Retention Schedule

TPAT Policy Management

Document history					
Review date	**Version**	**Reviewer / owner**	**Executive approval**	**Approving body**	**Meeting date of policy approval**
03/2023	1	HGP	03/2023	Trust Board	24/04/2023
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Material changes since last publication	
Section	**Changes**
Version 4	Added 1.2.14.1 Voice recordings of governance meetings for drafting minutes 5.1.5 If the file relates to child sexual abuse, retain until the 75th birthday 2.4.11 Restrictive interventions incident log 5.1.6 Restrictive interventions incident record 3.3.10 Staff sign in, 30 days

This schedule is reviewed annually. The next review is due by July 2027.

1. Introduction

The Trust intends and expects that all decisions, policies and procedures will be underpinned at all times by its vision and values.

Our aim:

TPAT – Inspiring futures, empowering people.

We aim to benefit our communities by nurturing well-educated, aspirational and creative young people. We exist to inspire futures and empower all our people. We achieve this by enriching and fulfilling our employees with the investment to become masters of their craft, all working together to realise exceptional outcomes for young people.

To achieve this our schools will:

- Create an aspirational, driven, and highly engaging educational environment where every pupil can succeed.
- Commit to knowing each pupil individually and empowering them to excel.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Providing the resources and stability schools need to work efficiently and effectively, overcoming challenges and prioritising education every day.
- Providing a platform for collaboration, sharing excellence and experience, and fostering unity and shared purpose.
- Nurturing our Trust's 'culture of improvement' where staff thrive in a safe, supportive network, embracing feedback and professional dialogue to drive sustainable improvement.

1.1 Aims and Scope

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 over which the record needs to be retained, and the action which should be taken when it is of no further administrative use.

This schedule applies to all schools in The Park Academies Trust and is based on the guidelines issued by the Information and Records Management Society (IRMS). Members of staff are expected to manage their current record keeping systems using the retention schedule.

The retention schedule refers to all information, regardless of the media in which it is stored.

There are numerous benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be 'normal processing' under the GDPR, Data Protection Act 2018, and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed, then records disposal must be stopped.

- Members of staff can be confident that information has been disposed of safely and at the appropriate time.

- Information which is subject to the GDPR, Data Protection Act 2018, and the Freedom of Information Act 2000 legislation will be available when required.

- The school is not maintaining and storing information unnecessarily.

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 2018 and the

Freedom of Information Act 2000.

Managing records series using these retention guidelines will be deemed to be ‘normal processing’ under the legislation mentioned. If record series are to be kept for longer or shorter periods than those laid out in this document, the reasons for this need to be documented.

Retention Schedule

1. Governance, Funding and Financial Management

	Basic file description	Data Protection issues	Statutory provisions	Retention period (operational)	Action at end of administrative life of the record
1.1 Governance of the Trust					
1.1.1	Articles of Association	No		Life of the Trust	
1.1.2	Memorandum of Understanding of Shared Governance among Schools	No	Companies Act 2006 section 355	Life of Memorandum of Understanding + 6 years	SECURE DISPOSAL
1.1.3	Special Resolutions to amend the Articles of Association	No		Life of the Trust	
1.1.4	Written Scheme of Delegation	No	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL
1.1.5	Appointment of Trustees and Directors	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1.6	Disqualification of Trustees and Directors	No	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	SECURE DISPOSAL
1.1.7	Directors – termination of office	No		Date of termination + 6 years	SECURE DISPOSAL
1.1.8	Records relating to the election of the Chair and Vice Chair			Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL
1.1.9	Annual Report – Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL

1.1.10	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
1.1.11	Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
1.1.12	Statement of Trustees' Responsibilities	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1.13	Appointment and removal of Members	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1.14	Strategic Review	No		Date of the review + 6 years	SECURE DISPOSAL
1.1.15	Strategic Plan, also known as School Development Plans	No		Life of plan + 6 years	SECURE DISPOSAL
1.1.16	Accessibility Plan	There may be if the plan refers to specific pupils	Limitation Act 1980 section 2	Life of plan + 6 years	SECURE DISPOSAL
1.2 Trust Board, Members, and Local Governing Committees					
	Trust Board				
1.2.1	Trust Board meeting minutes and agendas	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting. Store agenda with principal set of minutes	OFFER TO ARCHIVES
1.2.2	Trust Board decisions	Could be if the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
1.2.3	Board meeting – annual schedule of business	No		Current year	SECURE DISPOSAL

1.2.4	Board meeting – procedures for conduct of meeting	No	Limitation Act 1980 section 2	Date procedures superseded + 6 years	SECURE DISPOSAL
1.2.5	Register of Attendance at Trust Board meetings			Date of last meeting + 6 years	SECURE DISPOSAL
	Committees				
1.2.6	Minutes relating to any committee set up by the Trust Board	Could be if the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
	General Members' Meeting				
1.2.7	Records relating to the management of General Members' Meetings	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting [1]	OFFER TO ARCHIVES
1.2.8	Records relating to the management of the Annual General Meetings	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting [2]	OFFER TO ARCHIVES
	Local Governing Committee				
1.2.9	Agendas for Local Governing Committee 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 [3]

[1] The signed minutes must be kept securely together with the notice and agenda for the meeting and supporting documentation provided for consideration at the meeting. Documentation is generally filed in a dedicated minute book, which is usually in the form of a loose-leaf binder to which additional pages can be easily added

[2] The signed minutes must be kept securely together with the notice and agenda for the meeting and supporting documentation provided for consideration at the meeting. Documentation is generally filed in a dedicated minute book, which is usually in the form of a loose-leaf binder to which additional pages can be easily added

[3] In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or shredding using a cross cut shredder

1.2.10	Minutes of, and papers considered at, meetings of the Local Governing Committee	May be data protection issues if the meeting is dealing with confidential issues relating to staff	2002 SI 2002 No 1171		
	Principal Set, signed			Life of Academy	
	Inspection copies [4]			Date of meeting + 3 years	SECURE DISPOSAL
1.2.11	Reports presented to the Local Governing Committee	May be data protection issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy	SECURE DISPOSAL or retain with the signed set of minutes
1.2.12	Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002	No	Education Act 2002 section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL
1.2.13	Records relating to complaint dealt with by the Local Governing Committee	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.2.14	Annual Reports created under the requirements of the Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL

[4] These are copies which the clerk may wish to retain so that requestors can view all the relevant information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made

1.2.141	Voice recordings of governance meetings for drafting minutes	May be data protection issues if the meeting is dealing with confidential issues relating to staff		30 days	SECURE DISPOSAL
1.2.15	Records relating to the election of parent and staff Governors not appointed by the LGC			Date of election + 6 months	SECURE DISPOSAL
	Statutory Registers				
1.2.16	Register of Directors		Companies Act 2006	Life of the Trust + 6 years	SECURE DISPOSAL
1.2.17	Register of Directors' Interests (this is not a statutory register) 1.2.14			Life of the Trust + 6 years	SECURE DISPOSAL
1.2.18	Register of Directors' residential addresses		Companies Act 2006	Life of the Trust + 6 years	SECURE DISPOSAL
1.2.19	Register of gifts, hospitality and entertainments		Companies Act 2006	Life of the Academy / Trust + 6 years	SECURE DISPOSAL
1.2.20	Register of Members		Companies Act 2006	Life of the Trust + 6 years	SECURE DISPOSAL
1.2.21	Register of secretaries		Companies Act 2006	Life of the Trust + 6 years	SECURE DISPOSAL
1.2.22	Register of Governors' interests			Life of the Academy + 6 years	SECURE DISPOSAL
1.2.23	Declaration of Interests Statements, Governors (this is not a statutory register)			Life of the Academy + 6 years	SECURE DISPOSAL
1.3 Funding and Finance					
	Strategic Finance				
1.3.1	Statement of financial activities for the year	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.2	Financial planning	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.3	Value for money statement	No		Current financial year + 6 years	SECURE DISPOSAL

1.3.4	Records relating to the management of VAT	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.5	Whole of government accounts returns	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.6	Borrowing powers	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.7	Budget plan	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.8	Charging and Remissions Policy	No		Date policy superseded + 3 years	SECURE DISPOSAL
	Audit Arrangements				
1.3.9	Audit Committee and appointment of responsible officers	No		Life of the Trust	SECURE DISPOSAL
1.3.10	Independent Auditor's report on regularity	No		Financial year report relates to + 6 years	SECURE DISPOSAL
1.3.11	Independent Auditor's report on financial statements	No		Financial year report relates to + 6 years	SECURE DISPOSAL
	Funding Agreements				
1.3.12	Funding Agreement with Secretary of State and supplemental funding agreements	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.13	Funding Agreement – termination of the funding agreement	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.14	Funding Records – Capital Grant	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.15	Funding Records – Earmarked Annual Grant (EAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.16	Funding Records – General Annual Grant (GAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL

1.3.17	Per pupil funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.18	Exclusions agreement	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.19	Funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.20	Gift Aid and Tax Relief	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.21	Records relating to loans	No		Date of last payment on loan + 12 years	SECURE DISPOSAL
	Payroll and Pensions				
1.3.22	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years	SECURE DISPOSAL
1.3.23	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL
1.3.24	Management of the Teachers' Pension Scheme	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.25	Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.26	Payroll records	Yes		Date payroll run + 6 years	SECURE DISPOSAL
	Risk Management and Insurance				
1.3.27	Insurance policies	No		Date the policy expires + 6 years	SECURE DISPOSAL

1.3.28	Records relating to the settlement of insurance claims	No		Date claim settled + 6 years	SECURE DISPOSAL
1.3.29	Employer's Liability Insurance Certificate	No		Closure of the school / Trust + 40 years	SECURE DISPOSAL
	Endowment Funds and Investments				
1.3.30	Investment policies	No		Life of the investment + 6 years	SECURE DISPOSAL
1.3.31	Management of Endowment Funds	No		Life of the fund + 6 years	SECURE DISPOSAL
	Accounts and Statements				
1.3.32	Annual accounts	No		Current year + 6 years	STANDARD DISPOSAL
1.3.33	Loans and grants managed by the school / Trust	No		Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
1.3.34	Student Grant Applications	Yes		Current year + 3 years	SECURE DISPOSAL
1.3.35	Pupil Premium Fund records	Yes		Date pupil leaves the provision + 6 years	SECURE DISPOSAL
1.3.36	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
1.3.37	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.38	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
1.3.39	Records relating to the identification and collection of debt	No		Final payment of debt + 6 years	SECURE DISPOSAL

	Contract Management				
1.3.40	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
1.3.41	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
1.3.42	Records relating to the monitoring of contracts	No		Life of contract + 6 or 12 years	SECURE DISPOSAL
	Asset Management				
1.3.43	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
1.3.44	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
1.3.45	Records relating to the leasing of shared facilities, such as sports centres	No		Current year + 6 years	SECURE DISPOSAL
1.3.46	Land and building valuations	No		Date valuation superseded + 6 years	SECURE DISPOSAL
1.3.47	Disposal of assets	No		Date asset disposed of + 6 years	SECURE DISPOSAL
1.3.48	Community School leases for land	No		Date lease expires + 6 years	SECURE DISPOSAL
1.3.49	Commercial transfer arrangements	No		Date of transfer + 6 years	SECURE DISPOSAL
1.3.50	Transfer of land to the Academy Trust	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
1.3.51	Transfers of freehold land	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
	School Fund				
1.3.52	School Fund – cheque books	No		Current year + 6 years	SECURE DISPOSAL
1.3.53	School Fund – paying in books	No		Current year + 6 years	SECURE DISPOSAL

1.3.54	School Fund – ledger	No		Current year + 6 years	SECURE DISPOSAL
1.3.55	School Fund – invoices	No		Current year + 6 years	SECURE DISPOSAL
1.3.56	School Fund – receipts	No		Current year + 6 years	SECURE DISPOSAL
1.3.57	School Fund – bank statements	No		Current year + 6 years	SECURE DISPOSAL
1.3.58	School Fund – journey books	No		Current year + 6 years	SECURE DISPOSAL
	School Meals [5]				
1.3.59	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
1.3.60	School meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
1.3.61	School meals summary sheets	Yes		Current year + 6 years	SECURE DISPOSAL
As a charity, an Academy Trust is not permitted to trade and make a profit. It is, however, possible to set up a subsidiary trading company, which can sell products or services and Gift Aid profits back to the Academy Trust. If the Academy Trust operates a subsidiary company, it is expected that these records will be managed in line with standard business practice.					
1.4 Policies, Frameworks and Overarching Requirements					
1.4.1	Data Protection Policy, including data protection notification	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.2	Freedom of Information Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.3	Information Security Breach Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.4	Special Educational Needs Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL

[5] Unless it would be unreasonable to do so, school lunches should be provided when they are requested by, or on behalf of, any pupil. A school lunch must be provided free of charge to any pupil entitled to free school lunches

1.4.5	Complaints Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.6	Risk and Control Framework	No		Life of framework + 6 years	SECURE DISPOSAL
1.4.7	Rules and Bylaws	No		Date rules or bylaws superseded + 6 years	SECURE DISPOSAL
1.4.8	Home School Agreements [6]	No		Date agreement revised + 6 years	SECURE DISPOSAL
1.4.9	Equality Information and Objectives (public sector equality duty) Statement for publication	No		Date of statement + 6 years	SECURE DISPOSAL

2. Human Resources

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**
2.1 Recruitment [7]					
2.1.1	All records leading up to the appointment of a new Headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	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 personnel file (see below) and all other information retained for 6 months	SECURE DISPOSAL

[6] This should be drawn up in consultation with parents and should apply to all pupils

[7] Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified

2.1.4	Pre-employment vetting information – DBS checks [8]	No	DBS Update Service Employer Guide June 2014	DBS certificates are checked and details are added to the Single Central Register. The certificate is not kept. If there is something showing on the DBS, a copy of the certificate is kept, together with an email of discussions and final approval by the CEO	SECURE DISPOSAL
2.1.5	Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the staff personnel file	SECURE DISPOSAL
2.1.6	Pre-employment vetting information – evidence proving the right to work in the United Kingdom [9]	Yes	An employer's guide to right to work checks (Home Office May 2015)	Where possible, these documents should be added to the staff personnel file, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	SECURE DISPOSAL
2.1.7	Records relating to the employment of overseas teachers	Yes		Where possible, these documents should be added to the staff personnel file, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	SECURE DISPOSAL
2.1.8	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL
2.2 Operational Staff Management					

[8] Academies are bound by the legislation that applies to independent schools not maintained schools

[9] Employers are required to take a 'clear copy' of the documents which they are shown as part of this process

2.2.1	Staff personnel file, including employment contract and staff training records	Yes	Limitation Act 1980 section 2	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal / assessment records	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.4	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. Current year + 6 years	SECURE DISPOSAL
2.2.5	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	SECURE DISPOSAL
2.2.6	Training needs analysis	No		Current year + 1 year	SECURE DISPOSAL
2.3 Management of Disciplinary and Grievance Processes					
2.3.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Keeping children safe in education 2022 statutory guidance for schools and colleges 1 September 2022 Working Together to Safeguard Children Statutory framework: legislation relevant to safeguarding and promoting the welfare of children July 2018	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then review	SECURE DISPOSAL These records must be shredded
2.3.2	Disciplinary proceedings	Yes			

	Oral warning			Date of warning [10] + 6 months	SECURE DISPOSAL [11]
	Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL [12]
	Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL [13]
	Final warning			Date of warning + 18 months	SECURE DISPOSAL [14]
	Case not found			If the incident is child protection related, then see above; otherwise, dispose of at the conclusion of the case	SECURE DISPOSAL
2.4 Health and Safety					
2.4.1	Health and Safety policy statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety risk assessments	No		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	SECURE DISPOSAL
2.4.3	Records relating to accident / injury at work	Yes		Date of incident + 12 years In the case of serious accidents, a further retention period will need to be applied	SECURE DISPOSAL

[10] If the disciplinary proceedings relate to a child protection matter, contact the Designated Safeguarding Lead for further advice

[11] If warnings are placed on personnel files, then they must be weeded from the file

[12] If warnings are placed on personnel files, then they must be weeded from the file

[13] If warnings are placed on personnel files, then they must be weeded from the file

[14] If warnings are placed on personnel files, then they must be weeded from the file

2.4.4	Accident reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25 Social Security Administration Act 1992 section 8 Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. The incident reporting form may be retained as below	SECURE DISPOSAL
	Adults			Date of incident + 6 years	SECURE DISPOSAL
	Children			Date of birth of the child + 25 years	SECURE DISPOSAL
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see http://www.hse.gov.uk/RIDDOR/		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on the personnel file	SECURE DISPOSAL
2.4.6	Control of Substances Hazardous to Health (COSHH) records	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Date of incident + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	No	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11	Last action + 50 years	SECURE DISPOSAL
2.4.9	Fire precautions log books	No		Current year + 6 years	SECURE DISPOSAL

2.4.9	Fire risk assessments	No	Fire Service Order 2005	Life of the risk assessment + 6 years	SECURE DISPOSAL
2.4.10	Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL
2.4.11	Restrictive interventions incident log	Yes	Guidance on restrictive interventions records April 2026	Current year + 6 years	SECURE DISPOSAL

3. Management of the Academy

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**
3.1 Admissions					
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	No	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
3.1.2	Admissions – if the admission is successful	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL

3.1.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
3.1.4	Register of admissions	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of 6 years after the date on which the entry was made [15]	REVIEW Consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
3.1.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
3.1.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
3.1.7	Supplementary information form, including additional information such as religion and medical conditions	Yes			

[15] School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6

	For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed (GDPR)	SECURE DISPOSAL
3.2 Headteacher and Senior Management Team					
3.2.1	Log books of activity in the school maintained by the Headteacher	There may be data protection issues if the log books refer to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
3.2.2	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minute refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
3.2.3	Reports created by the Headteacher 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
3.2.4	Records created by Headteachers, Deputy Head Teachers, heads of year, and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
3.2.5	Correspondence created by Headteachers, Deputy Headteachers, heads of year, and other	There may be data protection issues if		Date of correspondence + 3 years then review	SECURE DISPOSAL

	members of staff with administrative responsibilities	the correspondence refers to individual pupils or members of staff			
3.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
3.3 Operational Administration					
3.3.1	Management of complaints	Yes		Date complaint resolved + 3 years	SECURE DISPOSAL
3.3.2	Records relating to the management of contracts with external providers	No		Date of last payment on contract + 6 years	SECURE DISPOSAL
3.3.3	Records relating to the management of software licences	No		Date licence expires + 6 years	SECURE DISPOSAL
3.3.4	General file series	No		Current year + 5 years then review	SECURE DISPOSAL
3.3.5	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
3.3.6	Records relating to the creation and distribution of circulars to staff, parents, or pupils	No		Current year + 1 year	STANDARD DISPOSAL
3.3.7	Privacy Notice which is sent to parents and carers as part of GDPR compliance			Until superseded + 6 years	STANDARD DISPOSAL
3.3.8	Consents relating to school activities as part of GDPR compliance			Consent will last while the pupil attends the school, it can therefore be destroyed when the pupil leaves. Schools should hold the history of consents for a pupil while they are at the school	SECURE DISPOSAL

3.3.9	Newsletters and other items with a short operational use	No		Current year + 1 year. Schools may decide to archive one copy	STANDARD DISPOSAL
3.3.10	Visitors' books and signing in sheet Staff sign in	Yes Yes		Current year + 6 years then review 30 days	SECURE DISPOSAL SECURE DISPOSAL
3.3.11	Records relating to the creation and management of Parent Teacher Associations and / or Old Pupils Associations	No		Current year + 6 years then review	SECURE DISPOSAL

4. Property Management

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**
4.1 Property Management					
4.1.1	Title deeds of properties belonging to the school / Trust	No		These should follow the property, unless the property has been registered with the Land Registry	
4.1.2	Plans of property belonging to the school / Trust	No		These should be retained whilst the building belongs to the school / Trust and should be passed on to any new owners if the building is leased or sold	
4.1.3	Leases of property leased by or to the school / Trust	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
4.1.5	Business continuity and disaster recovery plans	No		Date the plan superseded + 3 years	SECURE DISPOSAL
4.2 ~~Maintenance~~					

4.2.1	All records relating to the maintenance of the school carried out by contractors	No		These should be retained whilst the building belongs to the school / Trust and should be passed on to any new owners if the building is leased or sold	
4.2.2	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No		These should be retained whilst the building belongs to the school / Trust and should be passed on to any new owners if the building is leased or sold	
4.3 Fleet Management					
4.3.1	The process of acquisition and disposal of vehicles through lease or purchase, eg contracts / leases, quotes, approvals	No	Limitation Act 1980 section 2	Disposal of the vehicle + 6 years	SECURE DISPOSAL
4.3.2	The process of managing allocation and maintenance of vehicles eg lists of who was driving the vehicles and when, maintenance	No	Limitation Act 1980 section 2	Disposal of the vehicle + 6 years	SECURE DISPOSAL
4.3.3	Service logs and vehicle logs	No	Limitation Act 1980 section 2	Life of the vehicle, then either to be retained for 6 years by Trust or to be returned to lease company	SECURE DISPOSAL
4.3.4	GPS tracking data relating to the vehicles	No	Limitation Act 1980 section 2	Date of journey + 6 years	SECURE DISPOSAL

5. Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see under Health and Safety above.

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**
5.1 Pupil's Educational Record					

5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437. As amended by SI 2018 No 688.		
	Primary			Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. This will include to another primary school, secondary school, pupil referral unit. If the pupil dies whilst at primary school, the file should be returned to the local authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the local authority to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils

					who have not transferred in the normal way. It makes more sense to transfer the record to the local authority, as it is more likely that the pupil will request the record from the local authority
	Secondary		Limitation Act 1980 section 2	Date of birth of the pupil + 25 years	REVIEW
5.1.2	Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	SECURE DISPOSAL
5.1.3	Management of examination registrations	Yes		The examination board will usually mandate how long these records need to be retained	
5.1.4	Examination results – pupil copies	Yes			
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed
	Internal			This information should be added to the pupil file	

5.1.5	Child protection information	Yes	Keeping children safe in education 2022 statutory guidance for schools and colleges 1 September 2022 Working Together to Safeguard Children Statutory framework: legislation relevant to safeguarding and promoting the welfare of children July 2018	Held on the pupil file 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 Held in separate files Date of birth of the child + 25 years then review If the file relates to child sexual abuse, retain until the 75th birthday	SECURE DISPOSAL These records must be shredded
5.1.6	Restrictive interventions incident record	Yes	Guidance April 2026	Held on the pupil file	SECURE DISPOSAL
Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.					
5.2 Attendance					
5.2.1	Attendance registers	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made	SECURE DISPOSAL
5.2.2	Correspondence relating to any absence (authorised or unauthorised)	Yes	Education Act 1996 section 7	Current academic year + 2 years	SECURE DISPOSAL
5.3 Special Educational Needs					
5.3.1	Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents and carers regarding educational needs and accessibility strategy	Yes	Limitation Act 1980 section 2 Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years, the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	Review This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to

					keep SEN files for a longer period of time in order to defend themselves in a 'failure to provide a sufficient education' case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period – this should be documented
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 section 1	Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)	SECURE DISPOSAL Unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 section 1	Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)	SECURE DISPOSAL Unless the document is subject to a legal hold
5.3.4	Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 section 14	Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)	SECURE DISPOSAL Unless the document is subject to a legal hold

6. Curriculum Management

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**

6.1 Statistics and Management Information					
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination results (school's copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATs records	Yes			
	Results			The SATs results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years The school may wish to keep a composite record of the whole year SATs results, these could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
	Examination papers			The examination papers should be kept until any appeals / validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) reports	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.4	Value added and contextual data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.5	Self evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL
6.2 Implementation of Curriculum					

6.2.1	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
6.2.2	Timetable	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
6.2.3	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 further retention period, or, SECURE DISPOSAL
6.2.4	Mark books	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
6.2.5	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 further retention period, or, SECURE DISPOSAL

6.2.6	Pupils' work	No		Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy, then current year + 1 year	SECURE DISPOSAL

7. Extracurricular Activities

	Basic file description	Data Protection issues	Statutory provisions	Retention period (operational)	Action at end of administrative life of the record
7.1 Educational Visits outside the Classroom					
7.1.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom – primary schools	No	Outdoor Educational Advisers' Panel (OEAP) National Guidance website http://oeapng.info specifically section 3 Legal Framework and Employer Systems, and Section 4 Good Practice	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom – secondary schools	No	Outdoor Educational Advisers' Panel (OEAP) National Guidance website http://oeapng.info specifically section 3 Legal Framework and Employer Systems, and Section 4 Good Practice	Date of visit + 10 years	SECURE DISPOSAL

7.1.3	Parental consent forms for school trips where there has been no major incident [16]	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. The school may wish to complete a risk assessment to assess whether the forms are likely to be required and could make a decision to dispose of the consent forms at the end of the trip (or at the end of the academic year)
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 section 2	Date of birth of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL
7.1.5	Records relating to residential trips	Yes		Date of birth of youngest pupil involved + 25 years	SECURE DISPOSAL

[16] One off or blanket consent

7.2 Walking Bus					
7.2.1	Walking bus registers	Yes		Date of register + 6 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 If these records are retained electronically any back up copies should be destroyed at the same time

8. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

	Basic file description	**Data Protection issues**	**Statutory provisions**	**Retention period (operational)**	**Action at end of administrative life of the record**
8.1 Local Authority					
8.1.1	Secondary transfer sheets (primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2	Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3	School census returns	No		Current year + 5 years	SECURE DISPOSAL
8.2 Central Government					
8.2.1	Ofsted reports and papers	No		Life of the report then review	SECURE DISPOSAL
8.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL

8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL

Source: IRMS Academies Toolkit