

## Records Management - Retention Guidelines

Basic File Description	Retention Period	Action at the end of the administrative life of the record
<b>CHILD PROTECTION</b>		
Child Protection Files	DOB + 25 years	SECURE DISPOSAL
Allegation of a Child Protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.	SECURE DISPOSAL
<b>GOVERNORS</b>		
Minutes - Principal Set	Permanent copy held by LA	Retain in school for 6 years from date of meeting and then SECURE DISPOSAL
Minutes - Inspection Copies	Date of meeting + 3 years	SECURE DISPOSAL
Agenda	Date of meeting	SECURE DISPOSAL
Reports	Date of report + 6 years	Retain in school for 6 years from date of meeting and then SECURE DISPOSAL
Instrument of Government	Permanent	Retain in school whilst school is open
Policy Documents	Expiry of policy	Retain in school while the policy is operational
Complaints Files	Date of resolution of complaint + 6 years	Retain in school for the first 6 years then review for further retention in the case of contentious disputes. SECURE DISPOSAL routine complaints.
Annual Reports required by the DfE	Date of report + 10 years	SECURE DISPOSAL
<b>MANAGEMENT</b>		
Log Books	Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry.
Minutes of the SLT	Date of meeting + 3 years	SECURE DISPOSAL
Reports made by the head teacher or the SLT	Date of meeting + 3 years	SECURE DISPOSAL
Records created by HT & DHT and members of staff with admin responsibilities	Closure of file + 6 years	SECURE DISPOSAL
Correspondence created by HT & DHT and members of staff with Admin responsibilities	Closure of file + 3 years	SECURE DISPOSAL
SDP	Closure + 3 years hard copies, + 6 years	SECURE DISPOSAL

	electronic copies	
Admissions - if the admission is successful	Admission + 1 year	SECURE DISPOSAL
Admissions - if the appeal is unsuccessful	Resolution of case + 1 year	SECURE DISPOSAL
Proofs of address supplied by parents as part of the admission process	Current year + 1 year	SECURE DISPOSAL
<b>PUPILS</b>		
Admission Registers	Date of last entry in book (or file) + 6 years	Retain in the school for 6 years from date of last entry then transfer to the archives
Attendance Registers	Date of register + 3 Years	SECURE DISPOSAL
Care Book	Current year + 2	SECURE DISPOSAL
Behaviour Log	Current year + 2	SECURE DISPOSAL
Concerns & Accidents Book for Extended Schools	Current year + 2	SECURE DISPOSAL
Pupil Record Cards - Primary	Retain for the time which the pupil remains at the primary school	Transfer to the primary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service
Pupil Files - Primary	Retain for the time which the pupil remains at the primary school	Transfer to the primary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service
Special Education Needs files, reviews and individual Education Plans	DOB of the pupil + 25 years then review	SECURE DISPOSAL
Letters authorising absence	Current year + 2 years	SECURE DISPOSAL
Absence books	Current year + 2 years	SECURE DISPOSAL
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 SHRED
Statement maintained under The Education Act 1996 - Section 324	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed Statement or amended statement	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips - where there has been no major incident	Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips - where there has been a major incident	DOB of the pupil involved in the incident + 25 years. The permission slips for all pupils on	SECURE DISPOSAL

	the trip need to be retained to show that the rules had been followed for all pupils	
Records created by schools to obtain approval to run an Educational Visit outside the classroom - Primary Schools	Date of visit + 14 years	SECURE DISPOSAL or delete securely
<b>CURRICULUM</b>		
SDP	Closure + 3 years HARD COPIES, 6 years ELECTRONIC COPIES	SECURE DISPOSAL
Class Record Books - SNSC	Current year + 1 year	SECURE DISPOSAL
Early Years Profile & SATs reports	Current year + 6 Years	SECURE DISPOSAL
RAISEonline	Current year + 6 Years	SECURE DISPOSAL
SEF	Current year + 6 Years	SECURE DISPOSAL
A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, inc medicinal products which the child is permitted to administer to himself, together with a record of the parent's consent	DOB of the child being given/taking the medicine + 25 years	SECURE DISPOSAL
Birth Certificates	Once the setting has had sight of the birth certificate and recorded the necessary information the original can be returned to the parents. There is no requirement to keep a copy of the birth certificate.	
<b>PERSONNEL</b>		
Staff Absence Book	Current year + 6 Years	SECURE DISPOSAL
Staff Personnel Files	Termination + 7 Years	SECURE DISPOSAL
Interview notes and recruitment records	Date of interview + 6 Months	SECURE DISPOSAL
Pre-employment vetting information including DBS	Date of check + 6 months	SECURE DISPOSAL by the Admin Officer
<b>Disciplinary Proceedings:</b>	<b>Where warning relates to a Child Protection issue, see above</b>	
- Oral & Written Warnings	As Personnel Files	SECURE DISPOSAL
Records relating to accident or injury at work	Date of incident + 12 years	SECURE DISPOSAL
Annual appraisal	Current year + 5 years	SECURE DISPOSAL
Maternity Pay Records	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Scheme Regulations 1995	Current year + 6 years	SECURE DISPOSAL

Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	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 placed on the member of staff's personal file.	
<b>HEALTH &amp; SAFETY</b>		
Accessibility Plans	Current year + 6 Years	SECURE DISPOSAL
Accident Reporting - Adults	Date of incident + 7 years	SECURE DISPOSAL
Accident Reporting - Child	DOB of child + 25 years	SECURE DISPOSAL
COSHH	Current year + 10 years	
Incident Reports	Current year + 20 years	SECURE DISPOSAL
Health & Safety Governors report	Date of expiry + 3 years	SECURE DISPOSAL
Risk Assessments	Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Last action + 50 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	Last action + 50 years	SECURE DISPOSAL
Fire precautions log books	Current year + 6 years	SECURE DISPOSAL
<b>ADMINISTRATIVE</b>		
Employers Liability certificate	Closure of school + 40 years	SECURE DISPOSAL
Inventories of equipment	Current year + 6 years	SECURE DISPOSAL
School brochure or prospectus	Current year + 3 years	
Circulars	Current year + 1 year	SECURE DISPOSAL
Newsletters	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
<b>FINANCE</b>		
Annual Accounts	Current year + 6 years	
Contracts under signature	Contract completion date + 6 years	SECURE DISPOSAL
Contracts - monitoring records	Current year + 2 years	SECURE DISPOSAL
Purchase orders	Current year + 2 years	SECURE DISPOSAL

Budget reports, FMRs	Current year + 3 years	SECURE DISPOSAL
Invoice receipts and other records	Current year + 6 Years	SECURE DISPOSAL
Order books & requisitions	Current year + 6 Years	SECURE DISPOSAL
Delivery Documentation	Current year + 6 Years	SECURE DISPOSAL
School Fund - Cheque Books	Current year + 3 years	SECURE DISPOSAL
School Fund - Paying In Books	Current year + 6 years then review	SECURE DISPOSAL
School Fund Ledger	Current year + 6 years	SECURE DISPOSAL
School Fund - Invoices	Current year + 6 years then review	SECURE DISPOSAL
School Fund - Receipts	Current year + 6 years then review	SECURE DISPOSAL
School Fund - Bank Statements	Current year + 6 years then review	SECURE DISPOSAL
Free school meals registers	Current year + 6 years	SECURE DISPOSAL
Petty cash books	Current year + 6 years	SECURE DISPOSAL
<b>PROPERTY</b>		
Plans	Permanent	Retain in school whilst operational
Maintenance and contractors	Current year + 6 years	SECURE DISPOSAL
Leases	Expiry of lease + 6 years	SECURE DISPOSAL
Lettings	Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	Current year + 6 years	SECURE DISPOSAL
Maintenance log books	Current year + 6 years	SECURE DISPOSAL
Contractors reports	Current year + 6 years	SECURE DISPOSAL
<b>LOCAL AUTHORITY</b>		
Attendance returns	Current year + 1 year	SECURE DISPOSAL
Circulars from LEA	Whilst required operationally	Review to see whether a further retention period is required
Ofsted report	Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns	Current year + 6 years	SECURE DISPOSAL
<b>CONNEXIONS</b>		
Work Experience agreement	DOB of child + 18 years	SECURE DISPOSAL
<b>SCHOOLS MEALS</b>		
Dinner Register	Current year + 3 years	SECURE DISPOSAL
School meals summary sheets	Current year + 3 years	SECURE DISPOSAL
<b>FAMILY LIASON AND HOME SCHOOL LINK WORKER</b>		

Reports for outside agencies	Whilst child is attending school	SECURE DISPOSAL
Referral form	Whilst child is attending school	SECURE DISPOSAL
Contact data sheets	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
Contact database entries	Current year then review, if contact is no longer active then destroy	Delete

For further information refer to 'Records Management Toolkit for Schools' version 4-May 2012