

NORTHAM SCHOOLS FEDERATION – DATA RETENTION SCHEDULE NOVEMBER 2018

1. Governors

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes - Principal set - Inspection copies		Permanent Date of meeting + 3 years	Retain in school for 6 years from date of meeting. Transfer to County Archives Service. SECURE DISPOSAL
Agendas		One copy retained with master set of minutes. All other copies disposed of.	SECURE DISPOSAL
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	SECURE DISPOSAL
Policy documents		Life of the policy + 3 years	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) then SECURE DISPOSAL
Complaints files		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 SECURE DISPOSAL
Reports required by the Department for Education and Skills		Date of report + 10 years	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

2. Management			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes of SMT meetings and other internal administrative bodies		Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the head teacher or management team		Date of the report + 3 years then review	SECURE DISPOSAL
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional development plans		Life of the plan + 6 years	SECURE DISPOSAL
School development plans		Life of the plan + 3 years	SECURE DISPOSAL

3. Admissions process			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All records relating to the creation and implementation of the School Admission's Policy	School Admissions Code	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission appeal is successful	School Admissions Code	Date of Admission + 1 year	SECURE DISPOSAL
Admissions – if the admission appeal is unsuccessful	School Admissions Code	Resolution of case + 1 year	SECURE DISPOSAL
Register of admissions	School attendance:	Every entry in the admission register must be preserved for a	REVIEW Schools may wish to consider keeping the register permanently

	DFE advice 2014	period of 3 years after the date the entry was made	
Proof of address supplied by parents	School Admissions Code	Current year + 1 year	SECURE DISPOSAL

4. Pupils

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Pupils' Educational Record required by the Education (Pupil Information) (England) Regulations 2005		Retain whilst at school	The file should follow the pupil to another school. If the pupil dies whilst at primary school the file should be returned to the Local Authority.
Pupil files		DOB of the pupil + 25 years	SECURE DISPOSAL
Attendance registers		Date of register + 3 years	SECURE DISPOSAL
Letters authorising absence		Date of absence + 2 years	SECURE DISPOSAL
Pupil record cards		DOB of the pupil + 25 years	SECURE DISPOSAL
SATS and other examination results:			
<input type="checkbox"/> <i>Public</i>		Recorded on the pupil's educational file and therefore retained until the pupil reaches the age of 25. A composite record of a whole year's SATS results may be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
<input type="checkbox"/> <i>Internal examination results</i>		Current year + 5 years	SECURE DISPOSAL
Any other records created during contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years	SECURE DISPOSAL

Statement maintained under The Education Act 1996 - Section 324	SEN and Disability Act 2001	DOB + 25 years	SECURE DISPOSAL unless legal action is pending
Proposed EHCP or amended statement/EHCP	SEN and Disability Act 2001	DOB + 25 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act 2001	DOB + 25 years	SECURE DISPOSAL unless legal action is pending
Accessibility Strategy	SEN and Disability Act 2001	DOB + 25 years	SECURE DISPOSAL unless legal action is pending
Child protection information held on pupil file	Keeping Children Safe in Education 2015	Should be placed in a sealed envelope in the pupil file and retained for the same time as the file	SECURE DISPOSAL
Child protection information held electronically	Keeping Children Safe in Education 2015	DOB + 25 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident		Conclusion of the trip	SECURE DISPOSAL
Parental consent forms for school trips where there has been a major incident	Limitation Act 1980	DOB + 25 years	SECURE DISPOSAL

5. Curriculum			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development		Current year + 6 years	SECURE DISPOSAL
Curriculum returns		Current year + 3 years	SECURE DISPOSAL
School syllabus		Current year + 1 year	SECURE DISPOSAL
Schemes of work		Current year + 1 year	SECURE DISPOSAL

Timetable		Current year + 1 year	SECURE DISPOSAL
Class record books		Current year + 1 year	SECURE DISPOSAL
Examination results		Current year + 6 years	SECURE DISPOSAL
Examination papers		Retained until appeals/validation process is complete	SECURE DISPOSAL

6. Personnel

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All records relating to the appointment of a new headteacher		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – successful candidates		All relevant information added to the personnel file. Other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS	DBS Update service June 2014; Keeping children safe in education July 2015	The school should not keep copies of DBS checks	
Proof of identity and qualification checks		Records dated and kept on personal file until termination of employment + 2 years	SECURE DISPOSAL
Timesheets, sick pay		Current year + 6 years	SECURE DISPOSAL
Staff Personal files	Limitation Act 1980	Termination + 6 years	SECURE DISPOSAL
Annual appraisal records		Current year + 5 years	SECURE DISPOSAL

Disciplinary proceedings:			
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Keeping children safe in education July 2015	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer). REVIEW Allegations that are found to be malicious should be removed from personnel files	SECURE DISPOSAL
<input type="checkbox"/> <i>Oral warning</i>		Date of warning + 6 months	SECURE DISPOSAL
<input type="checkbox"/> <i>written warning – level one</i>		Date of warning + 6 months	SECURE DISPOSAL
<input type="checkbox"/> <i>written warning – level two</i>		Date of warning + 12 months	SECURE DISPOSAL
<input type="checkbox"/> <i>final warning</i>		Date of warning + 18 months	SECURE DISPOSAL
<input type="checkbox"/> <i>case not found</i>		If the incident is child protection related see above otherwise dispose of at the conclusion of the case.	SECURE DISPOSAL
Maternity pay records	Statutory Maternity Pay Regulations	Current year, + 3 yrs	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	SECURE DISPOSAL

7. Health and Safety

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL
Records relating to accident/injury at work		Date of incident + 12 years. Review if serious	SECURE DISPOSAL

Accident Reporting	Social Security Regulations		SECURE DISPOSAL
<input type="checkbox"/> Adults		Current year + 6 years	SECURE DISPOSAL
<input type="checkbox"/> Children		DOB + 25 years	SECURE DISPOSAL
COSHH		Current year + 40 years	SECURE DISPOSAL
Incident reports		Current year + 20 years	SECURE DISPOSAL
Policy Statements		Date of expiry + 3 years	SECURE DISPOSAL
Risk Assessments		Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos		Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books		Current year + 6 years	SECURE DISPOSAL

8. Administrative

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability certificate		Closure of the school + 40 years	SECURE DISPOSAL once the school has closed
Records relating to the creation and publication of the school prospectus		Current year + 3 years	STANDARD DISPOSAL
Newsletters and circulars		Current year + 1 year	Review to see whether a further retention period is required. STANDARD DISPOSAL
Visitors' book		Current year + 6 years then review	SECURE DISPOSAL
Records relating to the creation and management of PTAs and Old Pupils Associations		Current year + 6 years then review	SECURE DISPOSAL

9. Finance

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts	Financial Regulations	Current year + 6 years	STANDARD DISPOSAL

Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required SECURE DSPOSAL
Contracts		Contract completion date + 6 years	SECURE DISPOSAL
All records relating to the creation and management of budgets		Life of the budget + 3 years	SECURE DISPOSAL
Budget reports, budget monitoring etc		Current year + 3 years	SECURE DISPOSAL
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual Budget and background papers		Current year + 6 years	SECURE DISPOSAL
Debtors' Records	Limitation Act	Current year + 6 years	SECURE DISPOSAL
Applications for free school meals, travel, uniforms etc		Whilst child at school	SECURE DISPOSAL
Student grant applications		Current year + 3 years	SECURE DISPOSAL
Free school meals registers	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
School meals registers		Current year + 3 years	SECURE DISPOSAL
School meals summary sheets		Current year + 3 years	SECURE DISPOSAL

10. Property

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds		Permanent	Held by the Diocese
Plans		Permanent	Retain in school whilst operational then transfer as required
Records relating to the lettings of school premises		Current year + 6 years	SECURE DISPOSAL
Leases		Expiry of lease + 6 years	SECURE DISPOSAL
Lettings		Current year + 3 years	SECURE DISPOSAL
All records relating to maintenance by contractors	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Maintenance log books		Last entry + 10 years	SECURE DISPOSAL
Contractors' Reports		Current year + 6 years	SECURE DISPOSAL

11. Local Authority

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Attendance returns		Current year + 2 years	SECURE DISPOSAL
School census		Current year + 5 years	SECURE DISPOSAL
Circulars from the local authority		Whilst operationally required	Review to see whether a further retention period is required

12. DfES

Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	SECURE DISPOSAL
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required