



Greatworth Primary School

## School Data Retention Policy

Statutory Policy	Yes	
Published on Website	Yes	
Policy Ownership	Head Teacher	Yes
	Finance & Premises Committee	No
	Quality & Standards Committee	Yes
	Full Governing Board	Yes
Implementation Date	April 2019	
Review Period	Every 2 years	
Planned Review Date	April 2021	

## **Introduction**

The retention policy 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.

## **What to do with records once they have reached the end of their administrative life**

- **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

- **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

- **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 digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

## 1. Safeguarding

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Child Protection Files	Keeping Children Safe in Education September 2018	Child protection files should be passed on to any new school the child attends Passed onto secondary school or new school. Secondary school keeps until they are 25 (this is 7 years after they reach the school leaving age) (IRMS, 2016).	SECURE DISPOSAL
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Keeping Children Safe in Education September 2018	Records relating to concerns about an adult's behaviour should be kept in the person's confidential personnel file (not in a central 'concerns log') and a copy should be given to the individual. Keep the records in their personnel file either until they reach the age of 65 or for 10 years - whichever is longer (IRMS, 2016). This applies to volunteers and paid staff	SECURE DISPOSAL

## 2. Governors

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
<ul style="list-style-type: none"> <li>Principal set (signed)</li> </ul>		Permanent	Retain in school for 6 years from date of meeting
Agendas		Date of meeting	DESTROY
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	DESTROY
Policy documents		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		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
Reports required by the Department for Education and Skills		Date of report + 10 years	

### 3. Management

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	DESTROY
Professional development plans		6 years	DESTROY
School development plans		6 years	Review

### 4. Pupils

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers		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		Date of register + 3 years	DESTROY
Pupil files		DOB of the pupil + 25 years	DESTROY
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 52 year	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY

#### 4. Pupils

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Examination results			
<ul style="list-style-type: none"> <li>Public</li> </ul>		Year of examinations + 6 years	DESTROY
<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils		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	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Accessibility Strategy	SEN and Disability Act	12 years	DESTROY unless legal action is pending

#### 5. Employee Records - Recruitment

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Job applications and interview records of successful candidates		6 years after employment ceases	Secure Disposal

## 5. Employee Records - Recruitment

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Job applications and interview records of unsuccessful candidates		Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained	SECURE DISPOSAL
Written particulars of employment, contracts of employment and changes to terms and conditions		6 years after employment ceases	SECURE DISPOSAL
Right to work documentation including identification documents		2 years after employment ceases	SECURE DISPOSAL
Immigration checks		Two years after the termination of employment	SECURE DISPOSAL
DBS checks and disclosures of criminal records forms		As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.	SECURE DISPOSAL

## 5. Curriculum

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development		Current year + 6 years	DESTROY
Schemes of work		Current year + 1 year	
Timetable		Current year + 1 year	
Class record books		Current year + 1 year	
Examination results		Current year + 6 years	DESTROY

## 6. Personnel

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay		Current year + 6 years	DESTROY
Staff Personal files		Termination + 7 years	DESTROY
Interview notes and recruitment records		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including CRB checks)	CRB guidelines	Date of check + 6 months	DESTROY
Disciplinary proceedings:			
<ul style="list-style-type: none"> <li>• <i>Oral warning</i></li> </ul>		Date of warning + 6 months	DESTROY
<ul style="list-style-type: none"> <li>• <i>written warning – level one</i></li> </ul>		Date of warning + 6 months	DESTROY
<ul style="list-style-type: none"> <li>• <i>written warning – level two</i></li> </ul>		Date of warning + 12 months	DESTROY
<ul style="list-style-type: none"> <li>• <i>final warning</i></li> </ul>		Date of warning + 18 months	DESTROY



## 6. Personnel

Records relating to accident/injury at work		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		Current year + 5 years	DESTROY
Maternity pay records/ Adoption/Paternity Leave records	Statutory Maternity Pay Regulations	Current year, +3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	DESTROY

## 7. Health and Safety

Basic file description	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	Social Security Regulations		
<ul style="list-style-type: none"> <li>• Adults</li> <li>• Children</li> </ul>		Current year + 3 years	DESTROY
		DOB + 25 years	DESTROY
COSHH		Current year + 10 years	Review
Incident reports		Current year + 20 years	DESTROY
Policy Statements		Date of expiry + 1 year	DESTROY

## 7. Health and Safety

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Risk Assessments		Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>		Last action + 40 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>		Last action + 50 years	DESTROY
Fire Precautions log books		Current year + 6 years	DESTROY

## 8. Administrative

Basic file description	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
School brochure/prospectus		Current year + 3 years	
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
Emails (If in reference to any of the file description above, see appropriate retention period). Other emails		Retain until necessary and no longer than necessary	

## 9. Finance

Basic file description	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	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	Financial Regulations	Current year + 6 years	DESTROY
Petty cash books	Financial Regulations	Current year + 6 years	DESTROY

## 10. Property

Basic file description	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
Maintenance log books		Last entry + 10 years	DESTROY
Contractors' Reports		Current year + 6 years	DESTROY

## 11. DfES

Basic file description	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 DfES		Whilst operationally required	Review to see whether a further retention period is required