

WHITEHILLS PRIMARY SCHOOL

*"...putting children first..."*



RECORDS MANAGEMENT /  
DATA RETENTION  
POLICY

*Date reviewed: March 2022*

*Reviewed by: Headteacher*

*Ratified by Governors: March 2022*

## **Records Management Policy**

### **Introduction**

Whitehills Primary School recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

### **Scope of the Policy**

This policy applies to all records that are created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

A small percentage of the school's records may be selected for permanent preservation as part of the school's archives and for historical research.

### **Responsibilities**

The governing body has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually designated to the Headteacher.

The person responsible for the day-to-day operational records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying, at least annually, to check if records are stored securely and can be accessed appropriately.

The school will manage and document its records disposal process in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (subject access requests "SARS").

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

- accurately maintained in accordance with the school's policies and procedures
- properly documents their actions and decisions
- hold personal information securely
- only share personal information appropriately and not disclose it to any unauthorised third party
- disposed of in accordance with the school's Records and Retention Schedule.

### **Recording Systems**

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

### **Maintenance of Record Keeping Systems**

It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).

Applying retention periods is straightforward provided files are closed on a regular basis.

Once a file has been closed, it should be moved out of the current filing system and stored either in a record/archive room in the school or in another appropriate place until it has reached the end of the retention period. (See appendix for Retention Schedule.)

### **The Safe Disposal of Information Using the Retention Schedule**

Files should be disposed of in line with the attached Retention Schedule. This is a process which should be undertaken on an annual basis.

### **Safe Disposal of Records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All paper records containing sensitive information will be shredded before disposal using a shredder. Any other records will be placed in a locked confidential waste bin and securely disposed of by our confidential waste service provider. Electronic data will be archived and deleted appropriately at the end of the retention period. CDs/DVDs will be cut into pieces.

### **Retention Guidelines**

The following retention guidelines for schools have been issued by the Information and Record Management Society. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the *Data Protection Act 2018* and the *Freedom of Information Act 2000*. Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation previously mentioned. If record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this will be documented.

### **Relationship with Existing Policies**

This policy has been drawn up within the context of, and should be read in conjunction with:

- Freedom of Information Publication Scheme
- Data Protection Policy
- Acceptable Use Policy – Staff
- Other legislation or regulations that affect the school

### **Monitoring and Review**

The Records Management and Data Retention Policy will be reviewed every 2 years or updated as necessary.

**Reviewed: March 2022**

**Due for review: March 2024**

## Data Retention Schedule

<b>Governors</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Records relating to the election of parent and staff governors not appointed</b>	Yes		Date of election + 6 months	SECURE DISPOSAL
<b>Records relating to the appointment of co-opted governors</b>	Yes		Provided that the decision has been recorded in the minutes, records can be destroyed at end of their term of office, except where there have been allegations concerning children, then retain for 25 years.	SECURE DISPOSAL
<b>Records relating to the election of Chair and Vice-Chair</b>	Yes		Once the decision has been recorded in the minutes, records relating to the election can be destroyed	SECURE DISPOSAL
<b>Records relating to the election, terms of office and disqualification declaration of serving governors, including evidence of appointment</b>	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL
<b>Governor personnel files</b>	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL
<b>Register of business interests</b>	Yes		Date appointment ceases + 6 years	SECURE DISPOSAL
<b>Records relating to governor monitoring visits</b>	Yes		Date of visit + 3 years	SECURE DISPOSAL
<b>Scheme of delegation and terms of reference for committees</b>	No		Until superseded or whilst relevant	Archive permanently in case decisions need to be justified
<b>Governors' Code of Conduct</b>	No		One copy of each version to be kept permanently	
<b>Meetings schedule</b>	No		Current year	STANDARD DISPOSAL
<b>Minutes</b>				
• Principal set (signed)	Yes <sup>1</sup>		Permanent	Retain in school for 6 years from date of meeting, then retain in school archive for 10 years from date of meeting. SECURE DISPOSAL
• Inspection copies	Yes <sup>1</sup>		Date of meeting + 3 years	SECURE DISPOSAL (If minutes contain any personal information they must be shredded.)
<b>Agendas – principal copy</b>	Yes <sup>1</sup>		Where possible, stored with principal set of minutes	Retain in school for 6 years from date of meeting, then retain in school archive for 10 years from date of meeting. SECURE DISPOSAL

<sup>1</sup> There may be data protection issues if the meeting/report is dealing with confidential issues relating to staff.

Data Retention Schedule

<b>Governors cont'd</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Attendance Register</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>Reports referred to in minutes</b>	Yes <sup>1</sup>		Date of report + 10 years	SECURE DISPOSAL
<b>Annual parents' meeting papers</b>	No		Date of report + 6 years	SECURE DISPOSAL
<b>Instruments of Government</b>	No		Permanent	Retain in school whilst the school is open.
<b>Action plans</b>	No		Until superseded or whilst relevant	SECURE DISPOSAL
<b>Policy documents</b>	No		Life of policy + 3 years (Policies relating to safeguarding and child protection will be retained until the Independent Inquiry into Child Sexual Abuse has issued its recommendations)	SECURE DISPOSAL
<b>Complaints files</b>	Yes		Current year + 6 years. If negligence involved, current year + 15 years. If child protection/safeguarding issues involved, current year + 40 years	SECURE DISPOSAL
<b>Annual Reports</b>	No	<i>Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No. 1171</i>	Date of report + 10 years	SECURE DISPOSAL
<b>All records relating to the conversion of school to Academy status</b>	No		For the life of the organisation	Consult local archives (NCC) before disposal
<b>Records relating to the training received by governors</b>	Yes		Date governor steps down + 6 years	SECURE DISPOSAL

Data Retention Schedule

<b>Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Log Books</b> (Books where the Headteacher keeps a record of incidents that occurred in the school)	Yes		Date of last entry in the book + 6 years	SECURE DISPOSAL - <b>SHRED</b>
<b>Minutes of Senior Management Team meetings and other internal administrative bodies</b>	Yes <sup>2</sup>		Date of meeting + 3 years, then review	SECURE DISPOSAL
<b>Reports created by the Headteacher or Management Team</b>	Yes <sup>2</sup>		Date of report + 3 years, then review	SECURE DISPOSAL
<b>Records created by Headteacher, Deputy Headteacher and other members of staff with administrative responsibilities</b>	Yes <sup>2</sup>		Current academic year + 6 years, then review	SECURE DISPOSAL
<b>Correspondence created by Headteacher, Deputy Headteacher and other members of staff with administrative responsibilities</b>	Yes <sup>2</sup>		Date of correspondence + 3 years	SECURE DISPOSAL
<b>Professional Development Plans</b>	Yes		Termination of employment + 6 years	SECURE DISPOSAL
<b>School Development Plans</b>	No		Life of plan + 3 years	SECURE DISPOSAL

<sup>2</sup> There may be data protection issues if the minutes/records/correspondence refer to individual pupils or staff members.

Data Retention Schedule

<b>Pupils</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Admission Registers</b>	Yes	<i>School attendance: DfE advice for maintained schools, academies, independent schools and local authorities November 2016</i>	3 years from date of entry	Archive permanently
<b>Admission Appeals</b>	Yes	<i>School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014</i>		
Successful appeal	Yes		Date of admission + 1 year	SECURE DISPOSAL
Unsuccessful appeal	Yes		Resolution of case + 1 year	SECURE DISPOSAL
<b>Attendance Registers</b>	Yes	<i>School attendance: DfE advice for maintained schools, academies, independent schools and local authorities November 2016</i>	Date of register + 3 years	SECURE DISPOSAL
<b>Pupil Files</b>	Yes	<i>The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437. As amended by SI 2018 No 688</i>	Retained for the time the pupil is at primary school. Pupil's electronic MIS file retained for the time the pupil is at primary school + 1 year	Transfer to the secondary school (or other primary school) when the pupil leaves the school. If a pupil does not transfer in the normal way, the file will archived for the statutory retention period – date of birth of pupil + 25 years
<b>Admission form</b>	Yes		Retain for the time pupil is at the school	SECURE DISPOSAL
<b>Correspondence relating to authorised and unauthorised absence</b>	Yes	<i>Education Act 1996 (Section 7)</i>	Current year + 2 years	SECURE DISPOSAL
<b>Pupil medical appointment evidence</b>	Yes		Current year	<u>SHRED</u>
<b>Examination Results</b>				
• Public	Yes		Retained with pupil file	
• Internal	Yes		Current year + 5 years <sup>3</sup>	SECURE DISPOSAL
<b>Pupil End of Year transition data</b>	Yes		Current year + 1 year	SECURE DISPOSAL
<b>Any other records created in the course of contact with pupils, e.g. annual report, risk assessment, photograph/social media consent form</b>	Yes		Current year + 3 years	SECURE DISPOSAL
<b>Administration of medication records</b>	Yes		Whilst the pupil remains at the school	SECURE DISPOSAL

<sup>3</sup> If these records are retained on the pupil file they need only be kept for as long as is operationally necessary.

<b>Pupils cont'd</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Individual Healthcare Plans	Yes		Whilst current and the pupil remains at the school	SECURE DISPOSAL - <b>SHRED</b>
Family Support Worker Day books	Yes		Current year + 2 years, then review	SECURE DISPOSAL
Reports for outside agencies where the report has been included on the case file by the agency	Yes		Whilst the pupil is attending school and then destroy	SECURE DISPOSAL
Group registers	Yes		Current year + 2 years	SECURE DISPOSAL
Observation notes	Yes		Current year + 2 years, then review	SECURE DISPOSAL
Records created to obtain approval to run an Educational Visit outside the Classroom	No	Outdoor Education Advisers' Panel National Guidance website <a href="https://oeapng.info">https://oeapng.info</a> specifically Section 3 – Legal Framework and Section 4 – Good Practice	Date of visit + 3 years	SECURE DISPOSAL
Parental permission slips for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips where there has been a major incident	Yes	<i>Limitation Act 1980 (Section 2)</i>	Date of birth of the pupil involved in the incident + 25 years. The permissions slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SECURE DISPOSAL
Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meals Registers	Yes		Current year	SECURE DISPOSAL
School Meals Summary Sheets	Yes		Current year	SECURE DISPOSAL
Contact Data Sheets	Yes		Current year	SECURE DISPOSAL - <b>SHRED</b>
Referral Forms	Yes		While the referral is current	SECURE DISPOSAL - <b>SHRED</b>
<b>Special Educational Needs</b>				
Special Educational Needs files, reviews and Education, Health and Care Plan (EHCP), including advice and information provided to parents regarding educational needs and accessibility strategy	Yes	<i>Children and Family's Act 2014. Special Educational Needs and Disability Act 2001 Section 14. Limitation Act 1980</i>	Date of birth of pupil + 31 years (EHCP is valid until pupil reaches 25 years of age – the retention period adds an additional 6 years from the end of the plan in line with the <i>Limitation Act</i>	SECURE DISPOSAL
Provision	Yes		Current year + 6 years	SECURE DISPOSAL - <b>SHRED</b>



<b>Pupils cont'd</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Child Protection/Safeguarding</b>				
<b>Child protection information held on pupil file<sup>4</sup></b>	Yes	<i>Keeping children safe in education: Statutory guidance for schools &amp; colleges September 2021.</i> <i>Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2018</i>	Records relating to child protection issues to be placed in a sealed envelope and retained for the same period of time as the pupil file. Note: These records will be subject to any instruction given by the IICSA	SECURE DISPOSAL - <b><u>SHRED</u></b>
<b>Child protection information held in separate files<sup>4</sup></b>	Yes	<i>Keeping children safe in education: Statutory guidance for schools &amp; colleges September 2021.</i> <i>Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2018</i>	Date of birth of pupil + 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 local authority social services record. Note: These records will be subject to any instruction given by the IICSA	SECURE DISPOSAL - <b><u>SHRED</u></b>

<sup>4</sup> In light of the Independent Inquiry into Child Sexual Abuse (IICSA), all records will be retained until the inquiry is completed and the retention period reviewed to take into account any recommendations the Inquiry might make.

Data Retention Schedule

<b>Curriculum</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Examination Results (school's copy)</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>SATS Records – Results</b> <b>Examination Papers</b> <b>Composite results</b>	Yes Yes No		Retained with pupil file Until any appeals/validation process is complete Current year + 6 years to allow for suitable comparison	SECURE DISPOSAL
<b>Other Test &amp; Assessment Results, e.g. CAT scores</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>PAN Reports</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Value Added and Contextual Data</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Self-Evaluation Forms</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Schemes of Work</b>	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
<b>Timetable</b>	No		Current year + 1 year	
<b>Class Record Books</b>	No		Current year + 1 year	
<b>Mark Books</b>	No		Current year + 1 year	
<b>Record of Homework Set</b>	No		Current year + 1 year	
<b>Pupils' Work</b>	No		Returned to the pupil where possible, if not, current year + 1 year	
<b>Internal moderation</b>	Yes		Academic year + 1 academic year	SECURE DISPOSAL
<b>External moderation</b>	Yes		Until superseded	SECURE DISPOSAL
<b>Statistical School Performance Data</b>	No		Current year + 5 years	SECURE DISPOSAL
<b>Pupil Passwords</b>	Yes		Whilst operational	SECURE DISPOSAL
<b>Other Registers</b>	Yes		Current year + 1 year	SECURE DISPOSAL

Data Retention Schedule

<b>Administration</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>General file series which do not fit under any other category</b>	Potential		Current year + 5 years, then review to see if further retention period is required	SECURE DISPOSAL
<b>Subject Access Requests</b>	Yes		3 years after last action	SECURE DISPOSAL
<b>Policies – Curriculum, Non-curriculum</b>	No		Life of policy + 3 years. Policies relating to child protection/safeguarding will be retained until the IICSA has issued its recommendations	STANDARD DISPOSAL
<b>School Booklet/Prospectus</b>	No		Current year + 3 years	STANDARD DISPOSAL
<b>Circulars (staff/parents/pupils)</b>	No		Current year + 1 year	STANDARD DISPOSAL
<b>Newsletters, Ephemera</b>	No		Current year + 1 year	STANDARD DISPOSAL
<b>Visitor/pupil management systems (incl. electronic and signing in sheets)</b>	Yes		Current year + 6 years, then review to see if further retention period is required	SECURE DISPOSAL
<b>School Privacy Notices</b>	No		Until superseded + 6 years	STANDARD DISPOSAL
<b>Records relating to PTA</b>	No		Current year + 6 years, then review to see if further retention period is required	SECURE DISPOSAL

<b>Central Government and Local Authority</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Department for Education</b>				
<b>OFSTED reports and papers</b>	No		Life of the report, then review	SECURE DISPOSAL
<b>Returns, e.g. SATS data</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Pupil Premium allocation</b>	Yes		Current year + 6 years	SECURE DISPOSAL - <b>SHRED</b>
<b>Circulars and other information sent from DfE</b>	No		Whilst operationally required	SECURE DISPOSAL
<b>Local Authority</b>				
<b>Secondary School Transfer Sheets</b>	Yes		Current year + 2 years	SECURE DISPOSAL
<b>School Census Returns</b>	No		Current Year + 5 years	SECURE DISPOSAL
<b>Penalty Notice referral information</b>	Yes		Current year + 2 years	SECURE DISPOSAL
<b>Circulars and other information sent from the local authority</b>	No		Whilst operationally required	SECURE DISPOSAL

Data Retention Schedule

<b>Health and Safety</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Health and Safety Policy Statements</b>	No		Life of policy + 3 years	SECURE DISPOSAL
<b>Health and Safety Risk Assessments</b>	No		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident occurred	SECURE DISPOSAL
<b>Records relating to reportable death, injury, disease or dangerous occurrence (RIDDOR) at work</b>	Yes	<i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12 (2)</i>	Date of incident + 3 years provided that all records relating to the incident are held on personnel file	SECURE DISPOSAL
<b>Accident/Incident Reporting</b>	Yes	<i>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 (Section 8). Limitation Act 1980</i>		
• Adults			For minor accidents date of incident + 3 years	SECURE DISPOSAL
• Pupils			For minor accidents date of incident + 3 years	SECURE DISPOSAL
<b>Control of Substances Hazardous to Health (COSHH)</b>	No	<i>Control of Substances Hazardous to Health Regulations 2002. SI 2002 No. 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)</i>	Date of incident + 40 years	SECURE DISPOSAL
<b>Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos</b>	No	<i>Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19</i>	Last action + 40 years (PFI controlled)	SECURE DISPOSAL
<b>Process of monitoring of areas where employees and persons are likely to have come in contact with radiation. Maintenance records/controls, safety features and PPE</b> ----- <b>Dose assessment and recording</b>	No	<i>The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11. As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulation 2018</i>	2 years from the date on which the examination was made and the record includes the condition of the equipment at the time of the examination (PFI controlled) ----- To keep the records made and maintained until the person to whom the record relates has or would have attained age 75 years, but in any event, for at least 30 years from when the record was made (PFI controlled)	SECURE DISPOSAL
<b>Fire Precaution Log books</b>	No		Current year + 3 years	SECURE DISPOSAL

<b>Human Resources</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
All records leading up to the appointment of a new Headteacher	Yes		End of appointment + 6 years except in the case of negligence or claims of child abuse, then 15 years. Unsuccessful candidates – date of appointment + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – successful candidate	Yes		All relevant information added to the staff personnel file (see below) and retained for the duration of employment + 6 years <sup>5</sup>	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks – successful candidates	Yes	<i>DBS Update Service Employer Guide June 2014: Keeping children safe in education 2018 (Statutory Guidance from DfE) Sections 73,74</i>	Application forms, references and other documents – for the duration of employment + 6 years	SECURE DISPOSAL - <b>SHRED</b>
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		Copy documents retained on staff personnel file. For volunteers, cessation of the role + 6 years <sup>5</sup>	SECURE DISPOSAL - <b>SHRED</b>
Pre-employment vetting information – Evidence proving the right to work in the UK – successful candidates	Yes	<i>An Employer's Guide to Right to Work Checks (Home Office May 2015)</i>	Copy documents retained on staff personnel file.	SECURE DISPOSAL - <b>SHRED</b>
Staff Personnel File	Yes	<i>Limitation Act 1980 (Section 2)</i>	Termination of employment + 6 years <sup>5</sup>	SECURE DISPOSAL – <b>SHRED</b>
Annual Performance Management/Appraisal records	Yes		Current year + 6 years	SECURE DISPOSAL
Staff training	Yes		Retained on the personnel file	SECURE DISPOSAL - <b>SHRED</b>
Probationary review records	Yes		Termination of employment + 6 years	SECURE DISPOSAL
Maternity pay records	Yes	<i>Statutory Maternity Pay (General) Regulations 1986 (SI 986/1960), revised 1999 (SI999/567)</i>	Current year + 3 years	SECURE DISPOSAL
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded <sup>4</sup>	Yes	<i>Keeping children safe in education: Statutory guidance for schools &amp; colleges September 2021. Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2018</i>	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is the longer, then review. Allegations that are found to be malicious will be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concerned <sup>5</sup> .	SECURE DISPOSAL - <b>SHRED</b>

<sup>5</sup> Unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, file will need to be retained until IICSA enquiries are complete.

Data Retention Schedule

<b>Human Resources cont'd</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Disciplinary Proceedings</b>	Yes		The periods shown below relate to the effective period for the warning. Whilst the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept on the personnel file.	
• Oral warning			Date of warning + 6 months	SECURE DISPOSAL
• Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL
• Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL
• Final warning			Date of warning + 18 months	SECURE DISPOSAL
• Case not found			If the incident is child protection related, see above, otherwise, disposal at the conclusion of the case	SECURE DISPOSAL
<b>Sickness absence monitoring</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Absence record</b>	Yes		Current year + 3 years	SECURE DISPOSAL
<b>Sickness records</b>	Yes		Current year + 3 years	SECURE DISPOSAL
<b>Car allowance claims</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 3 years	SECURE DISPOSAL
<b>Insurance</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 6 years	SECURE DISPOSAL
<b>National Insurance – schedule of payments</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 6 years	SECURE DISPOSAL
<b>Overtime sheets</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 3 years	SECURE DISPOSAL
<b>Payroll awards</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>Payroll reports</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 6 years	SECURE DISPOSAL
<b>Payslips – copies</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 3 years	SECURE DISPOSAL
<b>Pension payroll</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 6 years	SECURE DISPOSAL
<b>Staff returns</b>	Yes		Current year + 3 years	SECURE DISPOSAL
<b>Superannuation adjustments and reports</b>	Yes	<i>Taxes Management Act 1970, Income and Corporation Taxes 1988</i>	Current year + 6 years	SECURE DISPOSAL
<b>Tax forms P6/11/P11D/P35/P45/P46/P48</b>	Yes	<i>Inland Revenue Booklet 490</i>	Current year + 6 years	SECURE DISPOSAL

Data Retention Schedule

<b>Finance</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Annual Accounts</b>	No		Current year + 6 years	STANDARD DISPOSAL
<b>Loans and grants managed by the school</b>	No		Date of last payment on the loan + 12 years, then review	SECURE DISPOSAL
<b>All records relating to the creation and management of budgets, including the Annual Budget statement and background papers</b>	No		Life of the budget + 3 years	SECURE DISPOSAL
<b>Invoices, receipts, order books and requisitions, delivery notes</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>Records relating to collection and banking of monies</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>Records relating to the identification and collection of debt</b>	No		Final payment of debt + 6 years	SECURE DISPOSAL
<b>Pupil Premium fund records</b>	Yes		Date pupil leaves + 6 years	SECURE DISPOSAL
<b>Records relating to financial management e.g. SFVS</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Cheque books</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Paying in books</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Ledger</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Invoices</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School fund – Receipts</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Bank statements</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>School Fund – Journey books</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>All records relating to the management of contracts under seal</b>	No	<i>Limitation Act 1980</i>	Last payment on the contract + 12 years	SECURE DISPOSAL
<b>All records relating to the management of contracts under signature</b>	No	<i>Limitation Act 1980</i>	Last payment on the contract + 6 years	SECURE DISPOSAL
<b>Records relating to the monitoring of contracts</b>	No		Life of contract + 6 years or 12 years	SECURE DISPOSAL
<b>Employer's Liability Insurance certificate</b>	No		Closure of the school + 40 years	SECURE DISPOSAL
<b>Inventories of furniture and equipment</b>	No		current year + 6 years	SECURE DISPOSAL
<b>Burglary, theft and vandalism report forms</b>	No		Current year + 6 years	SECURE DISPOSAL

Data Retention Schedule

<b>Finance cont'd</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
<b>Title deeds of properties belonging to the school</b>	No		PERMANENT	
<b>Plans of property belonging to the school</b>	No		Retained whilst the building belongs to the school and passed on to new owner if the building is leased or sold	
<b>Leases of property leased by or to the school</b>	No		Expiry of lease + 6 years	SECURE DISPOSAL
<b>Records relating to the letting of school premises</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>All records relating to the maintenance of the school carried out by contractors</b>	No		Retained whilst building belongs to the school and should be passed on to any new owners if the building is leased or sold (PFI controlled)	SECURE DISPOSAL
<b>All records relating to the maintenance of the school carried out by school employees, including log books</b>	No		Retained whilst building belongs to the school and should be passed on to any new owners if the building is leased or sold (PFI controlled)	SECURE DISPOSAL