



Alexandra

Primary School

Aspire, Perform, Succeed

Records Retention Schedule

May 2018

Alexandra Primary School recognises that by efficiently managing its records, it will be able to comply with legal and regulatory obligations and to contribute to the effective overall management of the school.

Rationale

Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability.

The purpose of retention guidelines

Schools are required to maintain a retention schedule listing the records which the school creates in the course of its business. The Schedule sets out 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 the current record keeping system using the retention schedule and to take account of different kinds of retention periods when new record keeping systems are created.

The retention schedule refers to records regardless of the media in which they are stored.

Benefits of a retention schedule

Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection Act 1998 and the Freedom of Information Act 2000. (Members of staff should be aware that once a **Subject Access request or Freedom of Information request** is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.)

Staff can be confident about safe disposal of information at the appropriate time.

Information which is subject to Freedom of information and Data Protection legislation will be available when required.

The school is not maintaining and storing information unnecessarily.

Maintaining and amending the retention schedule

This Retention schedule should be reviewed and amended to include any new records created and remove obsolete records.

Some of the retention periods are governed by statute. Others are based on guidelines following best practice. We make every effort to comply with the requirements of the Data Protection Act 1998 and Freedom of Information Act 2000.

Managing records using the retention guidelines will be deemed to be 'normal processing' under the legislation previously mentioned. If records are to be kept for longer or shorter periods than set out in this document the reasons for this need to be documented.

This schedule will be reviewed on a regular basis.

PUPIL RECORDS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Admission Registers	6 years	Date of last entry in the book +	Archive	Common Practice	Yes	
Attendance registers	3 years	Last entry in the register	Secure disposal / destroy	School Attendance – departmental advice for school and LAs (Oct14)	Yes	Every entry in the attendance register must be preserved for a period of 3 yrs aft the date on which the entry was made.
Letters authorising absence	2 years	Date of absence	Secure disposal / destroy	Common Practice / Edn. Act 1996 Section 7		
Pupil Files	Retain whilst the child remains at the school	Date pupil changes school	Follow the child to new school	The Education (Pupil Information) Regulations	Yes	
SEND records relating to individual support provided by the school – files, reviews, IEPs etc	Retain whilst the child remains at the school	Date pupil changes school	Follow the child to new school	Common Practice	Yes	Secondary schools retain until child is 25yrs old (d.o.b. + 25yrs) This is a minimum period – some Las keep the information for longer periods to defend themselves in failure to provide sufficient education cases. Need to make a judgement.
Statement, EHCPs and any amendments	Retain whilst child remains at the school	Date pupil changes school	Follow the child to new school	Education Act. SEND Act	Yes	Would normally be in the pupil file. (d.o.b. + 25yrs)
Advice / information issued by the school to parents regarding educational needs for individual pupils	Retain whilst child remains at the school	Date pupil changes school	Follow the child to new school		Yes	Would normally be retained on the pupil file (d.o.b. + 25yrs)

PUPIL RECORDS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Public exam / test results eg SATS	Individual pupil results should be on the pupil files	Date pupil changes school	Follow the child to new school	Common Practice	Yes	School to keep a composite record of all the whole year SATs results-current + 6yrs to allow suitable comparison
Examination papers	Kept until any appeals / validation process is complete		Secure disposal	Common Practice	Yes	
Internal school exam / test results	5 years	Date of tests	Secure disposal/destroy	Common Practice		
Child Protection files	Retain whilst child remains at the school	Date pupil changes school	Transfer to new school (separate cover to new school).			Where a child is removed from roll to be educated at home the file should be copied to the LA
Parental permission slips for school trips where there has not been a major incident	No retention period	Conclusion of the trip	Destroy		Yes	
Parental permission slips for school trips where there has been a major incident	d.o.b + 25yrs	D.o.b of child	Review then secure disposal		Yes	Slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils

PUPIL RECORDS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Records created to obtain approval to run an Educational Visit outside the classroom where there has not been and major incident	14years	Date of visit	Secure disposal / Destroy		No	Records might include risk assessments
Records created to obtain approval to run an Educational Visit outside the classroom where there has been and major incident	D.o.b + 25 years for the pupils involved in the incident	Pupils date of birth	Secure disposal / destroy		No	Records might include risk assessments

CURRICULUM						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Curriculum development	6 years	Current year	Destroy	Common Practice	No	
Curriculum returns	3 years	Current year	Destroy	Common Practice	No	
School syllabus	1 year	Current year	Review then destroy	Common Practice	No	
Schemes of work	1 year	End of calendar year that the record was created in	Review with view to destroy	Common practice	No	
Timetables	1 year	End of calendar year that the record was created in	Destroy	Common practice	No	
Class record books	1 year	End of calendar year that the record was created in	Destroy	Common practice	No	
Mark books	1 year	End of calendar year that the record was created in	Destroy	Common practice	No	
Records of homework set	1 year	End of calendar year that the record was created in	Destroy	Common practice	No	
Pupil work	1 year	End of calendar year that the record was created in	destroy	Common practice	No	Where possible work should be returned to the pupil at the end of the academic year.

PERSONNEL RECORDS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Staff personnel files	6 years	From end of employment	Secure disposal	Limitation Act 1980 Common Practice	Yes	Review before disposal
Interview notes for successful candidates	6 months	Date of appointment	Secure disposal / destroy	Common practice	Yes	
Interview notes for unsuccessful candidates	6 months	Date successful candidate in post.	Secure disposal / destroy	Common Practice	Yes	
Pre-employment vetting information (including DBS checks)	6 months	Date information checked	Destroy	DBS Update Service Employer Guide June 2014 KCSIE - 2016	No	
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	(6years)	From end of employment	Secure disposal - shred		Yes	Where possible these should be checked and a note kept of what was seen and what has been checked. If necessary to keep a copy, this should be placed on the member of staff's personal file.
Pre-employment vetting information – Evidence proving the right to work in the UK	(6Years)	From end of employment	Secure disposal	An employer's guide to right to work checks (Home Office-May 2015)	Yes	Should be added to the staff personal file

PERSONNEL....						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Written warnings 1	6 months	Date of warning		Common Practice	Yes	
Written warnings 2	12 months	Date of warning			Yes	
Final warning	18 months	Date of warning			Yes	
Case not found	immediate	Close of case	Secure disposal		Yes	If the incident is child protection related see below
Allegations of a child protection nature made against a member of staff (including unfounded allegations)	Retain until normal retirement age for the member of staff or for 10yrs (whichever is the longer)	Employee's retirement age	Secure disposal (must be shredded)	KCSIE - Working together to Safeguard Children – 2015 Employment Practices Code: supplementary guidance (ICO)	Yes	Allegations that are found to be malicious should be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concerned. *See below.
Staff appraisal records	5 years	End of calendar year that the record was created		Common Practice		

*Purpose of record

- To enable accurate information to be given in response to any future request for a reference if the person has moved on.
- It will provide clarification in cases where a future DBS check reveals information from the police about an allegation that did not result in a criminal conviction.
- It will help prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time

HEALTH AND SAFETY						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Accessibility Plans					No	
Health and safety Policy	3 years	Life of policy			No	
Risk assessments	3 years	Life of assessment			No	
Records relating to an accident / injury at work	12 Years	Date of incident	Secure disposal /		Yes	In the case of serious accidents a further retention period will need to be applied
Accident / incident reporting (adults)	6 years	Date of the incident	Secure disposal	Common Practice	Yes	
Accident / incident reporting (children)	25years	D.o.b + 25yrs	Secure disposal	The Limitations Act 1980	Yes	
Control of Substances Hazardous to Health (COSHH)	40 years	Current year +	Secure Disposal		No	
Records of monitoring of areas where employees and persons are likely to have become in contact with asbestos.	40 years	Last Action on file	Secure disposal	The Control of substances Hazardous to Health Regulations 2002		
Records of monitoring of areas where employees and persons are likely to have become in contact with radiation.	50 years	Last Action on file	Secure disposal			
Fire log books	6 years	Current year +			No	

HEALTH AND SAFETY...						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Records of the administration of medicines for all non-routine medication (e.g. epi-pen, invasive drugs) and any records governing a reported incident, difficulty or issues with administering medication.	22 years	d.o.b +	Secure Disposal		Yes	
Records of the administration of medicines for all routine medication	1 year	End of the Calendar year that the record was created.	Secure disposal / destroy		Yes	

ADMINISTRATIVE RECORDS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Newsletters	1 year	Current year +	destroy			Archive a sample for preservation
Employers liability Certificate	40 years	Closure of the school	Secure disposal		No	
Inventories of equipment / furniture	6 years	Current year +	Secure disposal		No	
Circulars to parents / staff / pupils	1 year	Current year +	destroy			
Visitors books / signing in sheets	3 years	Current year +	Secure disposal		Yes	
School brochure / prospectus	3 years	Current year +	destroy		No	Review photographs / Archive a sample for preservation
General files	5years	Current year +	Destroy			Review after 5 years / Archive a sample for preservation

FINANCE						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Annual Accounts	6 years	Current +	Archive	Financial Regulations	No	Review for preservation or destructions
Loans and grants	12 years	Date of last payment	Secure disposal	Financial Regulations	No	
Contracts –under seal	12 years	Contract completion	Secure disposal		No	
Contracts – under signature	6 years	Contract completion	Secure disposal		No	
Contracts – monitoring records	2 years	Current year +	Secure disposal		No	
Copy orders	2 years	Current year +	Secure disposal		No	
Budget reports, budget monitoring etc	3 years	Current year +	Secure disposal		No	*Possible data issues with individual staff info.
Invoice, receipts and other records covered by Financial Regulations	6 years	Current year +	Secure disposal	Financial Regulations	No	
Annual Budget and background papers	6 years	Current year +	Secure disposal		No	*Possible data issues with individual staff info.
Orders and requisitions	6 years	Current year +	Secure disposal			
Delivery documentation	6 years	Current year +	Secure disposal			
Debtors' Records	6 years	Current year +	Secure disposal			
School Fund – cheque books	3 years	Current year +	Secure disposal			
School Fund – Paying in books	6 years	Current year +	Secure disposal			Review prior to disposal
School Fund – Ledger	6 years	Current year +	Secure disposal			Review prior to disposal
School Fund - Invoices	6 years	Current year +	Secure disposal			Review prior to disposal

FINANCE...						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
School Fund - Receipts	6 years	Current year +	Secure disposal			Review prior to disposal
School Fund – bank Statements	6 years	Current year +	Secure disposal			Review prior to disposal
School Fund – school Journey books	6 years	Current year +	Secure disposal			Review prior to disposal
Applications for FSM, travel, uniforms etc..		Whilst child at school	Secure disposal			
Free school Meal registers	6 years	Current year +	Secure disposal	Financial Regulations	Yes	
Petty cash books	6 years	Current year +	Secure disposal	Financial Regulations		

SCHOOL MEALS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Dinner Register	3 years	Current year +	Secure disposal			
School Meals summary sheets	3 years	Current year +	Secure disposal			

LEA						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Secondary Transfer sheets	2 years	Year of transfer +	Secure disposal / Destroy	Common practice	Yes	
Attendance returns	1 year	Current year +	Secure disposal	Common Practice	Yes	
Circulars from LEA		Whilst operationally required	Review whether further retention period is required		No	Consider archiving a sample for permanent preservation.

DFE						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Ofsted reports and papers	Retain whilst current	Replace former report with any new inspection report			No	Archive a copy for permanent preservation
Returns to central government	6 years	Current year +	Secure disposal		No	Consider archiving a sample for permanent preservation
Circulars from DFE		Whilst operationally required	Review whether further retention period is required		No	Consider archiving a sample for permanent preservation

GOVERNORS						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Minutes - signed	6 years	Date of meeting	Archive	Common Practice	No	
Minutes – inspection copies	3 years	Date of meeting	Secure disposal	Common practice	No	
Agendas	No retention required	conclusion of meeting	Secure disposal / destroy	Common Practice	No	
Reports	6 years	Date of meeting	Archive	Common practice	No	
Instruments of Government	Life of school	Closure of school	Transfer to LA	Common Practice	No	
Trusts and Endowments	Retain whilst operationally required	End of operational use	Transfer to LA	Common practice	No	
Action plans	3 years	Expiration of plan	Secure disposal / destroy	Common Practice	No	Consider review and archive
Policy documents	Retain while policy is used operationally	Expiration of policy	Secure disposal / destroy	Common practice	No	Consider review and archive
Complaints file	6 years	Date of resolution of complaint	Secure disposal / destroy	Common Practice	No	
Any Annual reports required by central government	10 years	Date of report	Archive	Common practice	No	

MANAGEMENT						
Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments
Minutes of Senior Leadership Team and other internal administrative teams	5 years	Date of meeting	Secure disposal or archive		Yes*	*Issue if minutes contain details about the activities of individual pupils and staff
Reports made by the HT or the leadership team	3 years	Date of report	Secure disposal or archive		Yes*	*Issue if minutes contain details about the activities of individual pupils and staff
Records created by SLT, heads of year and other members of staff with administrative responsibilities	6 years	Closure of file	Secure disposal		Yes*	*Issue if contain details about the activities of individual pupils and staff
Correspondence created by SLT, heads of year and other members of staff with administrative responsibilities	3 years	Date of correspondence	Secure disposal		No	
Professional development plans	6 years	Completion of plan	Secure disposal		Yes	
School development plans	6 years	Completion of plan	Archive or secure disposal		No	
Admissions – successful	1 year	Admission	Secure disposal		Yes	
Admissions – if appeal is unsuccessful	1 year	Resolution of case	Secure disposal		Yes	
Proofs of address supplied by parents as part of admission process	1 year	Current year +	Secure disposal		Yes	

Description of records	Retention period / action	Trigger for retention / disposal action	Action at end of administrative life of the record	Rationale / Statutory Provisions	Data Prot. issues	Comments