

1. The purpose of the Retention Policy

The retention policy stipulates the length of time a 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 creating new recording systems.

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

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

a) 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.

b) Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation they should be transferred to the archives.

c) Transfer of information to other media

Where lengthy retention periods have been allocated to records, it is acceptable 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.

Governors			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Minutes - Signed Copy		6 years	Destroy/Shred
Agendas		Date of meeting + 12 months	Destroy/Shred
Reports		6 years	Destroy/Shred
Instruments of Government		Permanent	Updated copy always available – old copies destroyed
Trusts and Endowments		Permanent	Retained whilst applicable
Action plans		3 years from end of academic year	Destroy/Shred
Policy documents		Permanent	Updated copy always available – old copies destroyed
Complaints		6 years from resolution	Destroy/Shred
DfE reports		Report date + 10 years	Destroy/Shred
Management			
Description	Statutory Provisions	Retention Period	Action at appropriate time
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/Shred
Professional development plans		Date of completion + 6 years	Destroy/Shred

School development plans		Date of completion + 6 years	Destroy/Shred
SLT minutes		Date of meeting + 6 years	Destroy/Shred
Students			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Admission list		Permanent	
Attendance registers		DOB + 25 years	Destroy/Shred
Student files		DOB + 25 years	Destroy/Shred
Student email accounts		End of last term in school	Closed down Removed 3 months after end of last term in school
Student user area		End of last term in school	Closed down Removed 3 months after end of last term in school
Option choices		End of course + 1 year 12 months from completion if non-arrival	Destroy/Shred
Examination results (external)		Year of examination + 6 years	Destroy/Shred
Examination results (internal)		Year of examination + 3 years	Destroy/Shred
Subject assessment information		Date of assessment + 3 years	Destroy/Shred
Letters authorising absence		2 years from date of absence	Destroy/Shred
SEN student files		DOB + 30 years	Destroy/Shred

Advice and information to parents regarding SEN		Date given + 12 years	Destroy/Shred
Accessibility information	Equalities act	Date given + 12 years	Destroy/Shred
Accessibility plans	Equalities act	Current year + 6 years	Destroy/Shred
Personnel			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Staff files		Date of leaving + 7 years	Destroy/Shred See Child Protection section regarding allegations against staff
Disciplinary outcomes <ul style="list-style-type: none"> ➤ Verbal warning ➤ Written warning ➤ Final written warning 		Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months	Destroy/Shred in all cases
Staff email accounts		Contract termination date	Closed down Removed 3 months after termination date
Staff user areas		Contract termination date	Closed down Removed 3 months after termination date
Time sheets, sick pay etc		Current year + 6 months	Destroy/Shred
Interview notes/ selection data		Date of interview + 6 months	Destroy/Shred
Pre-employment checks	DBS guidelines	Date of check + 6 months	Destroy/Shred
Records of accidents/injury		Date of incident + 12 years	Destroy/Shred
Maternity pay records	Statutory Maternity Pay Regulations	Current year + 3 years	Destroy/Shred

Records held under retirement benefit schemes		Current year + 6 years	Destroy/Shred
Child Protection			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Child Protection files	Education Act – Keeping Children Safe in Education	DOB + 25 years	Destroy/Shred Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example). Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005.	Until the person’s normal retirement age, or 10 years from the date of the allegation if that’s longer.	Destroy/Shred Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) “Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is

			employed to work with children or other vulnerable individuals". Summary record to be retained on confidential personnel file, and a copy given to the person concerned.
Curriculum			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Curriculum development plans		Date of plan + 3 years	Destroy/Shred
Schemes of work		Current year + 1 year	
Curriculum statement		Current year + 3 years	
Timetable		Current year + 1 year	
Student work		Current year + 1 year	Separate conditions apply for Art and Design – see faculty information
Teacher records		Current year + 1 year	
DfE performance reports		Current year + 6 years	
Finance			
Description	Statutory Provisions	Retention Period	Action at appropriate time
Annual accounts	Financial regulations	Current year + 6 years	Destroy/Shred
Loans and grants	Financial regulations	Date of last payment + 12 years	Destroy/Shred
Contracts		Contract completion + 2 years	Destroy/Shred
Copy orders		Current year + 2 years	Destroy/Shred

Budget reports, budget monitoring etc		Current year + 3 years	Destroy/Shred
Invoices, receipts and other items covered by financial regulations	Financial regulations	Current year + 6 years	Destroy/Shred
Annual budget and background papers		Current year + 6 years	Destroy/Shred
Debtors' records	Limitation act 1980	Current year + 6 years	Destroy/Shred
Applications for free school meals, travel assistance & uniform		Until end of academic year in which the student leaves	Destroy/Shred
Student grant applications		Current year + 3 years	Destroy/Shred
Free school meal records	Financial regulations	Current year + 6 years	Destroy/Shred
Petty cash books	Financial regulations	Current year + 6 years	Destroy/Shred
School fund records		Current year + 6 years	Destroy/Shred
Health & Safety			
Description	Statutory Provision	Retention Period	Action at appropriate time
Accident reporting ➤ Adults ➤ Students	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Current year + 3 years DOB + 25 years	Destroy/Shred in all cases
COSHH		Current year + 10 years	Review to see if still relevant
Incident reports		Current year + 20 years	For cases where there has been an injury at work
Policy statements		Date of expiry + 1 year	Replace with update version

Risk assessments		Date of completion + 3 years	Destroy/Shred
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos		Last action + 40 years	Destroy/Shred
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	Destroy/Shred
Fire precautions log		Current year + 6 years	Destroy/Shred
Administration			
Description	Statutory Provision	Retention Period	Action at appropriate time
Employers Liability Certificate		Permanent – while school is open	
School brochure /prospectus		Current year + 3 years	Destroy/Shred
Newsletters/Ashbeian etc		Current year + 1 year	Destroy/Shred
Visitors' record		Current year + 2 years	Destroy/Shred
Inventories		Disposal of last item + 6 years or date superseded + 6 years	Destroy/Shred
Maintenance			
Description	Statutory Provision	Retention Period	Action at appropriate time
Title Deeds		Permanent	
Site Plans		Permanent	Old plans should be retained

Maintenance and contractors	Financial regulations	Current year + 6 years	Destroy/Shred
Leases		Expiry of lease + 6 years	Destroy/Shred
Lettings		Current year + 3 years	Destroy/Shred
Burglary, theft and vandalism records		Current year + 6 years	Destroy/Shred
Maintenance records		Current year + 10 years	Destroy/Shred
Contractors reports		Current year + 6 years	Destroy/Shred