



## Records Retention Schedule

relating to St George's C of E Primary School  
was approved by the Governing Body on  
08.10.25

As we work within a Church school, the staff and governors of Great Bromley Church of England Primary will seek to ensure that within all policies and procedures we incorporate opportunities for identifying, understanding and developing our core Christian values and vision.

### Our Vision

*Working together, learning for life.....*

*With the **compassion** of Jesus, we treat others with kindness and patience*

*With the **courage** of St George, we stand up for what is right*

*With **respect** and **friendship** we build each other up*



# Retention Schedule

[www.sbmservices.co.uk](http://www.sbmservices.co.uk)

Data Protection



**September 2024**

**Version History**

v24.1	Oct-24	<p>Updated tool based on the Information and Records Management Society's latest template retention schedule for schools and academies.</p> <p>This version of the retention schedule merges maintained schools and academies together.</p> <p>Records have been grouped differently within this latest version (see Menu).</p> <p>The 'Statutory Provisions' have been added in for some records where this information was missing previously.</p> <p>Reference to the Independent Inquiry into Child Sexual Abuse (IICSA) added where relevant to records.</p> <p>Additional record types added to this version.</p>
-------	--------	---

**Whilst SBM Services (uk) Ltd will endeavour to ensure that all tools and resources are reflective of current legislation and guidance, the Client is solely responsible for the appropriate use and adaption of The SBM Toolkit tools and resources for their own use. The Client is also responsible for seeking appropriate financial, legal and technical advice; using resources within The SBM Toolkit does not take the place of appropriate technical advice.**

**This template has been provided by SBM Services (uk) Ltd and is only authorised for use by those schools in contract with SBM Services (uk) Ltd. This template may not be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of SBM Services (uk) Ltd.**

## Retention Schedule: Menu

Admissions	Assets	Contracts	Education	Examinations
Extra Curricular	Finance	Governance	Health & Safety	LA/DfE
Parent Teacher	Property	Pupils	School Management	SEND
Staffing	Teaching & Curriculum	Transport	Welfare	

### Notes

This retention schedule covers both academies and maintained schools so will require personalisation for your setting.

This resource has been based on the Institute of Records Management Society (IRMS) retention guidelines.

These retention periods are guidelines only and were correct as at the date this resource was released.

Retention periods apply to all records, regardless of whether they are physical or electronic copies.

Additional categories can be added based on the requirements of your setting. Any new retention periods added should be proportionate and reasonable.

Retention Schedule  
Admissions



Admissions						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
1.1.1	All records relating to the creation and implementation of the School Admissions Policy	No	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	School Admissions Code Statutory guidance for admission authorities, governing bodies, local	Secure disposal	-
1.1.2	Register of admissions	Yes	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.	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.	-
1.1.3	Admissions if the appeal is unsuccessful	Yes	Resolution of case + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local	Secure disposal	-
1.1.4	Admissions if the admission is successful	Yes	Date of admission + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local	Secure disposal	-
1.1.5	Admissions Secondary Schools Casual	Yes	Current academic year + 1 year	-	Secure disposal	-
1.1.6	Proofs of address supplied by parents as part of the admissions process	Yes	Current academic year + 1 year	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local	Secure disposal	-
1.1.7	Supplementary information form, including additional information such as religion and	Yes	This information should be added to the pupil file	-	As per the pupil file	-
1.1.8	Supplementary information form, including additional information such as religion and	Yes	Until appeals process completed	-	Secure disposal	-
1.1.9	Records relating to the management of exclusions	Yes	Date of birth of the pupil involved + 25 years	-	Secure disposal	-

Retention Schedule  
Assets



Assets						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
2.1.1	Community School leases for land	No	Date lease expires + 6 years	-	Secure disposal	-
2.1.2	Commercial transfer arrangements	No	Date of transfer + 6 years	-	Secure disposal	-
2.1.3	Transfer of land to the Academy Trust	No	Life of land ownership then transfer to new owner	-	Secure disposal	-
2.1.4	Transfers of freehold land	No	Life of land ownership then transfer to new owner	-	Secure disposal	-
2.1.5	Records relating to the leasing of shared facilities, such as sports centres	No	End of lease + 6 years	-	Secure disposal	-
2.1.6	Band and building valuations	No	Date valuation superseded + 6 years	-	Secure disposal	-
2.1.7	Disposal of assets	No	Date asset disposed of + 6 years	-	Secure disposal	-
2.1.8	Burglary, theft and vandalism report forms	No	Date of insurance settlement + 6 years	-	Secure disposal	-
2.1.9	Inventories of furniture and equipment	No	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment	-	Secure disposal	-

Retention Schedule  
Contracts



Contracts						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
3.1.1	All records relating to the management of contracts under seal	No	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer.	Limitation Act 1980	Secure disposal	-
3.1.2	All records relating to the management of contracts under signature	No	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer.	Limitation Act 1980	Secure disposal	-
3.1.3	Records relating to the management of contracts with external providers	No	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer.	-	Secure disposal	-
3.1.4	Records relating to the monitoring of contracts	No	End of the contract or until the final payment has been made whichever is the longer.	-	Secure disposal	-
3.1.5	All records relating to the maintenance of the school carried out by contractors	No	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	-	Secure disposal	-
3.1.6	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file.	-	Secure disposal	-
3.1.7	Records relating to the management of software licences	No	Date licence expires + 6 years.	-	Secure disposal	-

**Retention Schedule**  
**Education Management**



- 4.1 Management Information
- 4.2 Policies
- 4.3 Strategic Plan

Management Information						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
4.1.1	Published Admission Number (PAN) reports	Yes	Current year + 6 years	-	Secure disposal	-
4.1.2	Curriculum returns	No	Current year + 3 years	-	Secure disposal	-
4.1.3	Self-evaluation forms	Yes	Current year + 6 years	-	Secure disposal	-
4.1.4	Self Evaluation Forms - External moderation	Yes	Until superseded	-	Secure disposal	-
4.1.5	Self Evaluation Forms - Internal moderation	Yes	Academic year plus one academic year	-	Secure disposal	-
4.1.6	Value added and contextual data	Yes	Current year + 6 years	-	Secure disposal	-

Policies						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
4.2.1	Complaints Policy	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.2	Data Protection Policy	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.3	Freedom of Information Policy	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.4	Information Security Breach Policy	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.4	Special Educational Needs Policy	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.6	Equality Information and Objectives (public sector equality duty). Statement for publication	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.7	Risk and Control Framework	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.2.8	Rules and Bylaws	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-

Strategic Plan						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
4.3.1	Strategic Review	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-
4.3.2	Strategic Plan [also known as School Development	No	Life of the document or if document superseded + 3 years. If major changes are made to it then an archive copy of previous it should be retained	-	Secure disposal	-

4.3.3	Accessibility Plan	No	Life of the document or if document superseded - 3 years. If major changes are made to it then an archive copy of previous it should be retained	Equality Act 2010	Secure disposal	-
-------	--------------------	----	--	-------------------	-----------------	---

Retention Schedule  
Examinations



Examinations						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
5.1.1	SATs records Examination papers	Yes	The examination papers should be kept until any appeals/validation process is complete.	-	Secure disposal	-
5.1.2	SATs records Results	Yes	The SATS results should be recorded on the pupils 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.	-	Secure disposal	-
5.1.3	Examination Results Pupil Copies: Public	Yes	This information should be added to the pupil file.	-	Schools should follow the instructions of the Examination	-
5.1.4	Examination results pupil copies: Internal	Yes	This information should be added to the pupil file.	-	Secure disposal	-
5.1.5	Examination results (schools copy)	Yes	Current year + 6 years.	-	Secure disposal	-
5.1.6	Management of examination registrations	Yes	The examination board will usually mandate how long these records need to be retained.	-	Secure disposal	-

Retention Schedule  
Extra Curricular



Extra Curricular						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
6.1.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools.	No	Date of Visit + 15 years	Limitation Act 1980	Secure disposal	-
6.1.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools.	No	Date of Visit + 15 years	Limitation Act 1980	Secure disposal	-
6.1.3	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.	-	Secure disposal	One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at <a href="https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities">https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities</a> . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.
6.1.4	Parental permission slips for school trips where there has been a major incident.	Yes	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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	Limitation Act 1980	Secure disposal	-
6.1.5	Records relating to residential trips	Yes	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer.	Limitation Act 1980	Secure disposal	-

Retention Schedule  
Finance



Funding						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
7.1.1	Funding Agreement with Secretary of State and supplemental funding agreements [Where there	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.2	Funding Agreement Termination of the funding agreement	No	Date of last payment of funding + 6 years	-	Secure disposal	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the
7.1.3	Funding Records Capital Grant	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.4	Funding Records Earmarked Annual Grant (EAG)	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.5	Funding Records General Annual Grant (GAG)	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.6	Per pupil funding records	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.7	Funding records	No	Date of last payment of funding + 6 years	-	Secure disposal	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].
7.1.8	Gift Aid and Tax Relief	No	Date of last payment of funding + 6 years	-	Secure disposal	-
7.1.9	Exclusions agreement	No	Date of last payment of funding + 6 years	-	Secure disposal	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.
7.1.10	Records relating to loans	No	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	-	Secure disposal	-
7.1.11	Management of Endowment Funds	No	Life of the fund + 6 years	-	Secure disposal	-
7.1.12	Investment policies	No	Life of the investment + 6 years	-	Secure disposal	-
7.1.13	Pupil Premium Fund records	No	Date pupil leaves the provision + 6 years	-	Secure disposal	-
7.1.14	Student Grant applications	No	Current year + 3 years	-	Secure disposal	-

Operational						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
7.2.1	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years	-	Secure disposal	-
7.2.2	Records relating to the collection and banking of monies	No	Current financial year + 6 years	-	Secure disposal	-
7.2.3	Records relating to the identification and collection of debt	No	Payment or write off of debt + 6 years	-	Secure disposal	-

Risk Management & Insurance						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes

7.3.1	Employers Liability Insurance Certificate	No	Year of issue + 40 years. Pass to the Local Authority if the school closes	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.	Secure disposal	-
7.3.2	Insurance policies	No	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.	Secure disposal	-
7.3.3	Records relating to the settlement of insurance claims	Yes	Date claim settled + 6 years	-	Secure disposal	-
7.3.4	Burglary, theft and vandalism report forms	Yes	Current year + 6 years	-	Secure disposal	-
7.3.5	Audit Committee and appointment of responsible officers	No	As long as necessary	-	Secure disposal	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

### School Fund

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
7.4.1	School Fund Ledger	Yes	Current financial year + 6 years	-	Secure disposal	-
7.4.2	Whole of government accounts returns	No	Current financial year + 6 years	-	Secure disposal	-
7.4.3	School Fund Journey books	No	Current financial year + 6 years	-	Secure disposal	-
7.4.4	School Fund Invoices	No	Current financial year + 6 years	-	Secure disposal	-
7.4.5	School Fund Receipts	No	Current financial year + 6 years	-	Secure disposal	-
7.4.6	School Fund Bank statements	No	Current financial year + 6 years	-	Secure disposal	-

7.4.7	School Fund Cheque books	No	Current financial year + 1 year	-	Secure disposal	-
7.4.8	School Fund Paying in books	No	Current financial year + 6 years	-	Secure disposal	-

### School Meals

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
7.5.1	Free school meals registers	Yes	Current financial year + 3 years	-	Secure disposal	-
7.5.2	School meals summary sheets	No	Current financial year + 6 years	-	Secure disposal	-
7.5.3	School meals registers	Yes	Current financial year + 3 years	-	Secure disposal	-

### Strategic Finance

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
7.6.1	Annual accounts	No	Current year + 6 years	-	Secure disposal	-
7.6.2	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	-
7.6.3	Statement of financial activities for the year	No	Current financial year + 6 years	-	Secure disposal	-
7.6.4	Financial Planning	No	Current financial year + 6 years	-	Secure disposal	-
7.6.5	Value for money statement	No	Current financial year + 6 years	-	Secure disposal	-
7.6.6	Borrowing powers	No	Until superseded + 6 years	-	Secure disposal	-
7.6.7	Charging and remissions policy	No	Date policy superseded + 3 years	-	Secure disposal	-
7.6.8	Independent Auditors report on regularity	No	Financial year report relates to + 6 years	-	Secure disposal	-
7.6.9	Independent Auditors report on financial statements	Yes	Financial year report relates to + 6 years	-	Secure disposal	-
7.6.10	Records relating to the management of VAT	No	Current financial year + 6 years	-	Secure disposal	-

**Retention Schedule  
Governance**



- 8.1 Governance
- 8.2 Meetings
- 8.3 Governance Personnel

Governance						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
8.1.1	Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Companies Act 2006 section 355	SECURE DISPOSAL	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. It does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) )
8.1.2	Articles of Association	No	Life of the academy	-	SECURE DISPOSAL	-
8.1.3	Memorandum of Association	No	This can be disposed of once the Academy has been incorporated	-	SECURE DISPOSAL	-
8.1.4	Memorandum of Understanding of Shared Governance among Schools	No	Life of Memorandum of Understanding + 6 years	-	SECURE DISPOSAL	-
8.1.5	Governance Statement	No	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	-	SECURE DISPOSAL	-
8.1.6	Written Scheme of Delegation	Yes	Life of Written Scheme of Delegation + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL	-
8.1.7	Special Resolutions to amend the Constitution	No	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	Companies Act 2006 section 355	SECURE DISPOSAL	Companies Act 2006 section 355: This section refers to Records of Resolutions and meetings etc. It does not mention constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) )
8.1.8	Annual Report and Accounts	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL	-
8.1.9	Annual Report Trustees Report	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL	-
8.1.1	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	-	SECURE DISPOSAL	-
8.1.11	Annual Return	No	Date of report + 10 years	Companies Act 2006 section 355	SECURE DISPOSAL	-
8.1.12	Instruments of Government	No	For the life of the school	-	Consult local archives before disposal	-
8.1.13	Register of Directors	Yes	Date Director resigns + 10 years	Companies Act 2006	SECURE DISPOSAL	Companies Act Section121 - Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member
8.1.14	Scheme of Delegation and Terms of Reference for Committees	No	Until superseded or whilst relevant Schools may wish to retain these records for reference purposes in case decisions need to be justified	-	These could be offered to the archives if appropriate	-
8.1.15	Trusts and Endowments managed by the Governing Body	Yes	Life of the Trust or Endowment + 6 years	-	SECURE DISPOSAL	-
8.1.16	Records relating to complaints dealt with by the Governing Body	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	-	-	-
8.1.17	All records relating to the conversion of schools to Academy status	No	For the life of the organisation	Companies Act 2006 section 355	Consult local archives before disposal	-
8.1.18	Policy documents created and administered by the Governing Body	No	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report	-	SECURE DISPOSAL	-

Meetings						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
8.2.1	Board Meeting Minutes	Yes	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES	-

8.2.2	Board Decisions	Could be if the decisions refer to living individuals	Date of the meeting + a minimum of 10 years	-	OFFER TO ARCHIVES	-
8.2.3	Board Meeting: Annual Schedule of Business	No	Current year	-	Secure disposal	-
8.2.4	Board Meeting: Procedures for conduct of meeting	No	Date procedures superseded + 6 years	Limitation Act 1980 (Section 2)	Secure disposal	-
8.2.5	Records relating to the management of General Members Meetings	No	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES	-
8.2.6	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	-
8.2.7	Records relating to the management of the Annual General Meeting	Could be if the minutes refer to living individuals	Minutes must be kept for at least 10 years from the date of the meeting	Companies Act 2006 section 248	OFFER TO ARCHIVES	-
8.2.8	Meetings Schedule	No	Current year	-	Standard disposal	-
8.2.9	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	-
8.2.10	Agendas Additional Copies	No	Date of meeting	-	Standard disposal	-
8.2.11	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	May be data protection issues, if the meeting is dealing with confidential issues relating to staff	Date of meeting + 10 years	-	OFFER TO ARCHIVES	-
8.2.12	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted	Date of meeting + 10 years	-	Secure disposal	-
8.2.13	Reports presented to the Governing Body	Yes	Date of meeting the report was presented to + 10 years	-	SECURE DISPOSAL or retain with the signed set of minute	-
8.2.14	Reports made to the Governors Meeting which are referred to in the minutes	Potential	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting.	Companies Act 2006	Consult local archives before disposal	-
8.2.15	Register of attendance at Full Governing Board meetings	Yes	Date of last meeting in the book + 6 years	-	Secure disposal	-
8.2.16	Papers relating to the management of the Annual Parents Meeting	Yes	Date of meeting + 6 years	-	Secure disposal	-
8.2.17	Records relating to Governor Monitoring Visits	Yes	Date of the visit + 3 years	-	Secure disposal	-

### Governance Personnel

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
8.3.1	Appointment of Trustees and Governors and Directors	Yes	Life of appointment + 6 years	Companies Act 2006 section 355	Secure disposal	-
8.3.2	Records relating to the election of parent and staff governors not appointed by the governors	Yes	Date of election + 6 months	-	Secure disposal	-
8.3.3	Records relating to the appointment of co-opted governors	Yes	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.	-	Secure disposal	-
8.3.4	Records relating to the terms of office of serving governors including evidence of appointment	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	-	-	-
8.3.5	Records relating to Governor Declaration against disqualification criteria	Yes	Date appointment ceases plus 6 years	-	Secure disposal	-

8.3.6	Governors Code of Conduct	No	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation	-	Secure disposal	-
8.3.7	Records relating to DBS checks carried out on clerk and members of the governing body	Yes	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)	-	Secure disposal	-
8.3.8	Governor personnel files	Yes	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years	-	Secure disposal	-
8.3.9	Records relating to the induction programme for new governors	Yes	Date appointment ceases plus 6 years	-	Secure disposal	-
8.3.10	Records relating to the training required and received by Governors	Yes	Date Governor steps down + 6 years	-	Secure disposal	-
8.3.11	Appointment and removal of Members	No	Life of appointment + 6 years	-	Secure disposal	-
8.3.12	Register of members	Yes	Date Member resigns + 10 years	Companies Act 2006	Secure disposal	-
8.3.13	Statement of Trustees Responsibilities	No	Life of statement + 6 years	-	Secure disposal	-
8.3.14	Register of Trustees interests	Yes	Date Trustee resigns + 10 years	Companies Act 2006	Secure disposal	-
8.3.15	Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes	Date Governor resigns + 10 years	-	Secure disposal	-

Retention Schedule  
Health & Safety



Health & Safety						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
9.1.1	Health and Safety policy statements	No	Life of policy + 3 years	-	Secure disposal	-
9.1.2	Health and safety file to show current state of building including all alterations (wiring,	No	Pass to new owner on sale or transfer of building	-	Secure disposal	-
9.1.3	Fire precautions log books	No	Current year + 6 years	-	Secure disposal	-
9.1.4	Fire risk assessments	No unless containing Personal Emergency Evacuation plans.	Life of the risk assessment + 3 years	Fire Service Order 2005	Secure disposal	-
9.1.5	Accident reporting: Adults	Yes	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years.	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Secure disposal	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 may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
9.1.6	Records relating to accident/injury at work including incident reports	Yes	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence).	-	Secure disposal	-
9.1.7	Accident reporting: Children	Yes	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 may be retained as below 9.1.9. Do not keep completed entries in the book. They must be removed and kept in a locked location.	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Secure disposal	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 may be retained as below [see also the incident reporting form]
9.1.8	Control of Substances Hazardous to Health (COSHH)	No	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years.	-	Secure disposal	-
9.1.9	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See 9.1.5 and 9.1.7.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Secure disposal	For more information see: <a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a> <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> concerns schools
9.1.10	Health and Safety risk assessments	No	Life of risk assessment + 3 years	-	Secure disposal	-
9.1.11	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos.	Yes	Last action + 40 years	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Secure disposal	-
9.1.12	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording.	No	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made.	The Ionising Radiations Regulation 2017	Secure disposal	-

Retention Schedule  
Liaison with LA and DfE



Liaison with LA and DfE						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
10.1.1	DfSTED reports and papers	No	Life of the report then REVIEW	-	Secure disposal	-
10.1.2	Returns made to central government	No	Current year + 6 years	-	Secure disposal	-
10.1.3	School census returns	No	Current year + 5 years	-	Secure disposal	-
10.1.4	Circulars and other information sent from the Local Authority	No	Operational use	-	Secure disposal	-
10.1.5	Circulars and other information sent from central government	No	Operational use	-	Secure disposal	-
10.1.6	Attendance returns	Yes	Academic year + 1 year	-	Secure disposal	-
10.1.7	Secondary transfer sheets (Primary)	Yes	Academic year + 2 years	-	Secure disposal	-

Retention Schedule  
Parent Teacher Associations



Parent Teacher Associations						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
11.1.1	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils	Yes	Current year + 6 years then REVIEW	-	Secure disposal	-

Retention Schedule  
Property



Property						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
12.1.1	Title deeds of properties belonging to the school	No	These should follow the property, unless the property has been registered with the Land Registry.	-	Transfer to new owner	-
12.1.2	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	No	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.	-	Pass to next owner	-
12.1.3	Leases of property leased by or to the school	No	Expiry of lease + 6 years	-	Secure disposal	-
12.1.4	Business continuity and disaster recovery plans	Yes	These are dynamic documents which should be kept up to date.	-	Secure disposal	-
12.1.5	Records relating to the letting of school premises	No	Current financial year + 6 years	-	Secure disposal	-

Retention Schedule  
Pupils and Students



Pupils and Students						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
13.1.1	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	Retain whilst the child remains at the primary school	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		<p>The file should follow the pupil when they leave the primary school. This will include:</p> <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> </ul> <p>If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention.</p>
13.1.2	Pupils Educational Record required by The Education (Pupil Information) (England)	Yes	Date of birth of the pupil + 25 years	Limitation Act 1980 (Section 2)	Secure disposal	-
13.1.3	Attendance registers	Yes	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually].	Secure disposal	-
13.1.4	Correspondence relating to any absence (authorised or unauthorised)	Potential	Current academic year + 2 years	Education Act 1996 Section 7	Secure disposal	-

Retention Schedule  
School Management



School Management						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
14.1.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book 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	-
14.1.2	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)	Yes	Academic Year + 1 year [Schools may decide to archive one copy]	-	Secure disposal	-
14.1.3	School Privacy Notice which is sent to parents as part of GDPR compliance	No	Life of the privacy notice/until the privacy notice plus 6 years	-	Secure disposal	-
14.1.4	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	Yes	Consents should be retained for as long as the consent is relied on.	-	Secure disposal	-
14.1.5	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	-	STANDARD DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy	-
14.1.6	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	-
14.1.7	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	-	Secure disposal	-
14.1.8	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 report refers to individual pupils or members of staff	Current academic year + 3 years then REVIEW	-	Secure disposal	-
	<a href="#">DUPLICATE ON IRMS SCHEDULE OF 2.1.8 so excluded from our version</a>					
14.1.9	Management of complaints	Yes	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	-	Secure disposal	-

14.1.10	Newsletters and other items with a short operational use	No	Current year + 1 year	-	SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy	
14.1.11	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years. Schools should consider archiving one copy for historical reasons	-	Secure disposal	-

Retention Schedule  
Special Educational Needs & Disability



Special Educational Needs & Disability						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
15.1.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of birth of the pupil + 25 years	Limitation Act 1980	Secure disposal	-
15.1.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Secure disposal	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
15.1.3	Advice and information provided to parents regarding educational needs	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years.	Special Educational Needs and Disability Act 2001 Section 2	Secure disposal	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
15.1.4	Accessibility strategy	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years.	Special Educational Needs and Disability Act 2001 Section 14	Secure disposal	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

Retention Schedule  
Staffing



Disciplinary						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
16.1.1	Disciplinary Proceedings: Oral warning	Yes	Date of warning + 6 months	-	Secure disposal	Where the warning relates to child protection issues, see retention period to the left. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
16.1.2	Disciplinary Proceedings: Written warning level 1	Yes	Date of warning + 6 months	-	Secure disposal	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see retention period to the left. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
16.1.3	Disciplinary Proceedings: Written warning level 2	Yes	Date of warning + 12 months	-	Secure disposal	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see retention period to the left. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
16.1.4	Disciplinary Proceedings: Final warning	Yes	Date of warning + 18 months	-	Secure disposal	If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see retention period to the left. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
16.1.5	Disciplinary Proceedings: Case not found	Yes	If the incident is child protection related, then see 16.1.1 otherwise dispose of at the conclusion of	-	Secure disposal	-

Pay & Pensions

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
16.2.1	Records relating to the agreement of pay and conditions	No	Date pay and conditions superseded + 6 years	-	Secure disposal	-
16.2.2	Payroll records	Yes	Date payroll run + 6 years	-	Secure disposal	-
16.2.3	Payroll reports	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.4	Payroll awards	Yes	Current year + 6 years	-	Secure disposal	-
16.2.5	Payroll gross / net weekly or monthly	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.6	Payslips copies	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.7	Pay packet receipt by employee	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.8	Maternity pay records	Yes	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Secure disposal	-
16.2.9	Part time fee claims	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.10	Overtime	Yes	Current year + 3 years	-	Secure disposal	-
16.2.11	National Insurance Schedule of payments	Yes	Current year + 6 years	-	Secure disposal	-
16.2.12	Insurance	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.13	Car allowance claims	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.14	Car mileage output	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.15	Car loans	Completion of loan + 6 years	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.16	Time sheets /clock cards / flexitime	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.17	Bonus sheets	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.18	Staff returns	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.19	Sickness records	Yes	Current year + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.20	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48	Yes	Current year + 6 years	-	Secure disposal	-
16.2.21	Personal bank details	Yes	Until superseded + 3 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.22	Income tax form P60	Yes	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.
16.2.23	Pension payroll	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.24	Superannuation adjustments	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.25	Superannuation reports	Yes	Current year + 6 years	-	Secure disposal	-
16.2.26	Members Allowance register	Yes	Current year + 6 years	Taxes Management Act 1970; Income and Corporation Taxes 1988	Secure disposal	-
16.2.27	Records relating to pension registrations	Yes	Current year + 6 years	-	Secure disposal	-
16.2.28	Management of the Teachers Pension Scheme	Yes	Date of last payment on the pension + 6 years	-	Secure disposal	-
16.2.29	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	From the end of the year in which the accounts were signed for a minimum of 6 years	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15	Secure disposal	-

## Recruitment

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
16.3.1	All records leading up to the appointment of a new Head Teacher	Yes	Length of appointment + 6 years	-	Secure disposal	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
16.3.2	All records leading up to the appointment of a new member of staff successful candidate	Yes	All relevant information should be added to the Staff Personal File and all other information	-	Secure disposal	-
16.3.3	All records leading up to the appointment of a new member of staff unsuccessful candidates	Yes	Date of appointment of successful candidate + 6 months	-	Secure disposal	-
16.3.4	Pre-employment vetting information DBS Checks	Yes	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.	<a href="https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide-DBS-Update-Service-Employer-Guide-June-2014-Keeping-Children-Safe-in-Education-(Statutory-Guidance-from-Dept.-of-Education)">https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide-DBS-Update-Service-Employer-Guide-June-2014-Keeping-Children-Safe-in-Education-(Statutory-Guidance-from-Dept.-of-Education)</a>	Secure disposal	Academies are bound by the legislation that applies to independent schools NOT maintained schools.
16.3.5	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	-	Secure disposal	-
16.3.6	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	Yes	Where possible, these copies of 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	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.	Secure disposal	Employers are required to take a clear copy of the documents which they are shown as part of this process
16.3.7	Records relating to the employment of overseas teachers	Yes	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	-

### Safeguarding

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
16.4.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	Keeping children safe in education Statutory guidance for schools and colleges;  Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children.	Secure disposal	The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.

### Staff Management

Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
16.5.1	Staff Personal File, including employment contract and staff training records	Yes	Termination of employment + 6 years	Limitation Act 1980	Secure disposal	-
16.5.2	Timesheets	Yes	Current year + 3 years	-	Secure disposal	-
16.5.3	Absence record	Yes	Current year + 3 years	-	Secure disposal	-

16.5.4	Sickness Absence Monitoring	Yes	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	-	Secure disposal	-
16.5.5	Annual appraisal/assessment records	Yes	Current year + 3 years	-	Secure disposal	-
16.5.6	Records relating to the TUPE process	Yes	Date last member of staff transfers or leaves the organisation + 6 years	-	Secure disposal	-
16.5.7	Training needs analysis	No	Current year + 1 year	-	Secure disposal	-
16.5.8	Staff Training where the training leads to Continuing Professional Development	Yes	Length of time required by the professional body	-	Secure disposal	-
16.5.9	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes	This should be retained on the personnel file	-	Secure disposal	-
16.5.10	Staff Training where the training relates to children (e.g. safeguarding or other child related	Yes	Date of the training + 40 years	-	Secure disposal	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.
16.5.11	Professional Development Plans	Yes	Life of the plan or plan superseded + 6 years	-	Secure disposal	-

Retention Schedule  
Teaching and the Curriculum



Teaching and the Curriculum						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
17.1.1	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 further retention period, or, SECURE DISPOSAL	-
17.1.2	Timetable	No	Academic year + 1 year	-	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	-
17.1.3	Class record books	No	Academic year + 1 year	-	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	-
17.1.4	Mark books	No	Academic year + 1 year	-	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	-
17.1.5	Record of homework set	No	Academic year + 1 year	-	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	-
17.1.6	Pupils work	Yes	Academic year + 1 year	-	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then secure disposal.	-

Retention Schedule  
Transport



Transport						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
18.1.1	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Disposal of the vehicle + 6 years	Limitation Act 1980	Secure disposal	-
18.1.2	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Disposal of the vehicle + 6 years	Limitation Act 1980	Secure disposal	-
18.1.3	Service logs and vehicle logs	No	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease	Limitation Act 1980	Secure disposal	-
18.1.4	GPS tracking data relating to the vehicles	No	Current year + 12 months	Limitation Act 1980	Secure disposal	-
18.1.5	Tachograph: Analogue and electronic including driver's cards	Yes	Current year + 12 months	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment	Secure disposal	-
18.1.6	Driver's records book	Yes	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.	Secure disposal	-
18.1.7	Walking bus registers	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	-

Retention Schedule  
Welfare



Welfare						
Our ref no	Record type	Personal data?	Retention period	Statutory provisions	Disposal	Notes
19.1.1	Family Liaison Officers and Home School Liaison Assistants: Day Books	Yes	Current year + 2 years then review	-	Secure disposal	-
19.1.2	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes	Whilst child is attending school and then destroy	-	Secure disposal	-
19.1.3	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes	While the referral is current	-	Secure disposal	-
19.1.4	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy	-	Secure disposal	-
19.1.5	Family Liaison Officers and Home School Liaison Assistants: Contact database entries	Yes	Current year then review, if contact is no longer active then destroy	-	Secure disposal	-
19.1.6	Family Liaison Officers and Home School Liaison Assistants: Group Registers	Yes	Current year + 2 years	-	Secure disposal	-
19.1.7	Accessibility Plan relating to individual pupils	Yes	The plan should be included on the pupil file	Limitation Act 1980	Secure disposal	-
19.1.8	Child protection information held on pupil file	Yes	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	Keeping children safe in education Statutory guidance for schools and colleges; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children	Secure disposal	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
19.1.9	Child protection information held in separate files	Yes	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	Keeping children safe in education Statutory guidance for schools and colleges; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children	Secure disposal - these records MUST be shredded	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
19.1.10	Correspondence relating to authorised absence	Yes	Current academic year + 2 years	Education Act 1996 Section 7	Secure disposal	-