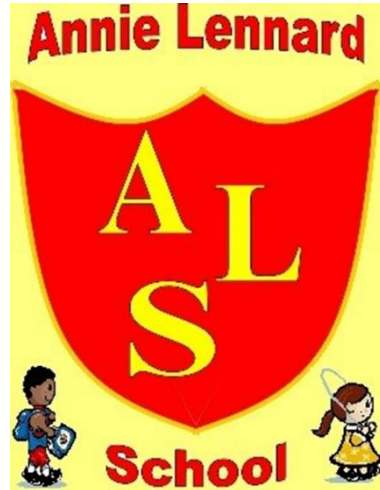




Records Management Policy and Retention Schedule

Policy Information:

Date of last review	January 2026	Review period	Annual
Date approved		Approved by	
Policy owner	Headteacher	Date of next review	January 2027

Updates made since the last review:

Review date	Changes made	By whom
January 2026	New version based on IRMS Toolkit for Schools 2025	DPO

Records Management Policy

Annie Lennard Primary School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution.

Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability.

The School undertakes to manage records in relation to the three principles laid out in the Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000, published in July 2021.

This document provides the policy framework through which effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention

1. Scope of the policy

1.1 This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by agents, contractors, consultants or third parties acting on behalf of the school.

1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format e.g. paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text messages, notes of telephone and video conferencing meetings, and any other information held in electronic documents.

2. Responsibilities

2.1 1. The governing body of Annie Lennard Primary School has a statutory responsibility to maintain their records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.

2.2 The person responsible for records management in the school will give guidance for 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.

2.3 The school will manage and document its records disposal process in line with the IRMS 2025 guidance on records retention, which is adopted as the school's Retention Schedule. This will also help ensure that the school can meet Freedom of Information Requests and respond to requests to access personal data under data protection legislation subject access requests "SARS".

2.4 Individual staff and employees must ensure that records for which they are responsible, that they:

- 2.4.1 Manage school records consistently in accordance with policies and procedures.
- 2.4.2 Properly document their actions and decisions.
- 2.4.3 Hold personal information securely.
- 2.4.4 Only share personal information appropriately and do not disclose it to any unauthorised third party.
- 2.4.5 Dispose of records securely in accordance with the school's Retention Schedule.

2.5 Information will be assessed and when it is no longer required, necessary or is to be destroyed or deleted in line with the retention schedule.

2.6 The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information.

3. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy and Publication Scheme
- Data Protection Policy
- Other legislation, statutory guidance or regulations that the school is bound to comply with.

Annie Lennard Primary School

Data Protection Documentation

Retention Schedule

Last Updated: January 2026

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Appendix A: The pupil educational record

Appendix B: Records management activities and disposal checklist

Appendix C: Indexing and Labelling Procedure

Appendix D: Disposal Log

1 Contracts					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
1.1	All records relating to the management of contracts under seal	No	Limitation Act 1980, s2	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer	SECURE DISPOSAL
1.2	All records relating to the management of contracts under signature	No	Limitation Act 1980, s2	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	SECURE DISPOSAL
1.3	Records relating to the management of contracts with external providers	No		End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer	SECURE DISPOSAL
1.4	Records relating to the monitoring of contracts	No		End of the contract or until the final payment has been made whichever is the longer	SECURE DISPOSAL
1.5	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	SECURE DISPOSAL
1.6	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No		Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file	SECURE DISPOSAL
1.7	Records relating to the management of software licences	No		Date licence expires + 6 years	SECURE DISPOSAL

2 Education Management - Management Information					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
2.1	Published Admission Number (PAN) reports	Yes		Current year + 6 years	SECURE DISPOSAL
2.2	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
2.3	Self-evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL
2.4	Self-evaluation forms - External moderation	Yes		Until superseded	SECURE DISPOSAL
2.5	Self-evaluation forms - Internal moderation	Yes		Academic year plus 1 academic year	SECURE DISPOSAL
2.6	Value added and contextual data	Yes		Current year + 6 years	SECURE DISPOSAL

3 Education Management - Policies and Frameworks					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
3.1	Complaints Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.2	Data Protection Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.3	Freedom of Information Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.4	Information Security Breach Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.5	Special Educational Needs Policy	No		Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.6	Equality Information and Objectives (public sector equality duty). Statement for publication	No		Life of statement or date statement superseded + 3 years	SECURE DISPOSAL
3.7	Risk and Control Framework	No		Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained	SECURE DISPOSAL
3.8	Rules and Bylaws	No		Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained	SECURE DISPOSAL

4 Education Management - Strategy					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
4.1	Strategic Review	No		Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained	SECURE DISPOSAL
4.2	Strategic Plan [also known as School Development Plans]	No		Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained	SECURE DISPOSAL
4.3	Accessibility Plan	No	Equality Act 2010	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained	SECURE DISPOSAL

5 Examinations					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
5.1	SATs records Examination papers	Yes		The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
5.2	SATs records Results	Yes		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 all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
5.3	Examination Results Pupil Copies: Public	Yes		This information should be added to the pupil file	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
5.4	Examination results pupil copies: Internal	Yes		This information should be added to the pupil file	
5.5	Examination results (school's copy)	Yes		Current year + 6 years	SECURE DISPOSAL
5.6	Management of examination registrations	Yes		The examination board will usually mandate how long these records need to be retained	

6 Extra curriculum and miscellaneous activities					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
6.1	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary schools	No	Limitation Act 1980, s2	Date of Visit + 15 years	SECURE DISPOSAL
6.2	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools	No	Limitation Act 1980, s2	Date of Visit + 15 years	SECURE DISPOSAL
6.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time	SECURE DISPOSAL
6.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980, s2	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
6.5	Records relating to residential trips	Yes	Limitation Act 1980, s2	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	SECURE DISPOSAL

7 Finance - Funding					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
7.1	Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.2	Funding Agreement Termination of the funding agreement	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.3	Funding Records Capital Grant	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.4	Funding Records Earmarked Annual Grant (EAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.5	Funding Records General Annual Grant (GAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.6	Per pupil funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.7	Funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.8	Gift Aid and Tax Relief	Yes		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.9	Exclusions agreement	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
7.10	Records relating to loans	No		Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000	SECURE DISPOSAL
7.11	Management of Endowment Funds	No		Life of the fund + 6 years	SECURE DISPOSAL
7.12	Investment policies	No		Life of the investment + 6 years	SECURE DISPOSAL
7.13	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
7.14	Pupil Premium Fund records	Yes		Date pupil leaves the provision + 6 years	SECURE DISPOSAL

8 Finance - Operational					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
8.1	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
8.2	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
8.3	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

9 Finance - Risk Management and Insurance					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
9.1	Employer's Liability Insurance Certificate	No		Year of issue + 40 years. Pass to the Local Authority if the school closes	SECURE DISPOSAL To be passed to the Local Authority if the school closes
9.2	Insurance policies	No		Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	SECURE DISPOSAL
9.3	Records relating to the settlement of insurance claims	Yes		Date claim settled + 6 years	SECURE DISPOSAL
9.4	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
9.5	Audit Committee and appointment of responsible officers	No		As long as necessary - Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.	SECURE DISPOSAL

10 Finance - School Fund					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
10.1	School Fund – Ledger	Yes [ledger may contain names of people in receipt of grants]		Current financial year + 6 years	SECURE DISPOSAL
10.2	Whole of government accounts returns	No		Current financial year + 6 years	SECURE DISPOSAL
10.3	School Fund – Journey books	No		Current financial year + 6 years	SECURE DISPOSAL
10.4	School Fund – Invoices	No		Current financial year + 6 years	SECURE DISPOSAL
10.5	School Fund – Receipts	No		Current financial year + 6 years	SECURE DISPOSAL
10.6	School Fund – Bank statements	No		Current financial year + 6 years	SECURE DISPOSAL
10.7	School Fund – Cheque books	No		Current financial year + 6 years	SECURE DISPOSAL
10.8	School Fund – Paying in books	No		Current financial year + 6 years	SECURE DISPOSAL

11 Finance - School Meals					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
11.1	Free school meals registers	Yes		Current financial year + 3 years	SECURE DISPOSAL
11.2	School meals summary sheets	No		Current financial year + 6 years	SECURE DISPOSAL
11.3	School meals registers	Yes		Current financial year + 3 years	SECURE DISPOSAL

12 Finance - Strategic Finance					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
12.1	Annual accounts	No		Current year + 6 years	STANDARD DISPOSAL
12.2	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
12.3	Statement of financial activities for the year	No		Current financial year + 6 years	SECURE DISPOSAL
12.4	Financial Planning	No		Current financial year + 6 years	SECURE DISPOSAL
12.5	Value for money statement	No		Current financial year + 6 years	SECURE DISPOSAL
12.6	Borrowing powers	No		Until superseded + 6 years	SECURE DISPOSAL
12.7	Charging and remissions policy	No		Date policy superseded + 3 years	SECURE DISPOSAL
12.8	Independent Auditors report on regularity	No		Financial year report relates to + 6 years	SECURE DISPOSAL
12.9	Independent Auditors report on financial statements	Yes		Financial year report relates to + 6 years	SECURE DISPOSAL
12.10	Records relating to the management of VAT	No		Current financial year + 6 years	SECURE DISPOSAL

13 Governing Bodies - Activities					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
13.1	Records relating to Governor Monitoring Visits	Yes		Date of the visit + 3 years	SECURE DISPOSAL
13.2	Correspondence sent and received by the governing body or head teacher			General correspondence should be retained for current year + 3 years	SECURE DISPOSAL
13.3	Action plans created and administered by the Governing Body	No		Until superseded or whilst relevant	SECURE DISPOSAL

14 Governing Bodies - Governance					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
14.1	Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	SECURE DISPOSAL
14.2	Articles of Association	No		Life of the Academy	SECURE DISPOSAL
14.3	Memorandum of Association	No		This can be disposed of once the Academy has been incorporated	SECURE DISPOSAL
14.4	Memorandum of Understanding of Shared Governance among Schools	No		Life of Memorandum of Understanding + 6 years	SECURE DISPOSAL
14.5	Governance Statement	No		Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	SECURE DISPOSAL
14.6	Written Scheme of Delegation	Yes	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL
14.7	Special Resolutions to amend the Constitution	No	Companies Act 2006 section 355	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	SECURE DISPOSAL
14.8	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
14.9	Annual Report Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
14.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL

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14.11	Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
14.12	Instruments of Government	No		For the life of the school	Consult local archives before disposal
14.13	Register of Directors	Yes	Companies Act 2006	Date Director resigns + 10 years	SECURE DISPOSAL
14.14	Scheme of delegation and terms of reference for committees	No		Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]	These could be offered to the archives if appropriate
14.15	Trusts and Endowments managed by the Governing Body	Yes		Life of the Trust or Endowment + 6 years	SECURE DISPOSAL
14.16	Records relating to complaints made to and investigated by the governing body or head teacher	Yes		Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	SECURE DISPOSAL
14.17	All records relating to the conversion of schools to Academy status	No	Companies Act 2006 section 355	For the life of the organisation	Consult local archives before disposal
14.18	Policy documents created and administered by the governing body	No		Until superseded [The school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued its recommendations.]	SECURE DISPOSAL

15 Governing Bodies - Governors, Directors and Trustees					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
15.1	Appointment of Trustees and Governors and Directors	Yes	Companies Act 2006 section 355	Life of appointment + 6 years	SECURE DISPOSAL
15.2	Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election + 6 months	SECURE DISPOSAL
15.3	Records relating to the appointment of co-opted governors	Yes		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case retain for 25 years	SECURE DISPOSAL
15.4	Records relating to the terms of office of serving governors, including evidence of appointment	Yes		Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.	SECURE DISPOSAL
15.5	Records relating to governor declaration against disqualification criteria	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL
15.6	Governors Code of Conduct	No		This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation	SECURE DISPOSAL
15.7	Records relating to DBS checks carried out on clerk and members of the governing body	Yes		Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)	SECURE DISPOSAL
15.8	Governor personnel files	Yes		Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years	SECURE DISPOSAL

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15.9	Records relating to the induction programme for new governors	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL
15.10	Records relating to the training required and received by Governors	Yes		Date Governor steps down + 6 years	SECURE DISPOSAL
15.11	Appointment and removal of Members	No		Life of appointment + 6 years	SECURE DISPOSAL
15.12	Register of members	Yes	Companies Act 2006	Date Member resigns + 10 years	SECURE DISPOSAL
15.13	Statement of Trustees Responsibilities	No		Life of statement + 6 years	SECURE DISPOSAL
15.14	Register of Trustees interests	Yes	Companies Act 2006	Date Trustee resigns + 10 years	SECURE DISPOSAL
15.15	Declaration of Interests Statements [Governors] [this is not a statutory register]	Yes		Date Governor resigns + 10 years	SECURE DISPOSAL
15.16	Records relating to the election of chair and vice chair	Yes		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	SECURE DISPOSAL
15.17	Records relating to the appointment of a clerk to the governing body	Yes		Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL

16 Governing Bodies - Meetings					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
16.1	Board Meeting Minutes	Yes	Companies Act 2006 section 355	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
16.2	Board Decisions	Could be if the decisions refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
16.3	Board Meeting: Annual Schedule of Business	No		Current year	SECURE DISPOSAL
16.4	Board Meeting: Procedures for conduct of meeting	No	Limitation Act 1980, s2	Date procedures superseded + 6 years	SECURE DISPOSAL
16.5	Records relating to the management of General Members Meetings	No	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
16.6	Minutes relating to any committee set up by the Board of Directors	Could be if the minutes refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES
16.7	Records relating to the management of the Annual General Meeting	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	OFFER TO ARCHIVES
16.8	Meetings schedule	No		Current year	STANDARD DISPOSAL
16.9	Agendas for Governing Body meetings	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL

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16.10	Agendas - additional copies	No		Date of meeting	STANDARD DISPOSAL
16.11	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		Date of meeting + 10 years	OFFER TO ARCHIVES
16.12	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted		Date of meeting + 10 years	SECURE DISPOSAL
16.13	Reports presented to the Governing Body	Yes		Date of meeting the report was presented to + 10 years	SECURE DISPOSAL or retain with the signed set of minutes
16.14	Reports made to the governors' meeting which are referred to in the minutes	Potential	Companies Act 2006 section 355	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal
16.15	Register of attendance at Full governing board meetings	Yes		Date of last meeting in the book + 6 years	SECURE DISPOSAL
16.16	Papers relating to the management of the Annual Parents Meeting	Yes		Date of the meeting + 6 years	SECURE DISPOSAL

17 Health and Safety					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
17.1	Health and Safety policy statements	No		Life of policy + 3 years	SECURE DISPOSAL
17.2	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.), to be passed on in the case of change of ownership			Pass to new owner on sale or transfer of building	
17.3	Fire precautions log books	No		Current year + 6 years	SECURE DISPOSAL
17.4	Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Fire Service Order 2005	Life of the risk assessment + 3 years	SECURE DISPOSAL
17.5	Accident reporting records: Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25 Social Security Administration Act 1992s8 Limitation Act 1980	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	SECURE DISPOSAL
17.6	Records relating to accident/injury at work including incident reports	Yes		Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)	SECURE DISPOSAL
17.7	Accident reporting records: Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25	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 (RIDDOR)	SECURE DISPOSAL

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			Social Security Administration Act 1992s8 Limitation Act 1980	Do not keep completed entries in the book. They must be removed and kept in a locked location.	
17.8	Control of Substances Hazardous to Health (COSHH)	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).	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years	SECURE DISPOSAL
17.9	Records relating to any reportable death, injury, disease or dangerous occurrence (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 personnel file [see accident reporting adults & children above] For more information see http://www.hse.gov.uk/RIDDOR/	SECURE DISPOSAL
17.10	Health and Safety risk assessments	Yes		Life of risk assessment + 3 years	SECURE DISPOSAL
17.11	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Yes	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
17.12	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Dose assessment and recording	No	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11 As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made	SECURE DISPOSAL

18 Liaison with LEA/DfE					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
18.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
18.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
18.3	School census returns	No		Current year + 5 years	SECURE DISPOSAL
18.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL
18.5	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL
18.6	Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL
18.7	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL

19 Parent/Teacher Associations					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
19.1	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

20 Property					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
20.1	Title deeds of properties belonging to the school	No		These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner
20.2	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	No		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	Pass to next owner
20.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
20.4	Business continuity and disaster recovery plans	Yes		These are dynamic documents which should be kept up to date	SECURE DISPOSAL OF OLD PLANS
20.5	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL

21 Pupils/Students					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
21.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary	Yes	The Education (Pupil Information) (England) Regulations 2005	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 - To a secondary school - To a pupil referral unit - If the pupil dies whilst at primary school, the file should be returned to the LA 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 school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention	See retention period (left)
21.2	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary	Yes	Limitation Act 1980, s2	Date of birth of the pupil + 25 years	SECURE DISPOSAL
21.3	Attendance registers	Yes	School attendance: guidance School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	SECURE DISPOSAL
21.4	Correspondence relating to any absence (authorised or unauthorised)	Potential	Education Act 1996, s7	Current academic year + 2 years	SECURE DISPOSAL

22 School Admissions					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
22.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years	SECURE DISPOSAL
22.2	Register of admissions	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	REVIEW Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
22.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code	Resolution of case + 1 year	SECURE DISPOSAL
22.4	Admissions – if the admission is successful	Yes	School Admissions Code	Date of admission + 1 year	SECURE DISPOSAL
22.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	SECURE DISPOSAL
22.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code	Current year + 1 year	SECURE DISPOSAL
22.7	Supplementary information form, including additional information such as religion and medical conditions - For successful admissions	Yes		This information should be added to the pupil file	As per pupil file

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22.8	Supplementary information form, including additional information such as religion and medical conditions - For unsuccessful admissions	Yes		Until appeals process completed	SECURE DISPOSAL
22.9	Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	SECURE DISPOSAL

23 School Assets					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
23.1	Community School leases for land	No		Date lease expires + 6 years	SECURE DISPOSAL
23.2	Commercial transfer arrangements	No		Date of transfer + 6 years	SECURE DISPOSAL
23.3	Transfer of land to the Academy Trust	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
23.4	Transfers of freehold land	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
23.5	Records relating to the leasing of shared facilities, such as sports centres	No		End of lease + 6 years	SECURE DISPOSAL
23.6	Land and building valuations	No		Date valuation superseded + 6 years	SECURE DISPOSAL
23.7	Disposal of assets	No		Date asset disposed of + 6 years	SECURE DISPOSAL
23.8	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
23.9	Inventories of furniture and equipment	No		Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment	SECURE DISPOSAL

24 School Management					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
24.1	Logbooks of activity in the school maintained by the Head Teacher	There may be data protection issues if the logbook refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then REVIEW	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
24.2	Visitor management systems (including electronic systems, visitors books and signing-in sheets)	Yes		Academic Year + 1 year [Schools may decide to archive one copy]	SECURE DISPOSAL
24.3	School Privacy Notice which is sent to parents as part of GDPR compliance	No		Life of the privacy notice/until the privacy notice plus 6 years	SECURE DISPOSAL
24.4	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings, social media and images)	Yes		Consents should be retained for as long as the consent is relied on.	SECURE DISPOSAL
24.5	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
24.6	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL

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24.7	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL
24.8	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then REVIEW	SECURE DISPOSAL
24.9	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff		Date of correspondence + 3 years then REVIEW	SECURE DISPOSAL
24.10	Management of complaints	Yes		Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding, then date the complaint is resolved + 15 years. If the complaint relates to child sexual abuse, then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	SECURE DISPOSAL
24.11	Newsletters and other items with short operational use	No		Current year + 1 year	SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
24.12	Records relating to the creation and publication of the school brochure or prospectus	Yes, if including images and consent		Current year + 3 years. Schools should consider archiving one copy for historical reasons	SECURE DISPOSAL

25 Special Educational Needs and Disability					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
25.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980	Date of birth of the pupil + 25 years	SECURE DISPOSAL
25.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	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] unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE DISPOSAL
25.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE DISPOSAL
25.4	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] unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE DISPOSAL

26 Teachers and Staff - Disciplinary					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
26.1	Disciplinary Proceedings: Oral warning	Yes		Date of warning + 6 months	If warnings are placed on personal files, then they must be weeded from the file If the incident is related to child protection, then see 29.1, otherwise, dispose of at the conclusion of the case
26.2	Disciplinary Proceedings: Written warning – level 1	Yes		Date of warning + 6 months	
26.3	Disciplinary Proceedings: Written warning – level 2	Yes		Date of warning + 12 months	
26.4	Disciplinary Proceedings: Final warning	Yes		Date of warning + 18 months	
26.5	Disciplinary Proceedings: Case not found	Yes		If the incident is related to child protection, then see 29.1, otherwise, dispose of at the conclusion of the case	SECURE DISPOSAL

Note:

The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and then defend him or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim.

Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

27 Teachers and Staff - Pay and Pensions					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
27.1	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	SECURE DISPOSAL
27.2	Payroll records	Yes		Date payroll run + 6 years	SECURE DISPOSAL
27.3	Payroll reports	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.4	Payroll awards	Yes		Current year + 6 years	SECURE DISPOSAL
27.5	Payroll – gross/net weekly or monthly	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.6	Payslips – copies	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.7	Pay packet receipt by employee	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 2 years	SECURE DISPOSAL
27.8	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
27.9	Part time fee claims	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.10	Overtime	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
27.11	National Insurance – schedule of payments	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.12	Insurance	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.13	Car allowance claims	Yes	Taxes Management Act 1970	Current year + 3 years	SECURE DISPOSAL

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			Income and Corporation Taxes 1988		
27.14	Car mileage output	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.15	Car loans	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Completion of loan + 6 years	SECURE DISPOSAL
27.16	Time sheets/clock cards/flexitime	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
27.17	Bonus sheets	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
27.18	Staff returns	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
27.19	Sickness records	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
27.20	Tax forms P6 / P11 / P11D / P35 / P45 / P46 / P48	Yes		Current year + 6 years	SECURE DISPOSAL
27.21	Personal bank details	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Until superseded + 3 years	SECURE DISPOSAL
27.22	Income tax form P60	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.	SECURE DISPOSAL There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.

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27.23	Pension payroll	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.24	Superannuation adjustments	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.25	Superannuation reports	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.26	Members allowance register	Yes	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
27.27	Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
27.28	Management of the Teachers Pension Scheme	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
27.29	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15 Income and Corporation Taxes 1988	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL

28 Teachers and Staff - Recruitment					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
28.1	All records leading up to the appointment of a new Head Teacher	Yes		Length of appointment + 6 years	SECURE DISPOSAL
28.2	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months	SECURE DISPOSAL
28.3	All records leading up to the appointment of a new member of staff unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
28.4	Pre-employment vetting information – DBS Checks	Yes	DBS Update Service Employer Guide Keeping children safe in education	Application forms, references and other documents – for the duration of the employee's employment + 6 years	SECURE DISPOSAL
28.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be added to the Staff Personal File	SECURE DISPOSAL
28.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	An employer's guide to right to work checks	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL
28.7	Records relating to the employment of overseas teachers	Yes		Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL

29 Teachers and Staff - Safeguarding					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
29.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	Keeping children safe in education	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW. Note: allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned UNLESS the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete	SECURE DISPOSAL

30 Teachers and Staff - Staff Management					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
30.1	Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980, s2	Termination of Employment + 6 years	SECURE DISPOSAL
30.2	Timesheets	Yes		Current year + 3 years	SECURE DISPOSAL
30.3	Absence record	Yes		Current year + 3 years	SECURE DISPOSAL
30.4	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. It could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them, 'benefits' and Inland Revenue have time to investigate if they need to	SECURE DISPOSAL
30.5	Annual appraisal / assessment records	Yes		Current year + 3 years	SECURE DISPOSAL
30.6	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL
30.7	Training needs analysis	No		Current year + 1 year	SECURE DISPOSAL
30.8	Staff training – where the training leads to continuing professional development	Yes		Length of time required by the professional body	SECURE DISPOSAL

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30.9	Staff training – except where dealing with children, e.g. first aid or health and safety	Yes		This should be retained on the personnel file [see 2.3.1 above]	SECURE DISPOSAL
30.10	Staff training – where the training relates to children (e.g. safeguarding or other child related training)	Yes		Date of the training + 40 years [This retention period reflects that the IICSA may wish to see training records as part of an investigation]	SECURE DISPOSAL
30.11	Professional Development Plans	Yes		Life of the plan or plan superseded + 6 years	SECURE DISPOSAL

31 Teaching and the Curriculum					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
31.1	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
31.2	Timetable	No		Current year + 1 year	
31.3	Class record books	No		Current year + 1 year	
31.4	Mark books	No		Current year + 1 year	
31.5	Record of homework set	No		Current year + 1 year	
31.6	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

32 Transport (Educational)					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
32.1	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980	Disposal of the vehicle + 6 years	SECURE DISPOSAL
32.2	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance	No	Limitation Act 1980	Disposal of the vehicle + 6 years	SECURE DISPOSAL
32.3	Service logs and vehicle logs	No	Limitation Act 1980	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	SECURE DISPOSAL
32.4	GPS tracking data relating to the vehicles	No	Limitation Act 1980	Current year + 12 months	SECURE DISPOSAL
32.5	Tachograph: Analogue and electronic including driver's cards	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103 Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904 Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008	Current year + 12 months	SECURE DISPOSAL
32.6	Driver's records book	Yes	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103 Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.	SECURE DISPOSAL

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32.7	Walking bus registers	Yes		Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
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33 Welfare					
	Basic File Description	Personal Information	Statutory Provisions	Retention Period [Operational]	Action at Period End
33.1	Family Liaison Officers and Home School Liaison Assistants: Day books	Yes		Current year + 2 YEARS and then REVIEW	SECURE DISPOSAL
33.2	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies – where the report has been included on the case file created by the agency	Yes		Whilst child is attending school and then destroy	SECURE DISPOSAL
33.3	Family Liaison Officers and Home School Liaison Assistants: Referral forms	Yes		While the referral is current	SECURE DISPOSAL
33.4	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets Record of contact / interventions with pupils / families	Yes		Current year then REVIEW, if contact is no longer active then destroy Whilst child is attending school and then destroy	SECURE DISPOSAL
33.5	Family Liaison Officers and Home School Liaison Assistants: Contact database entries	Yes		Current year then REVIEW, if contact is no longer active then destroy	SECURE DISPOSAL
33.6	Family Liaison Officers and Home School Liaison Assistants: Group intervention registers	Yes		Current year + 2 YEARS	SECURE DISPOSAL
33.7	Accessibility Plan relating to individual pupils	Yes	<u>Limitation Act 1980, s2</u>	The plan should be included on the pupil file	SECURE DISPOSAL

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33.8	Child protection information held on pupil file Safeguarding records section – not in pupil file	Yes	<u>Keeping children safe in education</u>	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. Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL – these records MUST be shredded
33.9	Child protection information held in separate files	Yes	<u>Keeping children safe in education</u>	Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record. Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL – these records MUST be shredded
33.10	Correspondence relating to authorised absence	Yes	<u>Education Act 1996, s7</u>	Current academic year + 2 years	SECURE DISPOSAL

Appendix A: The pupil educational record

The following information should be included in the pupil educational record:

- The record of transfer if the pupil attended an early years setting
- Admission and application forms
- The most recent Data Collection/Checking Form
- Annual written reports to parents
- Record sheets for the National Curriculum and the agreed religious education syllabus
- Any information about a major incident or accident involving the pupil
- Any reports written about the pupil
- Any information about a special educational needs statement or an education, health and care plan, including support offered in relation to it
- Any relevant medical information, which should be stored in a clearly marked envelope
- Any child protection reports or disclosures, which should be stored in a clearly marked envelope
- Any information relating to fixed or permanent exclusions
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil

The following information should not be included in the pupil record:

- Absence notes
- Consent forms for trips/outings – in the event of a major incident, these should be retained with the incident report rather than the pupil record
- Correspondence with parents about minor issues
- Accident forms – in the event of a major incident, a copy should be placed on the pupil file
- Medicine consent and administering records (this is the school's record)
- Copies of birth certificates, passports, etc.
- Generic correspondence with parents about minor issues (i.e. Dear Parent')
- Pupil work, drawings, etc.
- Previous data collection forms which have been superseded (there is no need to retain these)
- Photography (image) consents (this is the school's record).

When transferring the pupil record to another organisation:

- The record should not be weeded unless any files have already reached the end of their retention period
- Avoid sending files by post unless absolutely necessary, in which case they should be sent by registered post
- A list of files should be included for the receiving organisation to sign and return as confirmation of receipt

Appendix B: Records management activities and disposal checklist

This section is to be updated with relevant tasks by the school data protection lead in collaboration with Head Teacher / Office Manager to establish common records management activities for completion:

Prior to the Termly School Census, the school will:

- Conduct a pupil/parent data collection exercise
- check and resolve any suspected duplicate records on the MIS;
- apply the retention period to pupil records on the MIS; and
- apply the retention period to staff records on the MIS.

Prior to the Workforce Census, schools will:

- Conduct a staff data collection exercise

In the final week of the academic year, the school will:

- Move leavers files (staff and pupils) to archive storage marked with disposal dates
- Remove files due for disposal and complete disposal log

Appendix C: Indexing and Labelling Procedure

Records that are no longer required to be held in live storage should be transferred to a secure archive storage space as soon as possible. Prior to transfer sets of records should be labelled and indexed to support easy identification and help in the management of retention and disposal.

Individual sets of records should be grouped and bound by type for easy identification and retrieval (i.e. personnel, pupil, finance, first aid). Records will typically be collated and grouped by common dates/years and/or document type with a file name linked to the Trust Retention schedule.

Sets of records should then be labelled to include –

- File reference or other unique identifier e.g. Record title and date range
- Record type / File title
- Description e.g. personnel file names, visit names
- Number of files if necessary (Where this is practical to do so)
- Date range, e.g. Sept-Aug 20XX/XX Academic, April-Mar 20XX/XX Financial
- Date of disposal / destruction (relevant date from date of close of record and applied retention period)

Archive boxes or stores containing multiple records should be –

- Labelled by year of disposal
- Then the file type, description and date range
- Records to be partitioned accordingly

Record Set Label

Name of school	
File reference	
File type	
Description	
No. of files	
Date range	
Date of destruction	

Archive Box Label

Name of School	
Year of destruction	
File type	
Description	
Date range	
File type	
Description	
Date range	
File type	
Description	
Date range	

Appendix D: Disposal Log

Ref Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of destruction	<u>Confirm</u> (i) Safely destroyed (ii) In accordance with Data Retention Guidelines Tick (✓)
e.g.	School Invoices	Copies of purchase invoices dated 2011/12	Folders marked "Purchase Invoices 2011/12" 1 to 3	3 Folders	Shredding	✓
1						
2						
3						
4						
5						
6						
7						
8						

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Ref Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of destruction	<u>Confirm</u> (i) Safely destroyed (ii) In accordance with Data Retention Guidelines Tick (✓)
9						
10						
11						
12						
13						
14						