

## Chiltern Learning Trust Records Retention Schedule

The retention periods apply to the records regardless of the media it is stored in. All back ups to electronic records should be deleted at the same time as the master copy.

|          | Description                                                             | Personal Information | Statutory Provisions | Retention Period                                                                                | Disposal        | Notes |
|----------|-------------------------------------------------------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------|-----------------|-------|
| <b>1</b> | <b>Contracts</b>                                                        |                      |                      |                                                                                                 |                 |       |
| 1.1      | All records relating to the management of contracts under seal          | No                   | Limitation Act 1980  | 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  | 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           | No                   | -                    | Current year + 6 years. This may vary on the type of                                            | SECURE DISPOSAL |       |

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|          | out by contractors                                                                                                     |     |   | 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. |                 |  |
| 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 |  |
| <b>2</b> | <b>Education Management - Management Information</b>                                                                   |     |   |                                                                                                                                                                                                                                     |                 |  |
| 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 one academic year                                                                                                                                                                                                | SECURE DISPOSAL |  |

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| 2.6      | Value added and contextual data    | Yes |   | Current year + 6 years                                                                                                                                  | SECURE DISPOSAL |  |
| <b>3</b> | <b>Policies and Framework</b>      |     |   |                                                                                                                                                         |                 |  |
| 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                                                                                             | SECURE DISPOSAL |  |

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|          |                                                                                              |    |   | changes are made to the policy then an archive copy of previous policies should be retained                                                                                    |                 |  |
| 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 |  |
| <b>4</b> | <b>Strategy</b>                                                                              |    |   |                                                                                                                                                                                |                 |  |
| 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                                                                                                                       | SECURE DISPOSAL |  |

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|          |                                          |     |                   | changes are made to the plan then an archive copy of previous plans should be retained                                                                                                                                                                                                                        |                                        |  |
| 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                        |  |
| <b>5</b> | <b>Examinations</b>                      |     |                   |                                                                                                                                                                                                                                                                                                               |                                        |  |
| 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 pupils 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 |  |

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|          |                                                                                                                              |     |                     |                                                                                                                                                          | 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 (schools 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                                                                    | -                                                                    |  |
| <b>6</b> | <b>Extra Curriculum and Miscellaneous Activities</b>                                                                         |     |                     |                                                                                                                                                          |                                                                      |  |
| 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 | 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 | 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 | SECURE DISPOSAL                                                      |  |

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|          |                                                                                                                          |     |                     | schools do not have the storage capacity to retain every single consent form issued by the school for this period of time                                                                                                                              |                 |                                                                      |
| 6.4      | Parental permission slips for school trips where there has been a major incident                                         | Yes | Limitation Act 1980 | Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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 | 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 |                                                                      |
| <b>7</b> | <b>Finance - Funding</b>                                                                                                 |     |                     |                                                                                                                                                                                                                                                        |                 |                                                                      |
| 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 | Either party may give not less than 7 financial years written notice |

|     |                                              |    |   |                                           |                 |                                                                                                                                                                                                                                             |
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|     |                                              |    |   |                                           |                 | to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice. |
| 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 | Funding agreement                                                                                                                                                                                                                           |

|     |                         |     |   |                                           |                 |                                                                                                                                                                                               |
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|     |                         |     |   |                                           |                 | which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].                                  |
| 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 | The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained |

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|          |                                                                    |     |     |                                                                                                                                          |                 | school. |
| 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     | Pupil Premium Fund records                                         | Yes | -   | Date pupil leaves the provision + 6 years                                                                                                | SECURE DISPOSAL |         |
| 7.14     | Student Grant applications                                         | Yes | -   | Current year + 3 years                                                                                                                   | SECURE DISPOSAL |         |
| <b>8</b> | <b>Operational</b>                                                 |     |     |                                                                                                                                          |                 |         |
| 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      | Yes | -   | Payment or write off of debt + 6 years                                                                                                   | SECURE DISPOSAL |         |
| <b>9</b> | <b>Risk Management &amp; Insurance</b>                             |     |     |                                                                                                                                          |                 |         |
| 9.1      | Employers Liability Insurance                                      | No  | See | Year of issue + 40 years. Pass                                                                                                           | SECURE          |         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |     |                            |                                                                                               |                 |                                                                                                                                             |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Certificate                                             |     | EXPLANATORY NOTE below     | to the Local Authority if the school closes                                                   | DISPOSAL        |                                                                                                                                             |
| 9.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Insurance policies                                      | No  | See EXPLANATORY NOTE below | Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years | SECURE DISPOSAL |                                                                                                                                             |
| <p>EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.</p> |                                                         |     |                            |                                                                                               |                 |                                                                                                                                             |
| 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              | -   | -                          | Current year + 6 years                                                                        | SECURE DISPOSAL |                                                                                                                                             |
| 9.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Audit Committee and appointment of responsible officers | No  | -                          | As long as necessary                                                                          | SECURE DISPOSAL | Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request. |

|           |                                      |                                                                  |   |                                  |                 |  |
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| <b>10</b> | <b>School Funds</b>                  |                                                                  |   |                                  |                 |  |
| 10.1      | School Fund Ledger                   | Yes<br>[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 + 1 year  | SECURE DISPOSAL |  |
| 10.8      | School Fund Paying in books          | No                                                               | - | Current financial year + 6 years | SECURE DISPOSAL |  |
| <b>11</b> | <b>School Meals</b>                  |                                                                  |   |                                  |                 |  |
| 11.1      | Free school meals registers          | Yes                                                              | - | Current financial year + 3 years | SECURE          |  |

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|           |                                                                                                                             |     |   |                                  | 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 |  |
| <b>12</b> | <b>Strategic Finance</b>                                                                                                    |     |   |                                  |                 |  |
| 12.1      | Annual accounts                                                                                                             | No  | - | Current year + 6 years           | SECURE 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                                                                                              | No  | - | Financial year report relates to | SECURE          |  |

|           |                                                     |     |                                |                                                                                                                              |                 |                                                                                                                                                                                                                                                        |
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|           | regularity                                          |     |                                | + 6 years                                                                                                                    | DISPOSAL        |                                                                                                                                                                                                                                                        |
| 12.9      | Independent Auditors report on financial statements | No  | -                              | 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 |                                                                                                                                                                                                                                                        |
| <b>13</b> | <b>Governing Bodies - Activities</b>                |     |                                |                                                                                                                              |                 |                                                                                                                                                                                                                                                        |
| 13.1      | Records relating to Governor Monitoring Visits      | Yes | -                              | Date of the visit + 3 years                                                                                                  | SECURE DISPOSAL |                                                                                                                                                                                                                                                        |
| <b>14</b> | <b>Governance</b>                                   |     |                                |                                                                                                                              |                 |                                                                                                                                                                                                                                                        |
| 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 | Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as |

|      |                                                                |     |                                |                                                                                                                              |                    |                                                                                                                       |
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|      |                                                                |     |                                |                                                                                                                              |                    | appropriate<br>(Section 355<br>(2) )                                                                                  |
| 14.2 | Articles of Association                                        | No  | -                              | Life of the Academy                                                                                                          | SECURE<br>DISPOSAL |                                                                                                                       |
| 14.3 | Memorandum of Association                                      | No  | -                              | This can be disposed of once the Academy has been incorporated                                                               | SECURE<br>DISPOSAL |                                                                                                                       |
| 14.4 | Memorandum of Understanding of Shared Governance among Schools | No  | -                              | Life of Memorandum of Understanding + 6 years                                                                                | SECURE<br>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<br>DISPOSAL |                                                                                                                       |
| 14.6 | Written Scheme of Delegation                                   | Yes | Companies Act 2006 section 355 | Life of Written Scheme of Delegation + 10 years                                                                              | SECURE<br>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 |                    | Companies Act 2006 section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. |

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|       |                                                                                                                                  |    |                                |                            |                               | Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) ) |
| 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 (Governors Annual Reports) (England) (Amendment) Regulations 2002 | No | -                              | Date of report + 10 years  | SECURE DISPOSAL               |                                                                                                                                                                   |
| 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                                              |                                                                                                                                                                                                                                                    |
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| 14.13 | Register of Directors                                                                         | Yes | Companies Act 2006 | Date Director resigns + 10 years                                                                                                             | SECURE DISPOSAL                                       | Companies Act Section 121<br>Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member |
| 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 dealt with by the Governing Body<br>Annual Report and Accounts | Yes | -                  | Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the                          | SECURE DISPOSAL                                       |                                                                                                                                                                                                                                                    |

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|           |                                                                     |     |                                | 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)                   |                                        |  |
| 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 government and ICO have published guidance about the implementation of the recommendations made in the IICSA report | SECURE DISPOSAL                        |  |
| <b>15</b> | <b>Governors, Directors &amp; Trustees</b>                          |     |                                |                                                                                                                                                                                                                                                                                            |                                        |  |
| 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                                 | Yes | -                              | Date of election + 6 months                                                                                                                                                                                                                                                                | SECURE                                 |  |

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|      | parent and staff governors not appointed by the governors                                      |     |   |                                                                                                                                                                                                                                                                                   | 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.                                                                                                                                              |                 |  |
| 15.5 | Records relating to Governor Declaration against disqualification criteria                     | Yes | - | Date appointment ceases plus 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                                                                                                                                                                                                                                                      | SECURE          |  |

|           |                                                                                    |          |                                |                                                                                                        |                   |  |
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|           |                                                                                    |          |                                | 6 years except where there have been allegations concerning children. In this case retain for 25 years | DISPOSAL          |  |
| 15.9      | Records relating to the induction programme for new governors                      | Yes      | -                              | Date appointment ceases plus 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                                                                | -        | 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   |  |
| <b>16</b> | <b>Meetings</b>                                                                    |          |                                |                                                                                                        |                   |  |
| 16.1      | Board Meeting Minutes                                                              | Yes      | Companies Act 2006 section 248 | Minutes must be kept for at least 10 years from the date of the meeting                                | OFFER TO ARCHIVES |  |
| 16.2      | Board Decisions                                                                    | Could be | -                              | Date of the meeting + a                                                                                | OFFER TO          |  |

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|      |                                                                     | if the decisions refer to living individuals          |                                 | minimum of 10 years                                                     | 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 (Section 2) | 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 committees set up by the Board of Directors | Could be if the decisions 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 decisions 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          |  |

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|       |                                                                                                                 |                                                                                                     |   |                                                                                                 | 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   |  |
| 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                                                                                | - | Date of meeting + 10 years                                                                      | SECURE DISPOSAL   |  |

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|           |                                                                                                                                     | and personal issues unless redacted |                    |                                                                                                                                                                   |                                                         |  |
| 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 minute |  |
| 16.14     | Reports made to the Governors Meeting which are referred to in the minutes                                                          | Potential                           | Companies Act 2006 | 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 meeting + 6 years                                                                                                                                         | SECURE DISPOSAL                                         |  |
| <b>17</b> | <b>Health &amp; Safety</b>                                                                                                          |                                     |                    |                                                                                                                                                                   |                                                         |  |
| 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) and to be | No                                  | -                  | Pass to new owner on sale or transfer of building                                                                                                                 |                                                         |  |

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|      | passed on in the case of change of ownership) |                                                          |                                                                                                                                              |                                                                                                                                                                         |                 |                                                                                                                                                                                                                                     |
| 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: Adults                    | Yes                                                      | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. 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 | 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<br>IRMSTK17.9<br>Do not keep completed |

|      |                                                                        |     |                                                                                                                                              |                                                                                                                                                                                                                                                                                                  |                 |                                                                                                                                                                                                                                     |
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|      |                                                                        |     |                                                                                                                                              |                                                                                                                                                                                                                                                                                                  |                 | entries in the book. They must be removed and kept in a locked location.                                                                                                                                                            |
| 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: Children                                           | Yes | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below 17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location. | SECURE DISPOSAL | 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 [see also the incident reporting form] |

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| 17.8  | Control of Substances Hazardous to Health (COSHH)                                                                     | No  | -                                                                                                           | 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)                            | Yes | 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 17.5 and 17.7                         | SECURE DISPOSAL | For more information see:<br><a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a><br><a href="https://www.hse.gov.uk/publications/edis1.htm">https://www.hse.gov.uk/publications/edis1.htm</a> concerns schools |
| 17.10 | Health and Safety risk assessments                                                                                    | No  | -                                                                                                           | Life of risk assessment + 3 years                                                                                                                   | SECURE DISPOSAL |                                                                                                                                                                                                                                      |
| 17.11 | Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos | No  | Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19                                   | Last action + 40 years                                                                                                                              | SECURE DISPOSAL |                                                                                                                                                                                                                                      |
| 17.12 | Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose  | No  | The Ionising Radiations Regulation 2017                                                                     | 2 years from the date on which the examination was made and that the record includes the condition of the equipment at                              | SECURE DISPOSAL |                                                                                                                                                                                                                                      |

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|           | assessment and recording                                      |     |   | 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 |                 |  |
| <b>18</b> | <b>Liaison with LEA or DfE</b>                                |     |   |                                                                                                                                                                                                                                                                 |                 |  |
| 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 | - | Academic year + 1 year                                                                                                                                                                                                                                          | SECURE DISPOSAL |  |
| 18.7      | Secondary transfer sheets (Primary)                           | Yes | - | Academic year + 2 years                                                                                                                                                                                                                                         | SECURE DISPOSAL |  |
| <b>19</b> | <b>Parent Teacher Associations</b>                            |     |   |                                                                                                                                                                                                                                                                 |                 |  |

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| 19.1      | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations                                                                         | Yes | -                                 | Current year + 6 years then REVIEW                                                                                                            | SECURE DISPOSAL                  |  |
| <b>20</b> | <b>Property</b>                                                                                                                                                                       |     |                                   |                                                                                                                                               |                                  |  |
| 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 onto 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                  |  |
| <b>21</b> | <b>Pupils and Students</b>                                                                                                                                                            |     |                                   |                                                                                                                                               |                                  |  |
| 21.1      | Pupils Educational Record required by The Education (Pupil Information) (England)                                                                                                     | Yes | The Education (Pupil Information) | Retain whilst the child remains at the primary school                                                                                         | The file should follow the pupil |  |

|      |                                                                                                               |     |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                    |                                                                                                                                                                                 |
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|      | Regulations 2005: Primary                                                                                     |     | (England)<br>Regulations<br>2005 SI 2005<br>No. 1437 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | when they<br>leave the<br>primary<br>school. This<br>will include: |                                                                                                                                                                                 |
|      |                                                                                                               |     |                                                      | <p>To another primary school<br/>To a secondary school<br/>To a pupil referral unit</p> <p>If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.</p> <p>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</p> |                                                                    |                                                                                                                                                                                 |
| 21.2 | Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary | Yes | Limitation Act 1980 (Section 2)                      | Date of birth of the pupil + 25 years                                                                                                                                                                                                                                                                                                                                                                                                                                                | SECURE DISPOSAL                                                    | Section 2:<br>Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action |

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|           |                                                                                         |           |                                                                                                                                                             |                                                                                                                                  |                 | accrued |
| 21.3      | Attendance registers                                                                    | Yes       | School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]                 | Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. | SECURE DISPOSAL |         |
| 21.4      | Correspondence relating to any absence (authorised or unauthorised)                     | Potential | Education Act 1996 Section 7                                                                                                                                | Current academic year + 2 years                                                                                                  | SECURE DISPOSAL |         |
| <b>22</b> | <b>School Admissions</b>                                                                |           |                                                                                                                                                             |                                                                                                                                  |                 |         |
| 22.1      | All records relating to the creation and implementation of the School Admissions Policy | No        | School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels | Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years                                            | SECURE DISPOSAL |         |

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| 22.2 | Register of admissions                   | Yes | School attendance:<br>Departmental advice for maintained schools, Academies, independent schools and local authorities.                                     | Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made. | REVIEW<br>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 Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels | Resolution of case + 1 year                                                                                                 | SECURE DISPOSAL                                                                                                                                                                      |  |
| 22.4 | Admissions if the admission is           | Yes | School                                                                                                                                                      | Date of admission + 1 year                                                                                                  | SECURE                                                                                                                                                                               |  |

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|      | successful                                                                                                                          |     | Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels        |                                                    | DISPOSAL          |  |
| 22.5 | Admissions Secondary Schools Casual                                                                                                 | Yes | -                                                                                                                                                           | Current academic year + 1 year                     | SECURE DISPOSAL   |  |
| 22.6 | Proofs of address supplied by parents as part of the admissions process                                                             | Yes | School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels | Current academic 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 |  |
| <b>23</b> | <b>School Assets</b>                                                                                                                   |     |   |                                                   |                 |  |
| 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  | - | Date of insurance settlement + 6 years            | SECURE DISPOSAL |  |

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| 23.9      | Inventories of furniture and equipment                                                                                    |                                                                                                     |   | Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment | SECURE DISPOSAL                                                                                                   |  |
| <b>24</b> | <b>School Management</b>                                                                                                  |                                                                                                     |   |                                                                                                                                    |                                                                                                                   |  |
| 24.1      | Log books of activity in the school maintained by the Head Teacher                                                        | There may be data protection issues if the log book 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) | Yes                                                                                                 | - | Consents should be retained for as long as the consent is relied on.                                                               | SECURE DISPOSAL                                                                                                   |  |

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| 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                                                                                                                                                                          |  |
| 24.7 | Reports created by the Head Teacher or the Management                                           | There may be                                                                                       | - | Date of the report + a minimum of 3 years then REVIEW | SECURE DISPOSAL                                                                                                                                                                          |  |

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|      | Team                                                                                                                                         | data protection issues if the report refers to individual pupils or members of staff              |   |                                              |                 |  |
| 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 + 3 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                    | - | Date of correspondence + 3 years then REVIEW | SECURE DISPOSAL |  |

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|       |                                                          | pupils or members of staff |   |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                           |  |
| 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 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 a 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 |  |

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|           |                                                                                                           |     |                                                                                |                                                                                                                                                                                  | same time as the master copy |                                                                                                                                                         |
| 24.12     | Records relating to the creation and publication of the school brochure or prospectus                     | No  | -                                                                              | Current year + 3 years. Schools should consider archiving one copy for historical reasons                                                                                        | STANDARD DISPOSAL            |                                                                                                                                                         |
| <b>25</b> | <b>Special Education Needs and Disabilities</b>                                                           |     |                                                                                |                                                                                                                                                                                  |                              |                                                                                                                                                         |
| 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 | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended   | SECURE DISPOSAL              | IICSA recommendations awaited                                                                                                                           |
| 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              | This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendati |

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|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |                                                              |                                                                                                                                                                                  |                 | ons made by IICSA.                                                                                                                                                        |
| 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 | This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA. |
| <b>26</b> | <b>Teachers and Staff</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |                                                              |                                                                                                                                                                                  |                 |                                                                                                                                                                           |
| 26.1      | Disciplinary Proceedings: Oral warning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes |                                                              | Date of warning + 6 months                                                                                                                                                       | SECURE DISPOSAL | *                                                                                                                                                                         |
| Notes     | <p>*Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> 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 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</p> |     |                                                              |                                                                                                                                                                                  |                 |                                                                                                                                                                           |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |  |                                                                                        |                 |    |
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|       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |  |                                                                                        |                 |    |
| 26.2  | Disciplinary Proceedings: Written warning level 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes |  | Date of warning + 6 months                                                             | SECURE DISPOSAL | ** |
| 26.3  | Disciplinary Proceedings: Written warning level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes |  | Date of warning + 12 months                                                            | SECURE DISPOSAL | ** |
| 26.4  | Disciplinary Proceedings: Final warning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes |  | Date of warning + 18 months                                                            |                 | ** |
| Notes | <p>**If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> 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 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</p> |     |  |                                                                                        |                 |    |
| 26.5  | Disciplinary Proceedings: Case not found                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes |  | If the incident is child protection related, then see 29.1 otherwise dispose of at the | SECURE DISPOSAL |    |

|           |                                                         |     |                                                              |                                              |                 |  |
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|           |                                                         |     |                                                              | conclusion of the case                       |                 |  |
| <b>27</b> | <b>Teachers and Staff Pay and Conditions</b>            |     |                                                              |                                              |                 |  |
| 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                                                        | Current year + 2 years                       | SECURE          |  |

|       |                                         |     |                                                                                             |                        |                 |  |
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|       |                                         |     | Management Act 1970; Income and Corporation Taxes 1988                                      |                        | 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 | -                                                                                           | Current year + 3 years | SECURE DISPOSAL |  |
| 27.11 | National Insurance Schedule of payments | Yes | -                                                                                           | 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; Income and Corporation Taxes 1988                                    | Current year + 3 years       | SECURE DISPOSAL |  |
| 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; 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                                                           | Current year + 3 years       | SECURE DISPOSAL |  |

|       |                                                  |     |                                                              |                                                                                                                                                                                                                                                |                 |                                                                                                     |
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|       |                                                  |     | Corporation Taxes 1988                                       |                                                                                                                                                                                                                                                |                 |                                                                                                     |
| 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 | SECURE DISPOSAL | There is no harm in keeping them longer than strictly required. In particular, it is possible to go |

|       |                            |     |                                                              |                                                                                                                                                                        |                 |                                                                                                                                                                                                                                      |
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|       |                            |     |                                                              | 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. |                 | 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. |
| 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 | -                                                            | Completion of loan + 6 years                                                                                                                                           | SECURE DISPOSAL |                                                                                                                                                                                                                                      |

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| 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 | From the end of the year in which the accounts were signed for a minimum of 6 years | SECURE DISPOSAL |                                                                                                                           |
| <b>28</b> | <b>Teachers and Staff Recruitment</b>                                                |     |                                                                                                |                                                                                     |                 |                                                                                                                           |
| 28.1      | All records leading up to the appointment of a new Head Teacher                      | Yes | -                                                                                              | Length of appointment + 6 years                                                     | SECURE DISPOSAL | Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher |

|      |                                                                                            |     |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                                                                                                    |
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|      |                                                                                            |     |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 | must be qualified.                                                                                 |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                                                                    |
| 28.4 | Pre-employment vetting information DBS Checks                                              | Yes | <a href="https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide">https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide</a> DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74 | Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the | SECURE DISPOSAL | Academies are bound by the legislation that applies to independent schools NOT maintained schools. |

|      |                                                                                                  |     |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |  |
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|      |                                                                                                  |     |                                                                                                              | <p>certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed</p> <ul style="list-style-type: none"> <li>- 1. The date of issue of a disclosure;</li> <li>2. The name of the subject;</li> <li>3. The type of the disclosure requested; the position for which the Disclosure was requested;</li> <li>4. The unique reference number of the Disclosure;</li> <li>5. The details of the recruitment decision taken.</li> </ul> |                 |  |
| 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 | <a href="#">An employers guide to right to work checks [Home Office May 2015]</a> Last updated 21 June 2024. | Where possible, these copies of 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                                                                          | Yes | -                                                                                                            | Where possible, these                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | SECURE          |  |

|           |                                                                                                                       |     |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |                 |  |
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|           | employment of overseas teachers                                                                                       |     |                                                                                                                                                                                                                                                                                                                                               | 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                                                                                                                                                                                   | DISPOSAL        |  |
| <b>29</b> | <b>Teachers and Staff - Safeguarding</b>                                                                              |     |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |                 |  |
| 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 2024<br>Statutory Guidance for Schools and Colleges<br><a href="https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping_children_safe_in_education_2024.pdf">https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping_children_safe_in_education_2024.pdf</a> | Those that are found to have been malicious or false should be removed from personnel records unless the individual gives their consent for retention of the information. However, for all other allegations, i.e. substantiated, unfounded and unsubstantiated held until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW | SECURE DISPOSAL |  |
| <b>30</b> | <b>Teachers and Staff - Staff Management</b>                                                                          |     |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |                 |  |
| 30.1      | Staff Personal File, including employment contract and staff training records                                         | Yes | Limitation Act 1980                                                                                                                                                                                                                                                                                                                           | Termination of employment + 6 years                                                                                                                                                                                                                                                                                                                                                         | SECURE DISPOSAL |  |
| 30.2      | Timesheets                                                                                                            | Yes | -                                                                                                                                                                                                                                                                                                                                             | Current year + 3 years                                                                                                                                                                                                                                                                                                                                                                      | SECURE DISPOSAL |  |

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| 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' (2003) 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 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              | Yes |   | Current year + 1 year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | SECURE DISPOSAL |  |

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| 30.8      | Staff Training where the training leads to Continuing Professional Development                            | Yes | - | Length of time required by the professional body               | SECURE DISPOSAL                                                                              |                                                                                                                                                      |
| 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 2.31 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                                | SECURE DISPOSAL                                                                              | This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA. |
| 30.11     | Professional Development Plans                                                                            | Yes | - | Life of the plan or plan superseded + 6 years                  | SECURE DISPOSAL                                                                              |                                                                                                                                                      |
| <b>31</b> | <b>Teaching and the Curriculum</b>                                                                        |     |   |                                                                |                                                                                              |                                                                                                                                                      |
| 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 | - | Academic 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 |  |
| 31.3 | Class record books | No | - | Academic 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 |  |
| 31.4 | Mark books         | No | - | Academic year + 1 year | It may be appropriate to review these records                                                                                      |  |

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|           |                                                                                                                |     |                     |                                                                                                                                                     | at the end of each year and allocate a further retention period, or, SECURE DISPOSAL                                               |  |
| 31.5      | Record of homework set                                                                                         | No  | -                   | Academic 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 |  |
| 31.6      | Pupils work                                                                                                    | Yes | -                   | Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year | SECURE DISPOSAL                                                                                                                    |  |
| <b>32</b> | <b>Transport Educational</b>                                                                                   |     |                     |                                                                                                                                                     |                                                                                                                                    |  |
| 32.1      | The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, | No  | Limitation Act 1980 | Disposal of the vehicle + 6 years                                                                                                                   | SECURE DISPOSAL                                                                                                                    |  |

|      |                                                                                                                                       |     |                                                                                                                                                                                                                                                 |                                                                                                          |                 |  |
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|      | approvals                                                                                                                             |     |                                                                                                                                                                                                                                                 |                                                                                                          |                 |  |
| 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 | Current year + 12 months                                                                                 | SECURE DISPOSAL |  |

|      |                       |     |                                                                                                                                                                                                      |                                                                                                                                                                                                                                     |                                                                                         |  |
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|      |                       |     | 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment                                                                                     |                                                                                                                                                                                                                                     |                                                                                         |  |
| 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                                                                         |  |
| 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       | SECURE DISPOSAL [If these records are retained electronically any back up copies should |  |

|           |                                                                                                                                                                              |     |                     |                                                                       |                                |  |
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|           |                                                                                                                                                                              |     |                     | accident reporting                                                    | be destroyed at the same time] |  |
| <b>33</b> | <b>Welfare</b>                                                                                                                                                               |     |                     |                                                                       |                                |  |
| 33.1      | Family Liaison Officers and Home School Liaison Assistants: Day Books                                                                                                        | Yes | -                   | Current year + 2 years 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 outside 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                                                                                              | Yes | -                   | Current year then review, if contact is no longer active 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 Registers                                                                                                  | Yes | -                   | Current year + 2 years                                                | SECURE DISPOSAL                |  |
| 33.7      | Accessibility Plan relating to individual pupils                                                                                                                             | Yes | Limitation Act 1980 | The plan should be included on the pupil file                         | SECURE DISPOSAL                |  |

|      |                                                     |     |                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                         |                                                |                                                                                                                                                           |
|------|-----------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 33.8 | Child protection information held on pupil file     | Yes | Keeping children safe in education Statutory guidance for schools and colleges 2024; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2023 | 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                                                                      | SECURE DISPOSAL                                | This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA. |
| 33.9 | Child protection information held in separate files | Yes | Keeping children safe in education Statutory guidance for schools and colleges 2024; Working together to safeguard children. A guide to inter-agency working to safeguard and                                      | 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 | SECURE DISPOSAL these records MUST be shredded | This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA. |

|       |                                               |     |                                      |                                 |                 |  |
|-------|-----------------------------------------------|-----|--------------------------------------|---------------------------------|-----------------|--|
|       |                                               |     | promote the welfare of children 2023 |                                 |                 |  |
| 33.10 | Correspondence relating to authorised absence | Yes | Education Act 1996 Section 7         | Current academic year + 2 years | SECURE DISPOSAL |  |