



Parkview and Redwood Primary School Federation

RECORDS RETENTION & DISPOSAL

POLICY

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
July 2024	DP	No changes made		

Introduction and principles

Management of records by a Public Authority is a legal obligation (Section 46 of the Freedom of Information Act 2000).

The Code issued on 15 July 2021 sets out key principles about records and their management. These are the:

- value of the information
- integrity of the information
- accountability for the information

There are a range of statutory, regulatory and guidance that oblige us to accept, create, use, edit, store, and dispose of records. It is necessary to establish clarity about records keeping systems.

Aims

- to effectively manage the records that are created and are integral to the operation of the school
- to confirm a clear framework to manage records and information within the school
- to provide an environment where records are stored securely
- to ensure that records are accessible to those who need them
- to ensure that the school workforce responsible for records management understand these obligations
- to give effect to the s.46 Code of Practice our records management will take note of the principles it sets out

Scope

This policy applies to the school workforce and to all school records, whether the records originate within the school or are shared with the school by other means.

Records that are shared with third parties as a result of consent, regulatory obligations or contractual agreements are within the scope of this policy.

In school, the records that we access and hold originate are stored in a variety of formats, that include physical, digital, electronic audio/visual records. Some are held locally in school, others are hosted by third party providers.

All records are within the scope of this policy, records are required to be stored and retained in accordance with the document retention schedule attached to this policy.

Records may refer to individuals, financial planning tools, contracts, commercial organisations, public authorities, or charitable organisations. Some records will contain personal data.

Record retention and storage will be reviewed from time to time to ensure that the aims of this policy are met.

Responsibilities and actions

The governing board is ultimately responsible for this policy, however on a daily basis operational management of the policy is delegated to the headteacher and senior leadership team.

Management of the policy will be reviewed at governing board meetings on at least an annual basis.

The headteacher will be required to monitor compliance with this policy by undertaking at least an annual check to determine if records are stored securely and can be accessed appropriately, in accordance with requirements in this policy.

Within school, responsibility for this policy will be with Diane Page, School Business Leader.

An active retention policy is applied to confirm what records are to be retained and set out a timeline for their secure disposal.

Individual school staff, contractors, volunteers, and employees have personal responsibility for records within their control and day to day handling by ensuring that:

- records are to be handled in accordance with the school policies and good practice for secure storage and usage
- keep accurate records as required

- personal data contained in records is used in compliance with the UK GDPR and school data protection policies and protocols
- personal information is shared appropriately and with a proper legal basis with any third party
- records are securely disposed in accordance with the school's records retention schedule.

Child Abuse Records

The Independent Inquiry into Child Sexual Abuse (Final Report 2022) recommends that any records that relate (or could relate) to sexual abuse should be retained for 75 years or 10 years past the retirement of a relevant member of staff, whichever is the longer term. We shall implement this and ensure that notification of the relevant records is made in the event of any transfer.

Creation and management of school archives

The National Archives has supplied the following information in relation to the creation and management of school archives:

If your school is keeping an archive (e.g. of old photographs/ registers), either at your local Record Office or at your school/academy, it would be right to include a statement in your school's data protection policy to advise the public that such archive is in place. This will help separate the personal data your school keeps for operational reasons and those for archive reasons and in turn a much more manageable way to deal with data subject requests. The following paragraph could be included:

The school archive is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life among many generations of former pupils; and to serve as a research resource for all interested in the history of the school and the community it serves.

Relationship with existing policies and obligations

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Privacy Notices
- Data Sharing Agreements
- Information Security policy
- IT security and use policies
- Records retention policy/guidelines
- and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school

Appendix 1

The school keeps a wide variety of records that may include (but are not limited to):

Students

- personal information
- parent/carer contact information
- school reports
- behaviour logs
- exam and testing outcomes – internal and external
- child protection information
- allegations of a child protection nature made against a member of staff (including unfounded allegations)
- attendance – attendance registers, authorised absence correspondence
- SEND – reviews, advice to parents/carers, accessibility strategy
- pupil premium/sixth form bursary – evidence of eligibility
- free school meals eligibility
- services and pupil premium eligibility
- LAC status
- medical – individual health plans, first aid records
- biometric records

Management of the school

- governing board records - agendas, minutes, resolutions, reports
- governors personal details
- declarations of interests
- CPD and training
- statutory documents for companies house (if applicable)
- accounts and trust report (if applicable)
- school development plans and improvement plans
- leadership meetings, minutes and actions
- admission details
- school visitor logs
- health and safety records
- fire risk assessments
- risk assessments
- social media
- newsletters and external communication records

Human Resources

- job descriptions
- application forms
- personnel files for all staff – including personal contact details
- appraisals
- performance reviews
- employment suitability checks
- contracts of employment
- records of disciplinary and grievances process
- allegations and LADO referrals
- referrals to the TRA and/or DBS
- payroll and pensions – maternity/paternity pay, family leave record

Financial Management

- budgets and funding details as required by the funding agreement, academies financial handbook and company law (if applicable)
- risk management and insurance – employer’s liability insurance certificate
- asset management records
- asset register
- all necessary financial records
- contracts
- contract management and procurement
- school payment and meals management
- property management
- condition surveys
- hire agreements
- maintenance – log books, warranties and contractor information
- health and safety information
- curriculum & attainment
- teaching and learning planning
- timetabling and resource planning
- prospectus and website
- statistics and evidence of learning outcomes, targets
- pupil work records
- trip and visit records

External Records

- central government and local authority
- local authority – census returns, attendance returns
- central government – returns made to DfE/ESFA
- Ofsted
- referrals to third party agencies
- legal action involving the school
- ICO action

Appendix 2

Retention at a Glance

This section is intended to provide a quick reference guide to records retention periods. However, it does not give the full details of retention requirements, triggers, disposal actions and codes of practice, nor the authorities requiring or guiding retention periods. For full details, please consult the Information and Records Management Society Retention Guidelines for Schools.

Basic File Description	Retention Period
Child Protection	
Child Protection files	DOB + 25 years
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement or 10 years from the date of the allegation, whichever is the longer
Governors	
Minutes: Principle Set (signed) Inspection Copies	Permanent Date of meeting + 3 years
Agendas	Date of meeting
Reports	Date of report + 6 years
Annual Parents meeting papers	Date of report + 6 years
Instruments of Government	Permanent
Trusts and Endowments	Permanent
Action Plans	Date of action plan + 3 years
Policy Documents	Expiry of policy
Complaints Files	Date of resolution of complaint + 6 years
Annual Reports required by the Dept of Education	Date of report + 10 years
Management	
Log Books	Date of the last entry in the book + 6 years
Minutes of the Senior Management Team	Date of meeting + 5 years
Reports made by Head of School or Management Team	Date of report + 3 years
Records created by Senior and Admin staff	Closure of file + 6 years
Correspondence created by Senior and Admin staff	Date of correspondence + 3 years
Professional Development Plans	Closure + 6 years
School Development Plans	Closure + 6 years
Admissions (successful)	Admission + 1 year
Admissions (unsuccessful)	Resolution of case + 1 year
Proof of address supplied by parents as part of the admissions process	Current year + 1 year
Pupils	
Admission Registers	Date of last entry in the book or file + 6 years
Attendance Registers	Date of register + 3 years
Pupil Files	Retain for the time which the pupil remains in school
Special Educational Needs files, Reviews and Education Plans	DOB of the pupil + 25 years
Correspondence relating to authorised absence and issues	Date of absence + 2 years
Public Examination Results	Year of examination + 6 years
Internal Examination Results	Current year + 3 years
Any other records created in the course of contact with pupils	Current year + 3 years
Statement maintained under The Education Act 1996 – Section 324	DOB + 30 years
Proposed Statement or Amended Statement	DOB + 30 years
Advice and information to parents regarding educational needs	Closure + 12 years
Accessibility Strategy	Closure + 12 years
Parental permission slips for school trips (no major incident)	Conclusion of the trip
Parental permission slips for school trips (major incident)	DOB of the pupil involved + 25 years
Records created to obtain approval to run an Educational visit outside the classroom	Date of visit + 14 years
Walking Bus Registers	Date of register + 3 years

Basic File Description	Retention Period
Curriculum	
School Development Plan	Current year + 6 years
Curriculum Returns	Current year + 3 years
Schemes of work	Current year + 1 year
Timetable	Current year + 1 year
Class Record Books	Current year + 1 year
Mark Books	Current year + 1 year
Record of Homework Set	Current year + 1 year
Pupils Work	Current year + 1 year
Examination Results	Current year + 6 years
SATS Records – Examination Papers and Results	Current year + 6 years
PAN Reports	Current year + 6 years
Value Added & Contextual Data	Current year + 6 years
Self Evaluation Forms	Current year + 6 years
HR	
Timesheets, Sick Pay	Current year + 6 years
Staff Personal Files	Termination + 7 years
Interview Notes and Recruitment Records	Date of interview + 6 months
Pre-employment Vetting Information (including CRB checks)	Date of check + 6 months
Disciplinary Proceedings: Oral warning Written warning – level one Written warning – level two Final warning	Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months
Records relating to accident/injury at work	Date of incident + 12 years
Annual Appraisal/Assessment Records	Current year + 5 years
Salary Cards	Last date of employment + 85 years
Maternity Pay Records	Current year + 3 years
Records held under Retirement Benefits Schemes	Current year + 6 years
Health and Safety	
Accessibility Plans	Current year + 6 years
Accident Reporting: Adults Children	Date of incident + 7 years DOB of child + 25 years
COSHH	Current year + 10 years
Incident Reports	Current year + 20 years
Policy Statements	Date of expiry + 1 year
Risk Assessments	Current year + 3 years
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years
Fire Precaution Log Books	Current year + 6 years
Administrative	
Employer's Liability Certificate	Closure of the school + 40 years
Inventories of Equipment & Furniture	Current year + 6 years
General File Series	Current year + 5 years
School Brochure or Prospectus	Current year + 3 years
Circulars (staff/parents/pupils)	Current year + 1 year
Newsletters	Current year + 1 year
Visitors Book	Current year + 2 years
PTA	Current year + 6 years
Basic File Description	Retention Period
Finance	
Annual Accounts	Current year + 6 years
Loans and Grants	Date of last payment on loan + 12 years

Contracts: Under Seal Under Signature Monitoring Records	Contract completion date + 12 years Contract completion date + 6 years Current year + 2 years
Copy Orders	Current year + 2 years
Budget Reports, Budget Monitoring etc	Current year + 3 years
Invoice, receipts and other records covered by the Financial Regulations	Current year + 6 years
Annual Budget and background papers	Current year + 6 years
Order Books and Requisitions	Current year + 6 years
Delivery Documentation	Current year + 6 years
Debtors' Records	Current year + 6 years
School Fund – Cheque books	Current year + 3 years
School Fund – Paying in books & Ledger	Current year + 6 years
School Fund – Invoices, Receipts & Bank Statements	Current year + 6 years
School Fund – School Journey Books	Current year + 6 years
Free School Meals Registers	Current year + 6 years
Petty Cash Books	Current year + 6 years
Property	
Plans	Permanent
Maintenance and Contractors	Current year + 6 years
Leases	Expiry of lease + 6 years
Lettings	Current year + 3 years
Burglary, theft and vandalism report forms	Current year + 6 years
Maintenance Log Books	Current year + 6 years
Contractors' Reports	Current year + 6 years
Local Authority	
Attendance Returns	Current year + 1 year
Circulars from LA	Whilst required operationally
Department for Children, Schools and Families	
OFSTED Reports and Papers	Replace former report with any new report
Returns	Current year + 6 years
Circulars from Dept for Children, Schools and families	Whilst operationally required
School Meals	
Dinner Register	Current year + 3 years
School Meals Summary Sheets	Current year + 3 years