



Great Torrington School Data Retention Policy 2026

Approving Committee:	Resources
Approval date:	21.05.26
Minute Reference:	2025/26/RES/85
Staff Sponsor:	Head of Operations
Date of next review:	Summer 2028
Placed on shared drive:	Yes
Placed on website:	No

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INTRODUCTION

The school recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. This policy is based on the IRMS Toolkit for Academies guidance.

PURPOSE AND SCOPE

- This policy applies to all records created, received or maintained by staff of the school while carrying out its functions.
- Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

RESPONSIBILITIES

- The school has a responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School, this is delegated to the Data Protection Officer (DPO) for operational purposes.
- The DPO will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by carrying out surveys to check that records are stored securely and can be accessed appropriately.
- Individual staff and employees must ensure that records for which they are responsible are accurate, maintained and disposed of in accordance with the school's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information policy (11)
- Data Protection Policy (10)
- Information Assurance Policy (60)
- and other legislation or regulations (including audit, equal opportunities, and ethics) affecting the school

This policy is based on the IRMS Toolkit for Academies. Any changes to these recommendations have been highlighted accordingly.

RETENTION SCHEDULE

1 Governance, Funding and Finances of the Trust

1.1 Governance of the Academy Trust					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.1.1	Governance Statement	No		Life of governance statement + 6 years	SECURE DISPOSAL
1.1.2	Articles of Association			Life of the Academy	
1.1.3	Memorandum of Association			This can be disposed of once the Academy has been incorporated	SECURE DISPOSAL
1.1.4	Memorandum of Understanding of Shared Governance among Schools		Companies Act 2006 section 355	Life of Memorandum of Understanding + 6 years	
1.1.5	Constitution			Life of the Academy	
1.1.6	Special Resolutions to amend the Constitution			Life of the Academy	
1.1.7	Written Scheme of Delegation		Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL
1.1.8	Directors – Appointment			Life of appointment + 6 years	
1.1.9	Directors – Disqualification		Company Directors Disqualification Act 1986	Date of disqualification + 15 years	
1.1.10	Directors – Termination of Office			Date of termination + 6 years	

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.1.11	Annual Report – Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
1.1.12	Annual Report and Accounts				
1.1.13	Annual Return				
1.1.14	Appointment of Trustees and Governors and Directors	Yes		Life of appointment + 6 years	
1.1.15	Statement of Trustees Responsibilities	No			
1.1.16	Appointment and removal of Members				
1.1.17	Strategic Review			Date of the review + 6 years	
1.1.18	Strategic Plan [also known as School Development Plans]				
1.1.19	Accessibility Plan	There may be if the plan refers to specific pupils	Limitation Act 1980 (Section 2)	Life of plan + 6 years	

1.2 Board of Directors, Members Meetings and Governing Body					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Board of Directors				
1.2.1	Board Meeting Minutes	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
1.2.2	Board Decisions	Could be if the decisions refer to living individuals		Date of the meeting + a minimum of 10 years	
1.2.3	Board Meeting: Annual Schedule of Business	No			Current year
1.2.4	Board Meeting: Procedures for conduct of meeting		Limitation Act 1980 (Section 2)	Date procedures superseded + 6 years	
	Committees				
1.2.5	Minutes relating to any committees set up by the Board of Directors	Could be if the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
	General Members' Meeting				
1.2.6	Records relating to the management of General Members' Meetings	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
1.2.7	Records relating to the management of the Annual General Meeting				

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Governors				
1.2.8	Agendas for Governing Body meetings	May be data protection issues, if the meeting is 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
1.2.9	Minutes of, and papers considered at, meetings of the Governing Body and its committees				
	Principal Set (signed)			Life of Academy	
	Inspection Copies			Date of meeting + 3 years	SECURE DISPOSAL
1.2.10	Reports presented to the Governing Body	May be data protection issues, if the report deals with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy	SECURE DISPOSAL or retain with the signed set of minutes
1.2.11	Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL
1.2.12	Trusts and Endowments managed by the Governing Body			PERMANENT	

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.2.13	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
1.2.14	Annual Reports created under the requirements of the Education (Governor’s Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor’s Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	
	Statutory Registers				
1.2.15	Register of Directors		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.16	Register of Directors’ interests [this is not a statutory register]				
1.2.17	Register of Directors’ residential addresses		Companies Act 2006		
1.2.18	Register of gifts, hospitality and entertainments				
1.2.19	Register of members				
1.2.20	Register of secretaries				
1.2.21	Register of Trustees interests				
1.2.22	Declaration of Interests Statements [Governors][this is not a statutory register]				

1.3 Funding and Finance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Strategic Finance				
1.3.1	Statement of financial activities for the year	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.2	Financial planning				
1.3.3	Value for money statement				
1.3.4	Records relating to the management of VAT				
1.3.5	Whole of government accounts returns				
1.3.6	Borrowing powers				
1.3.7	Budget plan				
1.3.8	Charging and remissions policy			Date policy superseded + 3 years	
	Audit Arrangements				
1.3.9	Audit Committee and appointment of responsible officers	No		Life of the Academy	SECURE DISPOSAL
1.3.10	Independent Auditor’s report on regularity			Financial year report relates to + 6 years	
1.3.11	Independent Auditor’s report on financial statements				

1.3 Funding and Finance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Funding Agreements				
1.3.12	Funding Agreement with Secretary of State and supplemental funding agreements	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.13	Funding Agreement – Termination of the funding agreement				
1.3.14	Funding Records – Capital Grant	No			
1.3.15	Funding Records – Earmarked Annual Grant (EAG)				
1.3.16	Funding Records – General Annual Grant (GAG)				
1.3.17	Per pupil funding records				
1.3.18	Exclusions agreement				
1.3.19	Funding records				
1.3.20	Gift Aid and Tax Relief				
1.3.21	Records relating to loans			Date of last payment on loan + 6 years if the loan is under £10,000 or date of last payment on loan + 12 years if the loan is over £10,000	

1.3 Funding and Finance						
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record	
	Payroll and Pensions					
1.3.22	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999(SI1999/567)	Current year + 3 years	SECURE DISPOSAL	
1.3.23	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Regulation 15 Retirement Benefits Scheme (Information Powers) Regulations 1995 (SI 1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years		
1.3.24	Management of the Teachers' Pension Scheme			Date of last payment on the pension + 6 years		
1.3.25	Records relating to pension registrations					
1.3.26	Payroll records					Date payroll run + 6 years
	Risk Management and Insurance					
1.3.27	Insurance policies	No		Date the policy expires + 6 years	SECURE DISPOSAL	
1.3.28	Records relating to the settlement of insurance claims			Date claim settled + 6 years		
1.3.29	Employer's Liability Insurance Certificate			Closure of the school + 40 years		

1.3 Funding and Finance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Endowment Funds and Investments				
1.3.30	Investment policies	No		Life of the investment + 6 years	SECURE DISPOSAL
1.3.31	Management of Endowment Funds			Life of the fund + 6 years	
	Accounts and Statements				
1.3.32	Annual accounts	No		Current year + 6 years	STANDARD DISPOSAL
1.3.33	Loans and grants managed by the school			Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
1.3.34	Student Grant applications	Yes		Current year + 3 years	
1.3.35	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
1.3.36	Invoices, receipts, order books and requisitions, delivery notices			Current financial year + 6 years	
1.3.37	Records relating to the collection and banking of monies				
1.3.38	Records relating to the identification and collection of debt				

1.3 Funding and Finance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
	Contract Management				
1.3.39	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
1.3.40	All records relating to the management of contracts under signature			Last payment on the contract + 6 years	
1.3.41	Records relating to the monitoring of contracts			Current year + 2 years	
	Asset Management				
1.3.42	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
1.3.43	Burglary, theft and vandalism report forms				
1.3.44	Records relating to the leasing of shared facilities, such as sports centres				
1.3.45	Land and building valuations			Date valuation superseded + 6 years	
1.3.46	Disposal of assets			Date asset disposed of + 6 years	
1.3.47	Community School leases for land			Date lease expires + 6 years	

1.3 Funding and Finance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.3.48	Commercial transfer arrangements	No		Date of transfer + 6 years	SECURE DISPOSAL
1.3.49	Transfer of land to the Academy Trust			Life of land ownership then transfer to new owner	
1.3.50	Transfers of freehold land				
	School Fund				
1.3.51	Cheque books	No		Current year + 6 years	SECURE DISPOSAL
1.3.52	Paying in books				
1.3.53	Ledger				
1.3.54	Invoices				
1.3.55	Receipts				
1.3.56	Bank statements				
1.3.57	Journey books				
	School Meals				
1.3.58	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
1.3.59	School meals registers			Current year + 3 years	
1.3.60	School meals summary sheets	No			

1.4 Policies, Frameworks and Overarching Requirements					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
1.4.1	Data Protection Policy, including data protection notification	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.2	Freedom of Information Policy				
1.4.3	Information Security Breach Policy				
1.4.4	Special Educational Needs Policy				
1.4.5	Complaints Policy				
1.4.6	Risk and Control Framework			Life of framework + 6 years	
1.4.7	Rules and Bylaws			Date rules or bylaws superseded + 6 years	
1.4.8	Home School Agreements			Date agreement revised + 6 years	
1.4.9	Equality Information and Objectives (public sector equality duty) Statement for publication			Date of statement + 6 years	

2.1 Recruitment					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.1.1	All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates			Date of appointment of successful candidate + 12 months Note – changed from IRMS recommendation of 6 months due to Safer Recruitment Guidance	
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate			All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months	
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014	The organisation should take a copy of the DBS certificate when it is shown to them by the individual and should be added to the Staff Personal File	
2.1.5	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 added to the Staff Personal File	

2.1.6	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, 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	SECURE DISPOSAL
2.1.7	Records relating to the employment of overseas teachers			Where possible, these documents should be added to the Staff Personal File, 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	
2.1.8	Records relating to the TUPE process			Date last member of staff transfers or leaves the organisation + 6 years	

2.2 Operational Staff Management					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.2.1	Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets			Current year + 6 years	
2.2.3	Annual appraisal/assessment records			Current year + 5 years	
2.2.4	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	
2.2.5	Training needs analysis			Current year + 1 year	

2.3 Management of Disciplinary and Grievance Processes

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.3.1	Allegation which is child protection in 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 longer, then REVIEW	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			SECURE DISPOSAL
	• Oral warning				
	• Written warning – level 1			Date of warning + 6 months	
	• Written warning – level 2			Date of warning + 12 months	
	• Final warning			Date of warning + 18 months	
	• Case not found			If the incident is child protection related, then see above; otherwise, dispose of at the conclusion of the case	

2.4 Health and Safety

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.4.1	Health and Safety policy statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety risk assessments			Life of risk assessment + 3 years	
2.4.3	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	
2.4.4	Accident reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form maybe retained as below	
	• Adults			Date of incident + 6 years	
	• Children			Date of birth of the child + 25 years	
2.4.5	Control of Substances Hazardous to Health (COSHH)		No		
2.4.6	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years			

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
2.4.8	Fire precautions logbooks			Current year + 6 years	
2.4.9	Fire risk assessments		Fire Service Order 2005	Life of the risk assessment + 6 years	
2.4.10	Incident reports	Yes		Current year + 20 years	

3 Management of the Academy

3.1 Admissions					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.1.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then REVIEW	SECURE DISPOSAL
3.1.2	Admissions – if the admission is successful	Yes		Add to pupil file Note – Changed from IRMS recommendation of date of admission + 1 year. Decision to add to pupil file due to data checking	
3.1.3	Admissions – if the appeal is unsuccessful			Resolution of case + 1 year	
3.1.4	Register of admissions		School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 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 Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
3.1.5	Admissions – Secondary Schools – Casual			Current year + 1 year	SECURE DISPOSAL

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.1.6	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, schools' adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
3.1.7	Supplementary information form, including additional information such as religion and medical conditions				
	For successful admissions			This information should be added to the pupil file	
	For unsuccessful admissions			Until appeals process completed	

3.2 Head Teacher and Senior Management Team					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.2.1	Logbooks of activity in the school maintained by the Head Teacher	There may be data protection issues if the logbook refers to individual pupils or members of staff		Date of last entry in the book + 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
3.2.2	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL
3.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then REVIEW	
3.2.4	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then REVIEW	
3.2.5	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then REVIEW	
3.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	

3.3 Operational Administration					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
3.3.1	Management of complaints	Yes		Date complaint resolved + 3 years	SECURE DISPOSAL
3.3.2	Records relating to the management of contracts with external providers	No		Date of last payment on contract + 6 years	
3.3.3	Records relating to the management of software licences			Date licence expires + 6 years	
3.3.4	General file series			Current year + 5 years then REVIEW	
3.3.5	Records relating to the creation and publication of the school brochure or prospectus			Current year + 3 years	STANDARD DISPOSAL
3.3.6	Records relating to the creation and distribution of circulars to staff, parents or pupils			Current year + 1 year	
3.3.7	Newsletters and other items with a short operational use				
3.3.8	Visitors’ books and signing in sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
3.3.9	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No			

4 Property Management

4.1 Property Management					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
4.1.1	Title deeds of properties belonging to the school	No		These should follow the property, unless the property has been registered with the Land Registry	
4.1.2	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	
4.1.3	Leases of property leased by or to the school			Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises			Current financial year + 6 years	
4.1.5	Business continuity and disaster recovery plans			Date the plan superseded + 3 years	

4.2 Maintenance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks				

4.3 Fleet Management					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
4.3.1	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980 (Section 2)		SECURE DISPOSAL
4.3.2	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, maintenance			Disposal of the vehicle + 6 years	
4.3.3	Service logs and vehicle logs			Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	
4.3.4	GPS tracking data relating to the vehicles			Date of journey + 6 years	

5.1 Pupil's Educational Record					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005. Secondary	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 for paper files. Electronic (MIS) files to be kept indefinitely at the discretion of the Board of Governors Note – Changed from IRMS recommendation of +25 years for all.	SECURE DISPOSAL
5.1.2	Records relating to the management of exclusions			Date of birth of the pupil involved + 25 years	SECURE DISPOSAL
5.1.3	Management of examination registrations			The examination board will usually mandate how long these records need to be retained	
5.1.4	Examination results – pupil copies				
	• Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
	• Internal				
	This review took place when the Independent Inquiry on Historical Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.				

Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
5.1.5	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
5.1.6	Child protection information held in separate files			Date of birth 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 LA Social Services record	

5.2 Attendance					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
5.2.1	Attendance registers	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Retain on Pupil File <i>Note – Changed from IRMS recommendation of three years after last entry. Decision to retain on to pupil file to ensure full records retained)</i>	SECURE DISPOSAL
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Retain on Pupil File <i>Note – Changed from IRMS recommendation of two years after absence. Decision to retain on to pupil file to ensure full records retained</i>	

5.3 Special Educational Needs					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period – this should be documented. 31 years is discussed. Governors decision?
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement		Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL, unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs		Special Educational Needs and Disability Act 2001 Section 2		
5.3.4	Accessibility strategy		Special Educational Needs and Disability Act 2001 Section 14		

6.1 Statistics and Management Information					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results (schools’ copy)	Yes		Current year + 6 years	
	SATs records –				
	Results			The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	
	Examination papers			The examination papers should be kept until any appeals/validation process is complete	
6.1.3	Published Admission Number (PAN) reports			Current year + 6 years	
6.1.4	Value added and contextual data				
6.1.5	Self-evaluation forms				

6.2 Implementation of Curriculum					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
6.2.1	Schemes of work	No		Current year + 3 years Note – Changed from IRMS recommendation of ‘current year +1 year’, to ‘+3 years’ as no Data Protection Issues and required for reference / monitoring purposes	It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL
6.2.2	Timetable				
6.2.3	Class record books				
6.2.4	Mark books				
6.2.5	Record of homework set				
6.2.6	Pupils’ work			Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school’s policy, then current year + 1 year	SECURE DISPOSAL

7 Extracurricular Activities

7.1 Educational Visits outside the Classroom						
Ref	Basic file description	Data Protection Issues	Statutory Provisions		Retention Period [Operational]	Action at end of administrative life of the record
7.1.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – "Legal Framework and Employer Systems" and Section 4 – "Good Practice".		Date of visit + 10 years	SECURE DISPOSAL
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time	
7.1.3	Parental permission slips for school trips – where there has been a major incident		Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils		
7.1.4	Records relating to residential trips			Date of birth of youngest pupil involved + 25 years	SECURE DISPOSAL	

8 Central Government and Local Authority (LA)

8.1 Local Authority					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
8.1.1	Attendance returns	Yes		Current year + 1 year	
8.1.2	School census returns	No		Current year + 5 years	

8.2 Central Government					
Ref	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government			Current year + 6 years	
8.2.3	Circulars and other information sent from central government			Operational use	

DISPOSAL PROCESS

This applies to all types of record, whether they are in paper or digital format.

Records which are identified as no longer required for business use should be reviewed under the criteria set out within the retention schedule to ensure only the appropriate records are destroyed. This review will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained by the organisation for research or litigation purposes.

All paper records identified as SECURE DISPOSAL should be placed within the schools white secure recycling bags for internal collection and secure shredding using a cross-cut shredder. Alternatively, if a local cross-cut shredder is available they can be shredded accordingly before being placed in the standard green paper recycling bags.

Paper records identified as STANDARD DISPOSAL (which do not contain personal, or sensitive personal, data) can be placed with this schools green recycling bags for internal collection and recycling.

CDs / DVDs / Floppy Disks should be cut into pieces. Audio / Video Tapes and Fax Rolls should be dismantled and shredded. Hard Disks should be dismantled and destroyed or disposed of using a secure and certified data disposal firm.

TRANSFER OF RECORDS TO THE ARCHIVES

Where records have been identified as worthy of permanent preservation, they should be transferred to the school's secure archive file with an appropriate entry placed in the archive log

The records will continue to be managed via the Data Protection Act 2018 and the Freedom of Information Act 2000.

DISPOSAL / TRANSFER LOG

The school will maintain a list of records which have been destroyed, or archived, along with details of the authorising officer. The following details should be recorded:

- File reference (or another unique identifier)
- File title (or brief description)
- Number of files and date range
- The name of the authorising officer
- Date action taken
- Summary of action taken