



# ANNEX A RETENTION SCHEDULE

Next review date: SUMMER 2021

**The Board of Trustees and Local Governing Bodies**

<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>	
<b>Agendas/Minutes/Reports</b>					
• <i>Principal set (signed)</i>	No		Permanent	Retain in Trust/Academy for 6 years from date of meeting	Transfer to Archives
• <i>Staffroom Copy</i>	No		Date of meeting + 3 years	DESTROY [If these minutes contain any sensitive personal information they should be shredded]	
Articles of Association	No		Permanent	Retain in Trust whilst Trust is open	Transfer to Archives when the Trust has closed
Action Plans	No		Date of action plan + 3 years	DESTROY	
Policy documents	No		Expiry of policy	Retain in Trust/Academy whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in Trust/Academy for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints	

**Management**

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Minutes of the Senior Leadership Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the Trust/Academy for 5 years from	Transfer to Archives
Reports made by the Principal, Senior Leadership Team, CEO or Director of Operations	Yes		Date of report + 3 years	Retain in the Trust/Academy for 3 years from	Transfer to Archives
Records created by SLT and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	DESTROY If these records contain sensitive information they should be shredded	
Correspondence created by Principal, Senior Leadership Team, CEO or Director of Operations and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY If these records contain sensitive information they should be shredded	
Professional development plans	Yes		Closure + 6 years	DESTROY If these records contain sensitive information they should be shredded	
Trust/Academy development plans	No		Closure + 6 years	Review	Transfer to Archives

Pupils					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Admission registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the Trust/Academy for 6 years from the date of	Transfer to the Archives
Attendance registers	Yes		Date of register + 3 years	DESTROY [If these records are retained electronically any back-up copies should be destroyed at the same time]	
Pupil files	Yes		Retain for the time which the pupil remains at the primary Trust/Academy	Transfer to the secondary school (or other primary school) when the child leaves the Trust/Academy.	
Special Educational Needs files, reviews and Education & Healthcare Plans	Yes		DOB of the pupil + 25 year	DESTROY If these records contain sensitive information they should be shredded	
Letters authorising absence	No		Date of absence + 2 years	DESTROY If these records contain sensitive information they should be shredded	
Absence records			Current year + 6 years	DESTROY If these records contain sensitive information they should be shredded	
Test results	Yes				
<ul style="list-style-type: none"> <li>Public</li> </ul>	No		Year of examinations + 6 years	DESTROY	Any certificates left unclaimed should be returned to the appropriate Examination Board
<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>	Yes		Current year + 5 years	DESTROY	

Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending
Children SEND Files	Yes		Closure + 35 years	DESTROY unless legal action is pending

**Curriculum**

<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Curriculum development	No		Current year + 6 years	DESTROY
Academy syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
SATS records	Yes		Current year + 6 years	DESTROY [These records should be shredded]

## Human Resources

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	DESTROY [These records should be shredded]
Staff Personal files	Yes		Termination + 7 years	DESTROY [These records should be shredded]
Interview notes and recruitment records	Yes		Date of interview + 6 months	DESTROY [These records should be shredded]
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	DESTROY [These records should be shredded]
Disciplinary proceedings:	Yes			
• <i>Oral warning</i>			Date of warning + 6 months	DESTROY [These records should be shredded]
• <i>written warning – level one</i>			Date of warning + 6 months	DESTROY [These records should be shredded]
• <i>written warning – level two</i>			Date of warning + 12 months	DESTROY [These records should be shredded]
• <i>final warning</i>			Date of warning + 18 months	DESTROY [These records should be shredded]
Records relating to accident/injury at work	Yes		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records	No		Current year + 5 years	DESTROY [These records should be shredded]
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	DESTROY [These records should be shredded]

Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	DESTROY [These records should be shredded]
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## Health and Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	DESTROY [These records should be shredded]
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
• <i>Adults</i>	Yes		Current year + 3 years	DESTROY [These records should be shredded]
• <i>Children</i>	Yes		DOB + 25 years	DESTROY [These records should be shredded]
COSHH			Current year + 10 years	Review [where appropriate an additional retention period may be allocated]
Incident reports	Yes		Current year + 20 years	DESTROY [These records should be shredded]
Policy Statements			Date of expiry + 1 year	DESTROY [These records should be shredded]
Risk Assessments			Current year + 3 years	DESTROY [These records should be shredded]
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>			Last action + 40 years	DESTROY [These records should be shredded]

## Health and Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>			Last action + 50 years	DESTROY [These records should be shredded]
Fire Precautions log books			Current year + 6 years	DESTROY [These records should be shredded]

**Administrative**

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Employer's Liability certificate			Permanent whilst the Trust/Academy is open	DESTROY once the Trust/Academy has closed	
Inventories of equipment and furniture			Current year + 6 years	DESTROY [These records should be shredded]	
General filing			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives
Trust/Academy brochure/prospectus			Current year + 3 years		Transfer to Archives
Newsletters (staff/parents/pupils)			Current year + 1 year	DESTROY [These records should be shredded]	
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives

Finance					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Annual Accounts		Financial Regulations	Current year + 6 years		Transfer to Archives
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives
Contracts					
<ul style="list-style-type: none"> <li>• <b>UNDER SEAL</b></li> </ul>			Contract completion date + 12 years	DESTROY [These records should be shredded]	
<ul style="list-style-type: none"> <li>• under signature</li> </ul>			Contract completion date + 6 years	DESTROY [These records should be shredded]	
<ul style="list-style-type: none"> <li>• monitoring records</li> </ul>			Current year + 2 years	DESTROY [These records should be shredded]	
Copy orders			Current year + 2 years	DESTROY [These records should be shredded]	
Budget reports, budget monitoring etc			Current year + 3 years	DESTROY [These records should be shredded]	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	DESTROY [These records should be shredded]	
Annual Budget and background papers			Current year + 6 years	DESTROY [These records should be shredded]	
Order books and requisitions			Current year + 6 years	DESTROY [These records should be shredded]	
Delivery Documentation			Current year + 6 years	DESTROY [These records should be shredded]	
Debtors' Records		Limitation Act 1980	Current year + 6 years	DESTROY [These records should be shredded]	

**Finance**

<b>Basic file description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action at the end of the administrative life of the record</b>
Trust/Academy Fund – Cheque books			Current year + 3 years	DESTROY [These records should be shredded]
Trust/Academy Fund – Paying in books			Current year + 6 years	DESTROY [These records should be shredded]
Trust/Academy Fund – Ledger			Current year + 6 years	DESTROY [These records should be shredded]
Trust/Academy Fund – Invoices			Current year + 6 years	DESTROY [These records should be shredded]
Trust/Academy Fund – Receipts			Current year + 6 years	DESTROY [These records should be shredded]
Trust/Academy Fund – Bank statements			Current year + 6 years	DESTROY [These records should be shredded]
Applications for free school meals, travel, uniforms etc			Whilst child at Academy	DESTROY [These records should be shredded]
Free Trust/Academy meals registers	Yes	Financial Regulations	Current year + 6 years	DESTROY [These records should be shredded]
Petty cash books		Financial Regulations	Current year + 6 years	DESTROY [These records should be shredded]

Property					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
Title Deeds			Permanent	These should follow the property	Transfer to Archives
Plans			Permanent	Retain in Trust/Academy erational then	Transfer to Archives
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY [These records should be shredded]	
Leases			Expiry of lease + 6 years	DESTROY [These records should be shredded]	
Lettings			Current year + 3 years	DESTROY [These records should be shredded]	
Burglary, theft and vandalism report forms			Current year + 6 years	DESTROY [These records should be shredded]	
Maintenance log books			Last entry + 10 years	DESTROY [These records should be shredded]	
Contractors' Reports			Current year + 6 years	DESTROY [These records should be shredded]	

DfE					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	
HMI reports			These do not need to be kept any longer		Transfer to Archives
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives
Returns			Current year + 6 years	DESTROY [These records should be shredded]	