



Records Management Policy Version 4.0

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<p>Name of Responsible Committee/Individual:</p>	<p>Audit & Risk Committee</p>
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<p>Target Audience:</p>	<p>All staff, students, parents, volunteers</p>
<p>Related Documents:</p>	<p>Data Protection Policy ICT Acceptable Usage Policy</p>

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Policy Statement

To make great schools and happier, stronger communities so that people have better lives.

We do this by advancing high-quality inclusive education that values all young people equally, through:

- Ensuring all schools in the TEAL family are successful and all our young people thrive.
- Developing the next generation of great teachers and leaders.
- Connecting with civic leaders and influencing the system so that it becomes fairer and more inclusive, sustainable and ethical.

We will always

- Do what is right
- Stand shoulder to shoulder
- Focus on quality in everything we do

Purpose and Scope

The Education Alliance recognises records management as a core corporate function that supports the effective management of the Trust. A records management programme ensures that authoritative evidence of our work is created, captured, managed and made accessible within the scope of our information governance policy framework. This allows for improved accountability, transparency, continuity, decision-making, and better compliance with relevant legislation and regulations, as well as protecting the rights and interests of ourselves and our pupils.

A record is defined as information created, received and maintained as evidence and as an asset by the school in pursuit of legal obligations or in the transaction of business. Records are retained as evidence for a set period determined by legal, regulatory and functional requirements.

The Records Management policy and retention schedule applies to all records created, received or maintained by the Trust in the course of carrying out its functions, regardless of whether it is in paper or electronic format.

This policy applies to all employees, governors or Trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the school. It should be read alongside the other policies within our information governance policy framework, including the Data Protection policy, Information Security policy and Acceptable Use policies.

Roles and Responsibilities

Overall responsibility for ensuring that the school meets the statutory requirements of any legislation lies with the Board of Trustees. The following roles have day to day responsibility for records management compliance and provide the necessary assurance to the Board.

The **Audit & Risk Committee** is responsible for approving this policy and The Education Alliance is the data controller as defined by data protection legislation.

The **CEO** and **Deputy CEO (Schools)** are responsible for ensuring that staff and others adhere to this policy and that all staff are aware of the Expectations and Code of Practice.

The **Executive Team** are responsible for ensuring the records management function is adequately resourced and supported.

Local Governing Bodies should ensure this policy is applied fairly and consistently within their schools, monitoring the effectiveness of this policy.

School Senior Leadership Teams hold responsibility for ensuring that the school sites they have responsibility for have processes and procedures in place which comply with this policy.

All **staff**, including **governors** or **Trustees, contractors, agents and representatives, volunteers** and **temporary staff** working for, or on behalf of TEAL are responsible for managing records consistently in accordance with this policy. They must keep complete and accurate records which adequately document their work.

Records Management

We have a robust programme in place for managing our records throughout their lifecycle. This includes using methods such as version control and file plans to ensure that records can be easily searched and accessed in the event of an information request.

Information Asset Register (IAR)

In accordance with Article 30 of UK GDPR, we have in place an Information Asset Register (IAR) which maintains a record of our processing activities. The IAR documents exactly what records we hold, where they are stored, who has access to the information and the retention periods in place. This is reviewed, at least annually, to ensure it remains accurate.

Email management

We have a process in place to ensure that emails are also managed in line with this policy and our retention schedule. Emails discussing school business or reflecting significant actions or decisions concerning school business will not be stored in personal email inboxes but will be removed and stored securely in the appropriate filing system.

Personal email inboxes are regularly reviewed by staff to ensure any unnecessary emails are deleted.

Pupil Records

Schools are under a duty to maintain a record for each pupil which serves as the core record of an individual's progress through the education system and should accompany them throughout their school career. The information within the pupil record must be easy to find, accurately and objectively recorded, and expressed in a professional manner.

Pupil records are held electronically within our management information system (MIS). Some information, not forming part of the core record, will be held outside the MIS in either electronic or paper format. This includes information which has shorter retention periods such as attendance registers, consent forms, medical forms, accident forms, absence notes and pupil work.

Safeguarding files

Records relating to pupils involved with child protection or safeguarding are held securely in a designated system accessible to the Designated Safeguarding Leads (DSLs). This is stored separately to the core pupil record to ensure confidentiality and restricted accessibility.

Staff Records

Records relating to the school workforce will be held securely, either electronically or in paper format, with appropriate measures in place to ensure accessibility is restricted.

Storage and Security

All records, especially where containing personal data, will be stored securely to maintain confidentiality, whilst also keeping information accessible to those authorised to see it. Electronic records will have appropriate security and access controls in place, and systems will have robust audit functions in place wherever possible.

Paper records will be stored in secure, lockable storage areas with restricted access.

When sharing or transferring records containing personal information, we will ensure appropriate transmission security controls are in place.

Retention and Disposal

Retention is the period a record is kept for after it stops being actively used, but before it is destroyed. Retention is a vital part of records management as it allows organisations to retain records only for as long as needed, and discourages records being kept for long periods 'just in case'.

The retention period for particular types of records is determined by legal, regulatory or functional requirements. We have implemented a Retention Schedule which sets out our specified retention periods (Appendix One).

We will ensure that any records containing personal or confidential information are disposed of appropriately and securely when they have reached the end of their retention period, in line with our retention schedule.

Records held in databases or electronic management systems with the functionality for automatic destruction of records after a specified period of time will be used wherever possible. A review of the records will be carried out prior to destruction, where practical.

Where automatic disposal is not in place, for example for paper records, we will carry out a manual review, at least annually, to ensure they are deleted in line with retention guidelines.

The disposal of all information is documented to ensure that we maintain a record of when it has been deleted and by whom. This allows us to evidence that a record no longer exists, or has been transferred to another institution, in the event of a subject access or Freedom of Information request being received. Disposal will be cross-cut shredding either internally or by an external company.

Training

Since all employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy. We will ensure that staff are appropriately trained or experienced and that they understand the need for effective record keeping.

When we introduce new technology or ICT systems we ensure that users are appropriately trained to use these systems and can manage records within them effectively.

Version Control		
Version	Date	Notes or amendments
1.0	01/09/2019	Initial draft
1.1	10/10/2021	Policy ratified and published
2.0	01/09/2022	Policy reviewed and passed for publication
3.0	01/09/2023	Policy updated and passed for review
3.1	21/10/2023	Policy ratified and passed for publication
3.2	Spring 2024	Policy updated with retention information
4.0	Summer 2025	Policy amended in line with DPO model policy and incorporation of retention schedule.
4.0	Summer 2025	Policy ratified and passed for publication

Appendix One – Retention Schedule

Ref.	Description	Retention Period	Statutory Provisions	Action at end of record life
1	Management of Governance			
1.1	Instruments of Government, including Articles of Association	Life of the School		Offer to local archives when school closes, otherwise Destruction
1.2	Candidates recruitment/selection/appointment documents	Date of appointment + 6 months		Secure Destruction
1.3	Appointment records for co-opted Governors	Decision to be recorded in minutes. Records to be kept for length of term, unless allegations where records should be retained for 25 years.		Secure Destruction
1.4	Election records for Chair and Vice Chair	Once decision is minuted records to be destroyed.		Secure Destruction
1.5	Scheme of delegation and terms of reference for committees	Until superseded		Offer to local archives, otherwise Destruction
1.6	Meetings schedule	Current Year		Destruction
1.7	Principal copies of Agendas and Minutes (to be stored together)	Principal set (signed) – date of meeting + 10 years. Inspection copies – date of meeting + 10 years		Offer to local archives when school closes, otherwise Destruction
1.8	Additional copies of Agendas	Date of meeting		Destruction
1.9.	Reports presented at Trustee/Governor's meeting, referred to in Minutes	10 Years		Offer to local archives, otherwise Destruction
1.10.	Attendance Register for Board of Trustee Meetings	Last meeting + 6 years		Secure Destruction
1.11	Governor Link Meeting records	Date of visit + 6 years		Secure Destruction

1.12	Annual reports, required by Department of Education	Date of report + 10 years	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Secure Destruction
1.13	Records relating to conversion to Academy status	Life of the School		Offer to local archives when school closes, otherwise Destruction
1.14	Records of complaints made to, and investigated by Board of Trustee/ Local Governing Body or Headteacher	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 Destruction
1.15	Correspondence sent and received by Trust Board / Local Governing Body or Headteacher	Current year + 3 years		Secure Destruction
1.16	Action plans by Board of Trustees/Governing Body and Policy documents	Until superseded. If policies relate to child protection, safeguarding or exclusions etc, until IICSA has issued any recommendations		Secure Destruction
1.17	Strategic review	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 Destruction
2	Governor/Trustee Management			

2.1	Appointment records for clerk to Governing Body	Until appointment ceases + 6 years		Secure Destruction
2.2	Appointment records for length served and evidence of appointment	Until appointment ceases + 6 years		Secure Destruction
2.3	Governor declaration against disqualification criteria	Until appointment ceases + 6 years		Secure Destruction
2.4	Register of business interests	Until appointment ceases + 6 years		Secure Destruction
2.5	Trustee/ Governors Code of Conduct	A copy of each version should be kept for the life of the school		Destruction
2.6	Training records for Trustees/Governors	Until appointment ceases + 6 years		Secure Destruction
2.7	Induction programme for new Trustees/Governors	Until appointment ceases + 6 years		Secure Destruction
2.8	DBS checks carried out on any member of the Board of Trustees/Local Governing Body	Date of check + 6 months		Secure Destruction
2.9	Personnel files	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years		Secure Destruction
2.10.	Trusts and endowments managed by the governing body	Life of the trust or endowment + 6 years		Secure Destruction
2.11	Register of Trustees	Date director resigns + 10 years.		Secure Destruction
2.12	Register of members	Date member resigns + 10 years.		Secure Destruction
2.13	Register of trustees interests	Date trustee resigns + 10 years		Secure Destruction
2.14	Declaration of interests statements [governors] [this is not a statutory register]	Date governor resigns + 10 years.		Secure Destruction
3	Headteacher and Senior Management Team			
3.1	Senior Management Team meeting Minutes, and other minutes of internal admin bodies	Date of meeting + 3 years		Secure Destruction
3.2	Reports by Headteacher or Management Team	Date of report + 3 years		Secure Destruction

3.3	Records created by Headteacher, or any other member of staff with administrative responsibilities which do not fall under any other category	Current academic year + 3 years then REVIEW.		Secure Destruction
3.4	Correspondence created by Headteacher or any other member of staff with administrative responsibilities	Current year + 3 years		Secure Destruction
3.5	Professional development plans	Life of the plan or plan superseded + 6 years.		Secure Destruction
3.6	School development plans	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained.		Secure Destruction
4	Operational Administration			
4.1	General files, not relating to any other category	Current year + 5 years		Secure Destruction
4.2	School prospectus and any related records	Current year + 3 years. Schools should consider archiving one copy for historical reasons.		Offer to local archives, otherwise Destruction
4.3	School circulars and any related records	Current year + 1 year		Destruction
4.4	School privacy notice communicated to parents	Until suspended + 6 years		Destruction
4.5	Consent relating to GDPR compliance ie consent for mailings	Until pupil leaves		Secure Destruction
4.6	Newsletter etc	Current year + 1 year		Offer to local archives, otherwise Destruction
4.7	Visitor management system ie signing in sheets	Academic Year + 1 year [Schools may decide to archive one copy].		Secure Destruction
4.8	Walking bus registers	Date of register + 6 years		Secure Destruction
5	Recruitment			

5.1	Appointment records for all posts	Unsuccessful applications: Date of appointment + 12 months Successful: Add to personnel file for length of employment + 6 years Negligence or abuse claims: minimum 15 years		Secure Destruction
5.2	Unsuccessful candidate for appointments of staff/governor position	Date of appointment of successful candidate + 12 months		Secure Destruction
5.3	Pre-employment checks and vetting of successful candidates, DBS check confirmations	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 certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken. NOTE: Academies are bound by the legislation that applies to independent schools NOT maintained schools.	DBS Update Service Employer Guide June 2025; Keeping Children Safe in Education. 2025 (Statutory Guidance from DoE) Sections 73, 74	Secure Destruction
5.4	Pre-employment checks and vetting of successful candidates, Evidence to work in UK	Length of appointment + 2 years	An Employer's Guide to Right to Work Checks [Home Office, May 2015]	Secure Destruction
5.5	Portable Enhanced DBS disclosure proof of identity check	Retained on personnel file		Secure Destruction

6	Operational Staff Management			
6.1	Staff personnel file	Termination of employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete.	Limitation Act 1980 (Section 2)	Secure Destruction
6.2	Appraisal/assessment records	Current year + 3 years.		Secure Destruction
6.3	Payroll information for the purpose of statutory sick pay	If sick pay is not paid: current year + 3 years Paid: current year + 6 years		Secure Destruction
6.4	Staff training - not relating to children ie first aid	Held on personnel records - if not length of employment + 6 years		Secure Destruction
6.5	Staff training - relating to children ie safeguarding	Date of training + 40 years		Secure Destruction
7	Disciplinary and Grievance Processes			
7.1	Records relating to any allegation of a child protection nature against staff member	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW. The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.	"Keeping children safe in education Statutory guidance for schools and colleges September 2025"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2024"	Secure Destruction

7.2	Disciplinary proceedings Oral warning	<p>Date of warning + 6 months</p> <p>NOTE: 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 ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and 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>	Secure Destruction
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7.3	Disciplinary proceedings Written warning – level 1	<p>Date of warning + 6 months</p> <p>If warnings are placed on personal files, then they must be weeded from the file.</p> <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 ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and 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.</p> <p>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>	Secure Destruction
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7.4	Disciplinary proceedings Written warning – level 2	<p>Date of warning + 12 months</p> <p>If warnings are placed on personal files, then they must be weeded from the file.</p> <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 ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and 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.</p> <p>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>	Secure Destruction
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7.5	Disciplinary proceedings Final warning	<p>Date of warning + 18 months</p> <p>If warnings are placed on personal files, then they must be weeded from the file.</p> <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 ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and 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.</p> <p>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>		Secure Destruction
8	Payroll and Pensions			
8.1	Absence record	Current year + 3 years		Secure Destruction

8.2	Bonus Sheets	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.3	Car allowance claims	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.4	Car mileage output	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.5	Income tax form P60	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.6	Insurance	Date the policy expires + 6 years except public liability insurance - day of issue + 40 years.	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.7.	Maternity Payment	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Secure Destruction
8.8.	National Insurance schedule of payments	Current year + 6 years	Taxes Management Act 1970 Income and	Secure Destruction

			Corporation Taxes 1998	
8.9	Overtime	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.10	Part time fee claims	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.11	Payroll awards	Current year + 6 years		
8.12	Payroll - weekly or monthly	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.13	Payroll reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.14	Copies of payslips	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.15	Pension payroll	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.16	Personal bank details	Length of employment + 6 years, If details are superseded: old details until 3 years after change		Secure Destruction

8.17	Sickness records	Current year + 3 years		Secure Destruction
8.18	Superannuation adjustments and reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.19	Tax forms P6/P11/P11D/P35/P45/P46/P48	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.20.	Time sheets	Current year + 3 years		Secure Destruction
9	Health and Safety			
9.1	Health and Safety policy statements	Life of policy + 3 years		Secure Destruction
9.2	Health and Safety risk assessments	Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred.		Secure Destruction
9.3	Accident reports for both under and over 18's	<p>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.</p> <p>The incident reporting form may be retained as below. Do not keep completed entries in the book. They must be removed and kept in a locked location.</p>	<p>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments)</p>	Secure Destruction

			Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628 Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically	
9.4	RIDDOR reportable accidents	Date of incident + 3 years, all records to be held in personnel file	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Secure Destruction
9.5	Control of Substance Hazardous to Health (COSHH)	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.	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and	Secure Destruction

			1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	
9.6	Monitoring of asbestos contact		Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Secure Destruction
9.7	Monitoring of radiation contact, including dose assessment and recording	Date of examination + 2 years	The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11 As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	Secure Destruction
9.8	Fire Precautions log books	Current year + 3 years		Secure Destruction
9.9	Health and Safety file - showing current state of building, including all alterations	To be passed on to new owner on sale or transfer of the property		Secure Destruction
9.10.	Fire risk assessments	Life of the risk assessment + 3 years.		Secure Destruction

9.11	Incident reports	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 Destruction
9.12	Records relating to accident/injury at work	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 Destruction
10	Risk Management and Insurance			
10.1	Employer's Liability Insurance Certificate - can be kept electronically	<p>Year of issue + 40 years. Pass to the local authority if the school closes.</p> <p>Also detailed notes - 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>		Secure Destruction
11	Asset Management			
11.1	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 Destruction
11.2	Burglary, theft and vandalism report forms	Current year + 6 years		Secure Destruction
12	Accounts and Statements - includes budget management			
12.1	Annual accounts	Current year + 6 years		Destruction

12.2	Loans and grants managed by school	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 Destruction
12.3	Records relating to creation and management of budgets	Life of the budget + 3 years		Secure Destruction
12.4	Invoices, receipts, order books, requisitions, delivery notices	Current year + 6 years		Secure Destruction
12.5	Records for the collection and banking of monies	Current year + 6 years		Secure Destruction
12.6	Records for the identification and collection of debts	Final payment of debt + 6 years.		Secure Destruction
13	Pupil Finance			
13.1	Student grant applications	Current year + 3 years		Secure Destruction
13.2	Pupil Premium Fund records	Date pupil leaves provision + 6 years		Secure Destruction
13.2	Biometric data and records	Date pupil leaves for Biometric data and date pupil leaves provision + 6 years for transaction history		Secure Destruction
14	Contract Management			
14.1	Records for the management of contract under signature	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer.	Limitation Act 1990	Secure Destruction
14.2	Records for the monitoring of contracts	End of the contract or until the final payment has been made whichever is the longer.		Secure Destruction
15	School Funding and Finance			
15.1	Cheque books , paying in books, ledger, invoices, receipts, bank statements and Journey books	Current year + 6 years Current financial year + 1 Year - Cheque books only		Secure Destruction

15.2	Borrowing powers	Until superseded + 6 years		Secure Destruction
15.3	Audit committee and appointment of responsible officers	As long as necessary.		Secure Destruction
15.4	Funding agreement – termination of the funding agreement	Date of last payment of funding + 6 years NOTE: Either party may give not less than 7 financial years written notice 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.		Secure Destruction
15.5	Funding records	Date of last payment of funding + 6 years NOTE: Funding agreement 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].		Secure Destruction
16	School Meals Management			
16.1	Free school meal registers, which is used for the basis for funding	Current financial year + 3 years.		Secure Destruction
16.2	School meals registers and summary sheets	Current year + 3 years		Secure Destruction
17	Property Management			
17.1	Title deeds for the school	Held with school unless registered with Land Registry		
17.2	Plans of the property that belongs to the school	To be passed on to new owner on sale or transfer of the property		
17.3	Leases of property either to or from the school	Expiry of lease + 6 years		Secure Destruction
17.4	Records of letting of the school premises	Current year + 6 years		Secure Destruction

17.5	Business continuity and disaster recovery plans	These are dynamic documents which should be kept up to date.		
18	Maintenance			
18.1	All records relating to the maintenance of the school carried out by contractors	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.		Secure Destruction
18.2	All records relating to the maintenance of the school carried out by school employees, including maintenance logbooks	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file.		Secure Destruction
19	Admissions Process			
19.1	Records relating to creation and implementation of school admissions policy	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years.	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels March 2022	Secure Destruction
19.2	Successful admissions	Date of admission + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies,	Secure Destruction

			local authorities, school adjudicators and admission appeals panels March 2022	
19.3	Unsuccessful admissions, and appeals	Resolution of case + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels March 2022	Secure Destruction
19.4	Register of Admissions	Date of entry made + 3 years	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels March 2022	Offer to local archives, otherwise Destruction
19.5	Secondary school casual admissions	Current year + 1 year		Secure Destruction

19.6	Proof of address provided for admissions process	Current year + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels March 2022.	Secure Destruction
19.7	Additional information provided as part of admissions process e.g. religion, medical conditions	Successful admissions: added to pupil file Unsuccessful admissions: until resolution of appeals process	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels March 2022	Secure Destruction
20	Pupil's Educational Record			
20.1	Educational Records of Pupils	Primary: record to follow child ie to another school or secondary school Secondary: Date of birth of pupil + 25 years		Secure Destruction
20.2	Examination Results	Added to pupil file. Any uncollected certificates should be returned to examination boards if contact attempts have failed.		

20.3	Child protection information on pupil file	<p>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.</p> <p>This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.</p>	<p>“Keeping children safe in education Statutory guidance for schools and colleges 2025”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2025”</p>	Secure Destruction
20.4	Child protection information in separate files	<p>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.</p> <p>This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.</p>	<p>“Keeping children safe in education Statutory guidance for schools and colleges 2025”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2025”</p>	Secure Destruction
21	Pupil's Attendance			

21.1	Attendance Registers	Each entry on the register to be kept for date of entry + 6 years	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities May 2022	Secure Destruction
21.2	Absence correspondence, either authorised or unauthorised	Academic year + 2 years	Education Act 1996 Section 7	Secure Destruction
21.3	Special Educational Needs files, reviews, Education, Health and Care Plan, including advice or information provided to parents - EHCP plan is valid until pupil is 25 years old.	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	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Secure Destruction
21.4	Advice and information provided to parents regarding educational needs	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 Destruction
22	Statistics and Management Information			
22.1	School's copy of exam results	Current year + 6 years		Secure Destruction
22.2	SATs Records and Exam papers	Results to be recorded on pupil's education file. The school can keep a composite record of all year's SATs results, can be kept for current year + 6 years. Exam papers to be kept until any appeals are completed.		Secure Destruction
22.3	Published Admission Number (PAN) reports	Current year + 6 years		Secure Destruction

22.4	Value added contextual data	Current year + 6 years		Secure Destruction
22.5	Self-Evaluation forms, internal and external moderation	Internal: Current year + 1 year External: Until superseded		Secure Destruction
23	Implementation of Curriculum			
23.1	Schemes of work, timetable, class record books, mark books, record of homework set	Current year + 1 year		Secure Destruction
23.2	Pupil's work	Where possible return work to pupil, otherwise current year + 1 year		Secure Destruction
24	School Trips			
24.1	Parental consent slips - no major incident occurred	Conclusion of the trip. NOTE: One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.		Secure Destruction
24.2	Parental consent slips - major incident occurred. Slips to be retained to show that rules had been followed.	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.	Limitation Act 1980 (Section 2)	Secure Destruction

24.3	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary schools	Date of visit +15 years.		Secure Destruction
24.4	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools	Date of visit +15 years.		Secure Destruction
25.5	Records relating to residential trips	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 Destruction
25	School Support Organisations			
25.1	Reports for external agencies, report also held by the external agency	While child is attending school and then dispose		Secure Destruction
25.2	Referral forms	To be held whilst referral is current		Secure Destruction
25.3	Contact data sheets and database entries	Current year, and then review for replacement or Destruction		Secure Destruction
25.4	Group registers	Current year + 2 years		Secure Destruction
26	Parent Teacher Associations and Old Pupils Associations			
26.1	Records relating to the creation of, and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years		Secure Destruction
27	Yorkshire Wolds Teacher Training			
27.1	Trainee files	Date of commencement of course + 10 years		Secure Destruction
27.2	Unsuccessful applications	Date of commencement of course + 1 year		Secure Destruction
28	Policies, frameworks and overarching requirements			
28.1	Data Protection Policy, including data protection notification	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 Destruction

28.2	Complaints Policy	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 Destruction
28.3	Risk and Control Framework	Life of the framework or framework superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained		Secure Destruction
28.4	Rules and bylaws	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 Destruction
28.5	Equality Information and Objectives (public sector equality duty) Statement for publication	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		

Note where the IICSA is involved in any case, the school should retain records in line with the investigation, and the IICSA's requirements overrule any retention schedules. Schools can only destroy files due for deletion when investigation is closed, as instructed by the IICSA.