

# Seascape Primary School Data Retention Policy



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## **1. The purpose of the retention Policy**

**The retention policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.**

**Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.**

**The retention schedule refers to all information, regardless of the media in which they are stored.**

**The retention periods should be communicated with data subjects when requesting data.**

## **2. What to do with records once they have reached the end of their administrative life**

### **2a Destruction of records**

**Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal.**

### **2b Transfer of records to the Archives**

**Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.**

### **2c Transfer of information to other media**

**Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.**

<b>1. Governors</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Minutes			
Principal set (signed)		Permanent	Retain in school for 6 years from date of meeting Agendas
Inspection copies		Date of meeting + 3 years	DESTROY (If minutes contain any sensitive information they should be shredded)
Agendas		Date of meeting	DESTROY
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school while school is open
Trusts & endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	DESTROY
Policy Documents		Expiry of the policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaint File		Date of resolution of complaint + 6 years	6 years Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints Reports
Reports required for the Dept. for Education & Skills		Date of report + 10 years	

<b>2. Management</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Log books		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry.
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	DESTROY
Professional development plans		6 years	DESTROY

School Development Plans		<b>6 years</b>	<b>Review</b>
Proof of address supplied by parents as part of admissions process		<b>Current year + 1 year</b>	<b>DESTROY</b>
Minutes of the SLT and other internal administrative bodies		<b>Date of meeting + 5 years</b>	<b>Retain in school for 5 years from the date of the meeting</b>
Reports made by the head teacher or the management team		<b>Date of the report + 3 years</b>	<b>Retain in the school for 3 years from the meeting</b>
Records created by head teachers, deputy head teachers or the management team		<b>Closure of file + 6 years</b>	<b>DESTROY</b>
Admissions if the admission is successful		<b>Admission + 1 year</b>	<b>DESTROY</b>
Admissions if the appeal is unsuccessful		<b>Resolution of case + 1 year</b>	<b>DESTROY</b>

<b>3. Pupils</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Admissions Registers		Date of last entry +6 years	Retain in the school for 6 years from the date of the last entry.
Attendance Records		Current year +3 years	DESTROY
School meal & Free School meal registers (Ever 6)		Current year +6 years	DESTROY
Pupil record cards		DOB + 25 years	DESTROY
Pupil files		DOB +25 years	DESTROY
SEND files		DOB of pupil + 52 years (files pass to Secondary education)	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY
SATS results		Year of test + 6 years	DESTROY
Any other pupil record created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
ECHP maintained under the Education Act 1996 SECT 324	SEN & Disability Act	DOB + 30 years	Destroy unless legal action pending.
Proposed ECHP or amended ECHP	SEN & Disability Act	DOB +30 years	Destroy unless legal action pending.
Advice and information to parents regarding educational needs .	SEN & Disability Act	12 years	Destroy unless legal action pending.
Accessibility Strategy	SEN & Disability Act	12 years	Destroy unless legal action pending.

Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	DESTROY
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	DESTROY
Records created by schools to obtain approval to run an Educational visit outside the classroom – Primary schools	3 Part supplement to Health & Safety of Pupils on Education visits (HASPEV) (1998)	Date of visit + 14 years	

**Pupil files for Primary aged children should be retained for the time the pupil remains at the Primary School – Transfer all records to Secondary School or transferring school when the child leaves the school. In the case of exclusion, it may be appropriate to transfer files to the pupil referral Unit.**

<b>4. curriculum</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Curriculum Development		Current year +6 years	DESTROY
Curriculum returns		Current year +3 years	DESTROY
School syllabus		Current year +1 years	Review and if needed allocate a new retention period or DESTROY
Scheme of work		Current year +1 years	Review and if needed allocate a new retention period or DESTROY
Timetable		Current year + 1 years	Review and if needed allocate a new retention period or DESTROY
Record of homework set		Current year +1 years	Review and if needed allocate a new retention period or DESTROY
Pupils work		Current year + 1 years	
Class record books		Current year +1 years	DESTROY
SATS records – Examination Papers and results		Current year + 6 years	DESTROY
PAN reports		Current year + 6 years	DESTROY
Value added & contextual Data		Current year + 6 years	DESTROY
SEF forms		Current year + 6 years	DESTROY

<b>5. Personnel</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>

Time sheets – Sick pay		Current year + 6 years	DESTROY
Staff personnel files		Termination + 6 years	DESTROY
Interview notes & recruitment records		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months	DESTROY
Proof of identity checks collected as part of checking enhanced DBS		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 placed on the member of staffs personal file	When no longer needed DESTROY
Staff training records		Current year + 2 years	DESTROY
Training completion such as certificates, awards, exam results		Last Action + 7 years	DESTROY
Disciplinary proceedings:			DESTROY
• Oral warning		Current year + 6 months	DESTROY
• Written warning – level one		Current year + 6 months	DESTROY
• Written warning – level two		Current year + 12 months	DESTROY
• Final warning		Current year + 18 months	DESTROY
• Case not found			Immediate disposal - DESTROY
Records relating to accidents/injury at work		Current year + 12 years	Review at the end of the period. In the case of serious accidents a further retention period will need to be applied.
Annual appraisal/assessments		Current year + 5 years	DESTROY
Maternity pay records	Statutory Maternity pay Regulations	Current year + 3 years	DESTROY
Records held under Retirement Benefits Scheme (information powers) Regulations 1995		Current year + 6 years	DESTROY

<b>6. Health &amp; Safety</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Accessibility plans	Disability Discrimination Act	Current year + 6 years	DESTROY
Accident reporting	Social Security Regulations		
• Adults		Current year + 3 years	DESTROY
• Children		DOB + 25 years	DESTROY
COSHH		Current year + 10 years	Review

Incidents		Current year + 20 years	DESTROY
Policy Statements		Current year + 1 years	DESTROY
Risk Assessments		Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with ASBESTOS		Last action + 40 years	DESTROY

<b>7. Administrative</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Employers Liability Certificate			Destroy once the school has closed
School brochure/prospectus			
Newsletters, Ephemera			Review to whether a further retention period is required
Visitors book			Review to see whether a further retention period is required
Inventories of equipment & furniture		Current + 6 years	DESTROY

<b>8. Finance</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Annual Accounts	Financial regulations	Current year + 6 years	
Loans & Grants	Financial regulations	Date of last payment on loan + 12 years	Review to see if a further retention period is required
Contracts		Contract completion date + 6 years	DESTROY
Copy orders		Current year + 2 years	DESTROY
Budget reports, budget monitoring etc.		Current year + 3 years	DESTROY
Invoice, receipts and other records covered by the financial regulations	Financial regulations	Current year + 6 years	DESTROY
Annual Budget & Background papers		Current year + 6 years	DESTROY
Order books & requisitions		Current Year + 6 years	DESTROY
Delivery docs		Current year + 6 years	DESTROY
Debtors records	Limitation Act	Current year + 6 years	DESTROY
School fund – Cheque Book		Current year + 3 years	DESTROY
School fund – Paying in book		Current year + 6 years	DESTROY

School fund ledger		Current year + 6 years	DESTROY
School fund invoices		Current year + 6 years	DESTROY
School fund Receipts		Current year + 6 years	DESTROY
School fund bank statements		Current year + 6 years	DESTROY
Applications for free school meals, travel, uniforms etc.		Whilst child at school	DESTROY
Student Grant applications		Current year + 3 years	DESTROY
Free school meals register	Financial regulations	Current year + 6 years	DESTROY
Petty Cash books	Financial regulations	Current year + 6 years	DESTROY

<b>9. Property</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then DESTROY
Maintenance and contractors	Financial Regulations	Current year +6 years	DESTROY
Leases		Expiry of lease + 6 years	DESTROY
Lettings		Current year + 3 years	DESTROY
Maintenance log books		Last entry + 10 years	DESTROY
Contractors reports		Current + 6 years	DESTROY
Burglary theft and vandalism report forms		Current year + 6 years	DESTROY
Risk assessments		Current + 3 years	DESTROY

<b>10. DFES</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	DESTROY
Circulars from DFES		Whilst operationally required	Review to see whether a further retention period is required.



<b>11. Insurances</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Insurance policies – Employers Liability	Employers Liability Financial Regulations	Minimum 6 years maximum 40 years depending on the policy	DESTROY
Claims made against insurance policies – damage to property		Case concluded + 3 years	DESTROY
Claims made against insurance policies – personal injury		Case concluded + 6 years	DESTROY

<b>12: Child Protection</b>			
<b>Basic file Type</b>	<b>Statutory Provisions</b>	<b>Retention period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
Child protection files	Education ACT 2002 s175 related guidance “safeguarding Children in Education” September 2004	DOB + 25 years	DESTROY
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Employment practices code Supplementary guidance 2.13.1 (records of Disciplinary and Grievance) Education Act 2002 guidance “dealing with allegations of abuse against Teachers and other staff November 2005	Until the persons normal retirement age, or 10 years from the date of the allegation whichever is longer	DESTROY