



Learn-AT
Learning ~ Fellowship

Records Management Policy

Version 1 Updated February 2021

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Approved by: Trust Board Audit and Risk Management Committee

Next Review: April 2021

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1. Records Management Policy

1.1. Learn Academies Trust recognises that by schools efficiently managing their records, then it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Trust. Records provide evidence for protecting the legal rights and interests of the Trust and the schools in the Trust and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- **Scope**
- **Responsibilities**
- **Relationships with existing policies**

2. Scope of the policy

- 2.1. This policy applies to all records created, received or maintained by staff of the Trust and its schools in the course of carrying out their functions.
- 2.2. Records are defined as all those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.
- 2.3. A small percentage of the Trust's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the local county archives centre.

3. Responsibilities

- 3.1. The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Data Protection Officer.
- 3.2. The person responsible for records management in the Trust will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 3.3. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Trust's records management guidelines.

4. Relationship with existing policies

- 4.1. This policy has been drawn up within the context of:

- **Freedom of Information Policy**
- **GDPR**
- **and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust**

Signed: _____ **[Chair of Trustees]**

Dated _____

5. Retention Schedule

- 5.1. Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.
- 5.2. Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.
- 5.3. The retention schedule refers to record series regardless of the media in which they are stored.

6. Benefits of a retention schedule

- 6.1. There are a number of benefits which arise from the use of a complete retention schedule:
- 6.2. Managing records against the retention schedule is deemed to be "normal processing" under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided members of staff are managing record series using the retention schedule they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access requests have been made.
- 6.3. Members of staff can be confident about shredding information at the appropriate time. Information which is subject to Freedom of Information and GDPR legislation will be available when required. The school is not maintaining and storing information unnecessarily.

7. Maintaining and amending the retention schedule

- 7.1. Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

8. Safe Destruction of records

- 8.1. Where records have been identified for destruction they should be disposed of in an

appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip unless there is no other alternative. There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

- 8.2. The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:
- File reference (or other unique identifier);
 - File title (or brief description);
 - Number of files
 - The name of the authorising officer
 - Date action taken
- 8.3. This should be kept in an Excel spreadsheet or other database format.

9. Documentation Retention

- 9.1. The following pages detail the length of time that files need to be retained under current Data Protection and Freedom of Information legislation.
- 9.2. Applying retention periods is straightforward provided files are closed on a regular basis. A number of criteria can be used to close a file:
- In the case of project files it would be usual to close each file cover when it becomes full and to close the whole project when it has been completed.
 - In the case of administrative files, such as correspondence or finance, the files can be closed when the file cover becomes full or on an annual basis.
 - In the case of files where there is very little action, files could be closed 5 years after the last action on the file.
- 9.3. Once a file has been closed it can be moved out of the current filing system and stored in the stock cupboard in the school or in another appropriate place until it has reached the end of the retention period.
- 9.4. This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.
- 9.5. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.
- 9.6. Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

1 Child Protection

These retention periods should be used in conjunction with the document “Safeguarding Children and Safer Recruitment in Education” which can be downloaded from www.everychildmatters.gov.uk.

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	DOB + 25 years ¹	SHRED	<p>Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example)</p> <p>Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.</p>
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	<p>Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance)</p> <p>Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005</p>	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SHRED	<p>The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60</p> <p>“Record Keeping</p> <p>5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any</p>

¹ This amendment has been made in consultation with the Safeguarding Children Group.

1 Child Protection

These retention periods should be used in conjunction with the document "Safeguarding Children and Safer Recruitment in Education" which can be downloaded from www.everychildmatters.gov.uk.

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
					<p>future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer."</p>

2 Governors

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
2.1	Minutes					
	Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
	Inspection copies	No		Date of meeting + 3 years	SHRED [If these minutes contain any sensitive personal information they should be shredded]	
2.2	Agendas	No		Date of meeting	SHRED	
2.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives
2.4	Annual Parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives
2.5	Instruments of Government	No		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
2.6	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
2.7	Action Plans	No		Date of action plan + 3 years	SHRED	
2.8	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making	Transfer to Archives

2 Governors

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
					process)	
2.9	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	
2.10	Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives
2.11	Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years	Transfer to Archives
2.12	Video recordings of meetings and/or training sessions held in MS Teams	Yes	GDPR	7 days	Trust IT policy of automatic deletion	

3 Management

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
3.1	Log Books	Yes ²		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
3.2	Minutes of the Senior Management Team and other internal administrative bodies	Yes ¹		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives
3.3	Reports made by the head teacher or the management team	Yes ¹		Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives
3.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes ¹		Closure of file + 6 years	SHRED	
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SHRED	
3.6	Professional development plans	Yes		Closure + 6 years	SHRED	
3.7	School development plans	No		Closure + 6 years	Review	Offer to the Archives

² From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils and members of staff will become subject to the Data Protection Act 1998.

3 Management

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
3.8	Admissions – if the admission is successful	Yes		Admission + 1 year	SHRED	
3.9	Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year	SHRED	
3.10	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SHRED	
3.11	Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SHRED	

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.1	Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
4.2	Attendance registers	Yes		Date of register + 3 years	SHRED [If these records are retained electronically any back up copies should be destroyed at the same time]	
4.3	Pupil record cards	Yes				

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.3a	Primary			Retain for the time which the pupil remains at the primary school	Transfer to the secondary 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	
4.3b	Secondary		Limitation Act 1980	DOB of the pupil + 25 years ³	SHRED	
4.4	Pupil files	Yes				
4.4	Primary			Retain for the time which the pupil remains at the primary school	Transfer to the secondary 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	

³ In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.5	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the review NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period.	SHRED	
4.6	Letters authorising absence	No		Date of absence + 2 years	SHRED	
4.7	Absence books			Current year + 6 years	SHRED	
4.8	Examination results	Yes		Current year + 5 years ⁴	SHRED	

⁴ If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.9	Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SHRED	
4.10	Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
4.11	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
4.12	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SHRED unless legal action is pending	
4.13	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SHRED unless legal action is pending	
4.14	Children's SEN Files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases	SHRED unless legal action is pending	

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.15	Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SHRED	
4.16	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SHRED	
4.17	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years ⁵	N	SHRED or delete securely

⁵ This retention period has been set in agreement with the Safeguarding Children's Officer

4 Pupils

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.18	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years ⁷	N	SHRED or delete securely
4.19	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	SHRED [If these records are retained electronically any back up copies should be destroyed at the same time]	
4.20	Video recordings of remote education sessions	Yes	GDPR	7 days	Trust IT policy of automatic deletion	

5 Curriculum

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
5.1	Curriculum development	No		Current year + 6 years	SHRED
5.2	Curriculum returns	No		Current year + 3 years	SHRED
5.3	School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.4	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 new retention period or SHRED
5.5	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.6	Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.7	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.8	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.9	Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.10	Examination results	Yes		Current year + 6 years	SHRED

5 Curriculum

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
5.11	SATS records	Yes		Current year + 6 years	SHRED
5.12	PAN reports	Yes		Current year + 6 years	SHRED
5.13	Value added records	Yes		Current year + 6 years	SHRED

6 Personnel Records held in Schools

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
6.2	Staff Personal files	Yes		Termination + 7 years	SHRED
6.3	Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED
6.4	Pre-employment vetting information (including CRB checks)	No	CRB guidelines	Date of check + 6 months	SHRED [by the designated member of staff]
6.5	Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		

6 Personnel Records held in Schools

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.5a	oral warning			Date of warning + 6 months	SHRED ⁶
6.5b	written warning – level one			Date of warning + 6 months	SHRED
6.5c	written warning – level two			Date of warning + 12 months	SHRED
6.5d	final warning			Date of warning + 18 months	SHRED
6.5e	case not found			If child protection related please see 1.2 otherwise shred immediately at the conclusion of the case	SHRED
6.6	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SHRED
6.7	Annual appraisal/assessment records	No		Current year + 5 years	SHRED
6.8	Salary cards	Yes		Last date of employment + 85 years	SHRED

⁶ If this is placed on a personal file it must be weeded from the file.
CRB Guidelines all fall under the heading of Data Recruitment Policies.

6 Personnel Records held in Schools

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
6.9	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	SHRED
6.10	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED
6.11	Proofs of identity collected as part of the process of checking "portable" enhanced CRB 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 placed on the member of staff's personal file.	
6.12	Video recordings of remote education live sessions/lessons/events/training sessions/meetings	Yes	GDPR	7 days	Trust IT policy of automatic deletion

7 Health and Safety

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
7.1	Accessibility Plans	No	Disability Discrimination Act	Current year + 6 years	SHRED
7.2	Accident Reporting	No	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
7.2a	Adults	Yes		Date of incident + 7 years	SHRED
7.2b	Children	Yes		DOB of child + 25 years ⁷	SHRED
7.3	COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	SHRED
7.4	Incident reports	Yes		Current year + 20 years	SHRED
7.5	Policy Statements	No		Date of expiry + 1 year	SHRED
7.6	Risk Assessments	No		Current year + 3 years	SHRED

⁷ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

7 Health and Safety

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No		Last action + 40 years	SHRED
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	No		Last action + 50 years	SHRED
7.9	Fire Precautions log books	No		Current year + 6 years	SHRED

8 Administrative

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
8.1	Employer's Liability certificate	No		Closure of the school + 40 years	SHRED

8 Administrative

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
8.2	Inventories of equipment and furniture	No		Current year + 6 years	SHRED	
8.3	General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives
8.4	School brochure or prospectus			Current year + 3 years		Transfer to Archives
8.5	Circulars (staff/parents/pupils)			Current year + 1 year	SHRED	
8.6	Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
8.7	Visitors book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives
8.8	PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives

9 Finance

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.1	Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives
9.3	Contracts					
9.3a	under seal			Contract completion date + 12 years	SHRED	
9.3b	under signature			Contract completion date + 6 years	SHRED	
9.3c	monitoring records			Current year + 2 years	SHRED	
9.4	Copy orders			Current year + 2 years	SHRED	
9.5	Budget reports, budget monitoring etc			Current year + 3 years	SHRED	
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
9.7	Annual Budget and background papers			Current year + 6 years	SHRED	
9.8	Order books and requisitions			Current year + 6 years	SHRED	
9.9	Delivery Documentation			Current year + 6 years	SHRED	

9 Finance

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.10	Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	
9.11	School Fund – Cheque books			Current year + 3 years	SHRED	
9.12	School Fund – Paying in books			Current year + 6 years then review	SHRED	
9.13	School Fund – Ledger			Current year + 6 years then review	SHRED	
9.14	School Fund – Invoices			Current year + 6 years then review	SHRED	
9.15	School Fund – Receipts			Current year + 6 years	SHRED	
9.16	School Fund – Bank statements			Current year + 6 years then review	SHRED	
9.17	School Fund – School Journey books			Current year + 6 years then review	SHRED	
9.18	Applications for free school meals, travel, uniforms etc			Whilst child at school	SHRED	
9.19	Student grant applications			Current year + 3 years	SHRED	
9.20	Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	
9.21	Petty cash books		Financial Regulations	Current year + 6 years	SHRED	

10 Property

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
10.1	Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
10.2	Plans			Permanent	Retain in school whilst operational	Offer to Archives ⁸
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SHRED	
10.4	Leases			Expiry of lease + 6 years	SHRED	
10.5	Lettings			Current year + 3 years	SHRED	
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
10.7	Maintenance log books			Last entry + 10 years	SHRED	
10.8	Contractors' Reports			Current year + 6 years	SHRED	

11 Schools Meals

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
11.1	Dinner Register			Current + 3 years	SHRED

⁸ If the property has been sold for private housing then the archives service will embargo these records for an appropriate period of time to prevent them being used to plan or carry out a crime.

11 Schools Meals

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
11.2	School Meals Summary Sheets			Current + 3 years	SHRED

12 Local Authority

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
12.1	Secondary transfer sheets (Primary)	Yes		Current + 2 years	SECURE DISPOSAL
12.2	Attendance returns	Yes		Current + 1 year	SECURE DISPOSAL
12.3	Circulars from LA			Whilst required operationally	Review to see whether a further retention period is required

13 Department for Children, Schools and Families

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Method of Disposal
13.1	HMI reports			These do not need to be kept any longer	
13.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
13.3	Returns			Current year + 6 years	SECURE DISPOSAL
13.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required

14 Family Liaison Officers and Parent Support Assistants

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Method of Disposal
14.1	Day Books	Yes		Current year + 2 years then review	SHRED
14.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school then destroy	SHRED
14.3	Referral forms	Yes		While the referral is current then	SHRED

14 Family Liaison Officers and Parent Support Assistants

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Method of Disposal
14.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SHRED
14.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	DELETE
14.6	Group Registers	Yes		Current year + 2 years	SHRED

15 Early Years Provision

15.1 Records to be kept by Registered Persons - All Cases

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
15.1.1	The name, home address and date of birth of each child who is looked after on the premises	Yes		Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation]

15 Early Years Provision

15.1 Records to be kept by Registered Persons - All Cases

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
15.1.2	The name, home address and telephone number of a parent of each child who is looked after on the premises	Yes		If this information is kept in the same book or on the same form as in 16.1.1 then the same retention period should be used as in 16.1.1 If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)
15.1.3	The name, address and telephone number of any person who will be looking after children on the premises	Yes		See 16.4.5 below
15.1.4	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003	The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). If these records are likely to be needed in a child protection setting (see 16.1.1 above) then the records should be retained for closure of setting + 50 years

15 Early Years Provision

15.1 Records to be kept by Registered Persons - All Cases

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
15.1.5	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003 ⁹	DOB of the child involved in the accident or the incident + 25 years If an adult is injured then the accident book must be kept for 7 years from the date of the incident
15.1.6	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, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003 ¹⁰	DOB of the child being given/taking the medicine + 25 years
15.1.7	Records of transfer	Yes		One copy is to be given to the parents, one copy transferred to the Primary School where the child is going
15.1.8	Portfolio of work, observations and so on	Yes		To be sent home with the child

⁹ The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The Statute of Limitations states that a minor may make a claim for 7 years from their eighteenth birthday, therefore the retention should be for the longer period.

¹⁰ The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The NHS records retention schedule states that any records relating to a child under the age of 18 should be retained until that child reaches the age of 25 years. Therefore, the retention should be DOB of the child being given/taking the medicine + 25 years

15 Early Years Provision

15.1 Records to be kept by Registered Persons - All Cases

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
15.1.9	Birth certificates	Yes		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.

16. Other Records - Administration

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
16.1	Financial Records			
16.1.1	Financial records – accounts, statements, invoices, petty cash etc	No		Current year + 6 years
16.2	Insurance			
16.2.1	Insurance policies – Employers Liability	No	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy
16.2.2	Claims made against insurance policies – damage to property	Yes		Case concluded + 3 years
16.2.3	Claims made against insurance policies – personal injury	Yes		Case concluded + 6 years

15 Early Years Provision

15.1 Records to be kept by Registered Persons - All Cases

	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]
16.3	Human Resources			
16.3.1	Personal Files - records relating to an individual's employment history	Yes ¹¹		Termination + 6 years then review
16.3.2	Pre-employment vetting information (including CRB checks)	No	CRB guidelines	Date of check + 6 months
16.3.3	Staff training records – general	Yes		Current year + 2 years
16.3.4	Training (proof of completion such as certificates, awards, exam results)	Yes		Last action + 7 years
16.4	Premises and Health and Safety			
16.4.1	Premises files (relating to maintenance)	No		Cessation of use of building + 7 years then review
16.4.2	Risk Assessments	No		Current year + 3 years

¹¹ For Data Protection purposes the following information should be kept on the file for the following periods :	
all documentation on the personnel file	Duration of employment
pre-employment and vetting information	Start date + 6 months
records relating to accident or injury at work	Minimum of 12 years
annual appraisal/assessment records	Minimum of 5 years
records relating to disciplinary matters (kept on personal files)	
oral warning	6 months
first level warning	6 months
second level warning	12 months
final warning	18 months