Individual Education plans | Yes |   | Until end of pupil relationship   | Passed onto secondary school. Electronic records may be stored for a period of 3 years.  |

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|  |     |  |  |  |
|--|-----|--|--|--|
| 5.6 Correspondence Relating to Authorised Absence and Issues | No  |  | Date of absence + 2 years; if kept on education record please refer to 5.3 | SECURE DISPOSAL  |
| 5.7 Examination results                                      |     |  |  |  |
| 5.7a. Public   | No  |  | This information should be added to pupil file                             | All uncollected certificates to be returned to examining body  |
| 5.7b. Internal   | Yes |  | This information should be added to pupil file                             | If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.<br>SECURE DISPOSAL |

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|   |        |  |   |  |
|---|--------|--|---|--|
| 5.8 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.” | 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                                  |
| 5.9 Child Protection Information held on 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.” | End of relationship with pupil + 1 year on the understanding that the principal copy of this information will remain with Local Authority social services and another copy will go to the school the child attends. | SECURE DISPOSAL- these records must be shredded                                  |
| 5.10 Any other records created in the course of contact with pupils e.g. conduct/behaviour records. | Yes/No |  | Termination of relationship with student + 3 years if kept electronically on IMS.   | Review if incident or passed to secondary/alternative school or SECURE DISPOSAL. |
| 5.11 Student work   | Yes    |  | Return to student at end of academic year. If not possible, retain for current academic year + 1 year.  | SECURE DISPOSAL  |
|   |        |  |   |  |

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| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of administrative life of the record |
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| 6. School Trips and Extra-curricular activities   |     |   |   |  |
|---|-----|---|---|--|
| 6.1 Parental permission slips for school trips - where there has been no major incident                                 |     |   |   |  |
| 6.2 Parental permission slips for school trips - where there has been a major incident                                  | Yes |   | Conclusion of the trip  | Although the consent forms could be retained for DOB + 25 years, the requirement for them is low. Possible to archive. |
| 6.3 Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools   | Yes | Limitation Act 1980   | DOB of the pupil involved in the incident + 25 years<br>The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils | SECURE DISPOSAL  |
| 6.4 Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools | No  | Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically section 3 – "Legal Framework and Employer Systems" and Section4 "Good Practice". | Date of visit + 14 years  | SECURE DISPOSAL  |
| 6.5 Walking Bus registers   | No  | Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically section 3 – "Legal Framework and Employer Systems" and Section4 "Good Practice". | Date of visit + 10 years  | SECURE DISPOSAL  |

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|  |     |  |   |   |
|--|-----|--|---|---|
|  | 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<br>[Electronic back-ups to be destroyed at the same time] |
|--|-----|--|---|---|

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| Basic File Description  | Data Protection Issues | Statutory Provisions   | Retention Period  | Action at the end of administrative life of the record   |
|---|------------------------|--|---|--|
| <b>7. Special Educational Needs</b>                               |                        |  |   |  |
| 7.1 SEN files, reviews and individual educational plans           | Yes                    | Limitation Act 1980  | End of pupil relationship and passed to secondary school + 3 years where this is stored on the IMS. | Review<br>Note: Some Local Authorities will keep SEN files for a longer period of time in case of a claim. Business risk analysis. |
| 7.2 EHC Plans   | Yes                    | Section 37 The Children and Families Act 2014                | End of pupil relationship + 3 years if stored on school IMS.  | Review and SECURE DISPOSAL   |
| 7.3 Advice and information to parents regarding educational needs | Yes                    | Special Educational Needs and Disability Act 2001 Section 2  | End of pupil relationship   | SECURE DISPOSAL unless subject to a legal hold   |
| 7.4 Accessibility Strategy  | Yes                    | Special Educational Needs and Disability Act 2001 Section 14 | End of pupil relationship   | SECURE DISPOSAL unless subject to a legal hold   |

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| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of administrative life of the record |
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| 8. Curriculum   |     |  |                        |  |
|---|-----|--|------------------------|--|
| 8.1 Curriculum returns (expected outcomes for learning) | Yes |  | Current year + 3 years | SECURE DISPOSAL  |
| 8.2 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 SECURE DISPOSAL |
| 8.3 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 SECURE DISPOSAL |
| 8.4 Class record sheets                                 | 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 SECURE DISPOSAL |
| 8.5 Mark Books/<br>Personalised Assessment Sheet        | 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 SECURE DISPOSAL |
| 8.6 Record of homework set                              | 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 SECURE DISPOSAL |

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|                                      |             |  |  |                                     |
|--------------------------------------|-------------|--|--|-------------------------------------|
| 8.7 work                             | Potentially |  | Current year + 1 year<br>OR<br>return to student at the end of the academic year where possible. | SECURE DISPOSAL                     |
| 8.8 Examination Papers               | Yes         |  | Examination papers should be kept until any further appeal/validation process is complete.       | SECURE DISPOSAL<br>PSEUDONYMISATION |
| 8.9 PAN Reports                      | Yes         |  | Termination of pupil at primary school transferred to secondary.                                 | SECURE DISPOSAL                     |
| 8.10 Value added and contextual Data | Yes         |  | Termination of pupil at primary school transferred to secondary.                                 | SECURE DISPOSAL                     |
| 8.11 Self Evaluation forms           | Yes         |  | Termination of pupil at primary school transferred to secondary.                                 | SECURE DISPOSAL                     |

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| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period | Action at the end of administrative life of the record |
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| 9. Recruitment  |     |  |  |                 |
|---|-----|--|--|-----------------|
| 9.1 All records leading up to the appointment of a new Head Teacher.                                | Yes |  | Date of Appointment + 6 years from retirement.   | SECURE DISPOSAL |
| 9.2 All records leading up to the new appointment of a new member of staff- unsuccessful candidate. | Yes |  | Date of appointment of successful candidate + 6 months   | SECURE DISPOSAL |
| 9.3 All records leading up to the new appointment of a new member of staff- successful candidate.   | Yes |  | All relevant information to be added to staff personal file and all other info retained for 6 months               | SECURE DISPOSAL |
| 9.4 Interview notes and recruitment records.  | Yes |  | Date of interview + 6 months   | SECURE DISPOSAL |
| 9.5 Pre-employment vetting information - DBS checks.  | Yes | DBS Update service Employer Guide June 2014: Keeping children safe in education July 2015 (Dept. Education s73, 74). | The school does <b>NOT</b> have to keep DBS certificates. If the schools does, do not keep for more than 6 months. | SECURE DISPOSAL |
| 9.6 Pre-employment vetting information – Evidence proving the right to work in the UK.              | Yes | An employer’s guide to right to work checks [Home Office June 2018]  | Store on staff personal file for duration of their employment + minimum 2 years                                    | SECURE DISPOSAL |

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|  |   |                                 |  |                 |
|--|---|---------------------------------|--|-----------------|
| 9.7 Proof of identity collected as part of the 'portable' enhanced DBS disclosure. | Yes   |                                 | Where possible these should be checked and a note kept of what was seen and checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file. | SECURE DISPOSAL |
| 9.8 Timesheets, sick pay   | Yes   |                                 | Current year + 6 years   | SECURE DISPOSAL |
| 9.9 Staff Personnel files  | Yes   | Limitation Act 1980 (section 2) | Date of termination + 6 years  | SECURE DISPOSAL |
| 9.10 Disciplinary proceedings:   | Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice. |                                 |  |                 |
| 9.10a oral warning   | Yes   |                                 | The school may wish to keep this information on the staff personal file  | SECURE DISPOSAL |
| 9.10b written warning level 1  | Yes   |                                 |  | SECURE DISPOSAL |
| 9.10c written warning level 2  | Yes   |                                 |  | SECURE DISPOSAL |
| 9.10d final warning  | Yes   |                                 |  | SECURE DISPOSAL |
| 9.10e case not found   | Yes   |                                 | If incident is child protection related see 1.2 otherwise dispose of at conclusion of the case.  | SECURE DISPOSAL |

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|  |     |  |   |                 |
|--|-----|--|---|-----------------|
| 9.11 Records relating to accident/injury at work | Yes |  | Date of incident +6 years or if kept on staff file then refer to personal file. In the case of serious accidents a further retention period will need to be applied | SECURE DISPOSAL |
| 9.12 Annual appraisal/assessment records         | Yes |  | Duration of time of School members of staff that are no longer at the school current year + 5 years   | SECURE DISPOSAL |

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| Basic File Description                  | Data Protection Issues | Statutory Provisions  | Retention Period           | Action at the end of administrative life of the record  |
|---|------------------------|---|----------------------------|---|
| 10. Health and Safety                   |                        |   |                            |   |
| 10.1 Health and Safety Policy Statement | No                     |   | Life of Policy + 3 years   | SECURE DISPOSAL   |
| 10.2 Accessibility Plans                | No                     | Equality Act 2010   | Current year + 6 years     | SECURE DISPOSAL   |
| 10.3 Accident reporting:                | Yes                    | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980<br>JSP 375 Pt.2 Vol 1 (V1.0 Jan 16)<br>Government Guidance |                            | Retain copy of Health and Safety Policy published at the time of the accident with this file. |
| • Adults                                |                        |   | Date of incident + 6 years | SECURE DISPOSAL   |
| • Children                              |                        |   | DOB + 25 years             | SECURE DISPOSAL   |

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|   |             |  |  |                 |
|---|-------------|--|--|-----------------|
| 10.4 Control Of Substances Hazardous to Health OSHH   | No          | Control of substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 regulations had not been made. Regulation 18(2). | Current year + 40 years  | SECURE DISPOSAL |
| 10.5 Risk Assessments and Personal Evacuation Plans   | Potentially |  | Life of risk assessment + 3 years  | SECURE DISPOSAL |
| 10.6 Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos. | No          | Control of Asbestos at work Regulations 2012 SI 1012 No 632 Regulation 19.   | Last action + 40 years   | SECURE DISPOSAL |
| 10.7 Process of monitoring of areas where employees and persons are likely to have come in contact with radiation   | No          |  | Last action + 50 years   | SECURE DISPOSAL |
| 10.8 Emergency evacuation log books   | No          |  | Current year + 6 years   | SECURE DISPOSAL |
| 10.9 CCTV footage   | Yes         |  | Automatically destroyed after 30 days unless investigation. End of investigation + review. | SECURE DISPOSAL |

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| Basic File Description   | Data Protection Issues | Statutory Provisions | Retention Period                   | Action at the end of administrative life of the record       |
|--|------------------------|----------------------|------------------------------------|--|
| 11. Administrative   |                        |                      |                                    |  |
| 11.1 General Files series  | No                     |                      | Current year + 5 years then review | SECURE DISPOSAL  |
| 11.2 Records relating to the creation and publication of the school brochure or prospectus | No                     |                      | Current year + 3 years             | STANDARD DISPOSAL  |
| 11.3 Records of circulars to staff parents or pupils                                       | No                     |                      | Current year + 1 year              | STANDARD DISPOSAL  |
| 11.4 Newsletters and items with short operational use                                      | No                     |                      | Current year + 1 year              | STANDARD DISPOSAL  |
| 11.5 Visitors Books and Signing in sheets  | Yes                    |                      | Current year + 6 years then review | SECURE DISPOSAL  |
| 11.6 PTA/Old Pupils Associations   |                        |                      | Current year + 6 years then review | Review to see whether a further retention period is required |

Retention Schedule 2019  
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| Basic File Description                          | Data Protection Issues | Statutory Provisions | Retention Period          | Action at the end of administrative life of the record |
|---|------------------------|----------------------|---------------------------|--|
| 12. Asset management and Insurance              |                        |                      |                           |  |
| 12.1 Employer's Liability certificate           | No                     |                      | School Closure + 40 years | SECURE DISPOSAL  |
| 12.2 Inventories of equipment and furniture     | No                     |                      | Current year + 6 years    | SECURE DISPOSAL  |
| 12.3 Burglary, theft and vandalism report forms | No                     |                      | Current year + 6 years    | SECURE DISPOSAL  |

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| Basic File Description   | Data Protection Issues | Statutory Provisions  | Retention Period                                    | Action at the end of administrative life of the record |
|--------------------------|------------------------|-----------------------|---|--|
| 13. Finance              |                        |                       |   |  |
| 13.1 Annual Accounts     | No                     | Financial Regulations | Current year + 6 years                              | STANDARD DISPOSAL                                      |
| 13.2 Loans and grants    | Yes                    | Financial Regulations | Date of last payment on loan + 12 years then review | Review to see whether further retention is necessary   |
| 13.3 Contracts           | No                     |                       |   |  |
| 13.3a under seal         | No                     | Limitation Act 1980   | Last payment+ 12 years                              | SECURE DISPOSAL  |
| 13.3b under signature    | No                     | Limitation Act 1980   | Last payment + 6 years                              | SECURE DISPOSAL  |
| 13.3c monitoring records |                        |                       | Current year + 2 years                              | SECURE DISPOSAL  |

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|  |    |                     |                                    |                 |
|--|----|---------------------|------------------------------------|-----------------|
| 13.4 Budget reports, budget monitoring, budget statements etc.             | No |                     | Life of budget + minimum 3 years   | SECURE DISPOSAL |
| 13.5 Invoice, receipts, other records covered by the Financial Regulations | No |                     | Current financial year + 6 years   | SECURE DISPOSAL |
| 13.6 Annual Budget and background papers                                   | No |                     | Current financial year + 6 years   | SECURE DISPOSAL |
| 13.7 Order books and requisitions  | No |                     | Current financial year + 6 years   | SECURE DISPOSAL |
| 13.8 Delivery Documentation  | No |                     | Current financial year + 6 years   | SECURE DISPOSAL |
| 13.9 Debtors' Records, Collection and Banking monies                       | No | Limitation Act 1980 | Current financial year + 6 years   | SECURE DISPOSAL |
| 13.10 School Fund-Cheque books   | No |                     | Current year + 3 years             | SECURE DISPOSAL |
| 13.11 School Fund-Paying in book   | No |                     | Current year + 6 years then review | SECURE DISPOSAL |
| 13.12 School Fund - Ledger   | No |                     | Current year + 6 years then review | SECURE DISPOSAL |
| 13.13 School Fund - Invoices   | No |                     | Current year + 6 years then review | SECURE DISPOSAL |
| 13.14 School Fund - Receipts   | No |                     | Current year + 6 years             | SECURE DISPOSAL |

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|  |     |  |                                    |                 |
|--|-----|--|------------------------------------|-----------------|
| 13.15 School Fund - Bank statements    | No  |  | Current year + 6 years then review | SECURE DISPOSAL |
| 13.16 School Fund-School Journey books | No  |  | Current year + 6 years then review | SECURE DISPOSAL |
| 13.17 Student grant applications       | Yes |  | Current year + 3 years             | SECURE DISPOSAL |
| 13.18 School meals summary sheet       | No  |  | Current year + 3 years             | SECURE DISPOSAL |
| 13.19 Petty cash books                 | No  |  | Current year + 6 years             | SECURE DISPOSAL |

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|   |     |   |                                  |                 |
|---|-----|---|----------------------------------|-----------------|
| 14. Payroll   |     |   |                                  |                 |
| 14.1 Salary cards   | Yes |   |                                  |                 |
| 14.2 Maternity pay records  | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year + 6 years (if held) | SECURE DISPOSAL |
| 14.3 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes |   | Current year+ 6 years            | SECURE DISPOSAL |

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| Basic File Description                                  | Data Protection Issues | Statutory Provisions | Retention Period  | Action at the end of administrative life of the record |
|---|------------------------|----------------------|---|--|
| 15. Property  |                        |                      |   |  |
| 15.1 Title Deeds of property belonging to the school    | No                     |                      | Permanent- These should follow the property unless the property has been registered at the Land Registry. (If held) |  |
| 15.2 Plans of property belonging to the school          | No                     |                      | Permanent   | Retain in school whilst operational                    |
| 15.3 Maintenance and contractor records                 | No                     |                      | Current year + 6 years  | SECURE DISPOSAL  |
| 15.4 Leases of property belonging to the school         | No                     |                      | Expiry of lease + 6 years   | SECURE DISPOSAL  |
| 15.5 Record relating to the Lettings of school premises | No                     |                      | Current financial year + 6 years  | SECURE DISPOSAL  |
| 15.6 Maintenance log books                              | No                     |                      | Current year + 6 years  | SECURE DISPOSAL  |
| 15.7 Contractors' Reports                               | No                     |                      | Current year + 6 years  | SECURE DISPOSAL  |

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| Basic File Description                   | Data Protection Issues | Statutory Provisions | Retention Period                          | Action at the end of administrative life of the record |
|--|------------------------|----------------------|---|--|
| 16. Local Authority                      |                        |                      |   |  |
| 16.1 Secondary transfer sheets (Primary) | Yes                    |                      | Current year + 2 years                    | SECURE DISPOSAL  |
| 16.2 Attendance returns                  | Yes                    |                      | Current year + 1 year if applicable       | SECURE DISPOSAL  |
| 16.3 Circulars from Local Authority      | No                     |                      | Whilst required operationally then review | SECURE DISPOSAL  |
| 16.4 Census Returns                      | No                     |                      | Operational Use                           | SECURE DISPOSAL  |

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| Basic File Description   | Data Protection Issues | Statutory Provisions | Retention Period           | Action at the end of administrative life of the record |
|--|------------------------|----------------------|----------------------------|--|
| 17. Central Government   |                        |                      |                            |  |
| 17.1 OFSTED reports and papers                                     | No                     |                      | Life of report then review | SECURE DISPOSAL  |
| 17.2 Returns   | No                     |                      | Current year + 6 years     | SECURE DISPOSAL  |
| 17.3 Circulars from Department for Children, Schools and Families. | No                     |                      | Operational Use            | SECURE DISPOSAL  |

Retention Schedule 2019  
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| Basic File Description        | Data Protection Issues | Statutory Provisions | Retention Period   | Action at the end of administrative life of the record |
|-------------------------------|------------------------|----------------------|--|--|
| 18. External agreements       |                        |                      |  |  |
| 18.1 Service Level Agreements | Potential              |                      | Retained with financial returns current year +6/<br>Until superseded | SECURE DISPOSAL  |
| 18.2 Data sharing agreements  | Potential              |                      | Until superseded   | SECURE DISPOSAL  |

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| Basic File Description  | Data Protection Issues | Statutory Provisions | Retention Period  | Action at the end of administrative life of the record |
|---|------------------------|----------------------|---|--|
| 19. Attendance and Welfare  |                        |                      |   |  |
| 19.1 Day Books  | Yes                    |                      | Current year + 2 years then review                                    | SECURE DISPOSAL  |
| 19.2 Reports for outside agencies - where the report has been included on the case file created by the outside agency | Yes                    |                      | Termination of student relationship                                   | SECURE DISPOSAL  |
| 19.3 Referral forms   | Yes                    |                      | While the referral is current   | SECURE DISPOSAL  |
| 19.4 Contact data sheets  | Yes                    |                      | Current year then review, if contact is no longer active then destroy | SECURE DISPOSAL  |
| 19.5 Contact data base entries  |                        |                      | Current year then review, if contact is no longer active then destroy | DELETE   |
| 19.6 Group Registers  | Yes                    |                      | Current year + 2 years  | SECURE DISPOSAL  |

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| 20. Data Protection                  |     |               |  |                          |
|--------------------------------------|-----|---------------|--|--------------------------|
| 20.1 Subject Access Requests         | Yes | Business need | If responded: current year + 2 years then review (May keep longer depending on request complexity/if supervisory authority involved) | Review + SECURE DISPOSAL |
| 20.2 Freedom of Information Requests | No  | Business need | Current academic year + 2 years  | Review + DISPOSAL        |