



Woodseats Primary School

GDPR Retention Management Policy

Plan Administration

Version	4
Date	18th September 2018 (updates June 2019)
Responsibility for the Plan	Clair Morton
Approved by	Governing Body
Date of review	Summer 2019

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.

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.

1. Governors			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes			
<ul style="list-style-type: none"> Principal set (signed) 		Permanent	Retain in school for 6 years from date of meeting
<ul style="list-style-type: none"> Inspection copies 		Date of meeting plus 3 years	Destroy
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 whilst school is open
Trusts and Endowments		Permanent	Retain in school whilst operationally required
Action Plans		Date of action plan + 3 years	DESTROY
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints
Reports required by the Department for Education and Skills		Date of report + 10 years	

2. Management			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
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		Life of plan + 6 years	DESTROY
School development plans		Life of plan + 3 years	DESTROY
Reports created by the Head teacher or the management team		Date of report +3 years	Retain in the school for 3 years from meeting
Reports created by Head teachers, deputy head teachers, assistant heads, head of year and other members of staff with administrative responsibilities		Current academic year + 6 years	DESTROY

3. Pupils			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Attendance registers		Date of register + 3 years	DESTROY
Admissions – if the admission is successful		Admission +1 year	DESTROY
Admissions – if appeal is unsuccessful		Resolution of case + 1 year	DESTROY
Proofs of address supplied by parents as part of admissions process		Current year +1 year	DESTROY
Supplementary Information form including additional information such as religion, medical conditions etc		Current year +1 year	DESTROY
Pupil Educational Record required by The Education (Pupil Information) (England) Regulations 2005		Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 52 year	DESTROY
Child Protection information held on pupil file		If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	SECURE DISPOSAL – these records MUST be shredded
Child protection information held in separate files		DOB 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 Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded
Letters authorising absence		Date of absence + 2 years	DESTROY
Examination results			
<ul style="list-style-type: none"> • <i>Public</i> 		This information should be added to the pupil file	DESTROY
<ul style="list-style-type: none"> • <i>Internal examination results</i> 		This information should be added to the pupil file	DESTROY
Special Education Needs files, reviews and Individual Educational Plans		DOB + 25 years	DESTROY unless legal action is pending
Statement maintained under The Education Act 1990 - Section 234 and any amendments made to the	SEN and Disability Act	DOB + 25 years	DESTROY unless legal action is pending

statement			
Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	DESTROY
Parental permission trip for school trips – where there has been a major incident	Limitations Act 1980	DOB of 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	3 part supplemental to the Health & Safety of Pupils on Educational Visits (HASPEV)	Date of visit +14 years	DESTROY

4. Curriculum			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum returns		Current year + 3 years	DESTROY
Schemes of work		Current year + 1 year	DESTROY
Timetable		Current year + 1 year	DESTROY
Class record books		Current year + 1 year	DESTROY
Examination results (see below)		Current year + 6 years	DESTROY
Mark Books		Current year +1	DESTROY
Record of homework set		Current year +1	DESTROY
Pupils work		Where possible pupils' work should be returned to the pupil at the end of the academic year, if this is not the school's policy then current year +1	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
Self Evaluation Forms		Current year +6 years	DESTROY

5. Personnel			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay		Current year + 6 years	DESTROY
Staff Personal files		Termination + 6 years	DESTROY
Interview notes and recruitment records (includes application forms via email)		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months	DESTROY
Disciplinary proceedings:			
• <i>Oral warning</i>		Date of warning + 6 months	DESTROY
• <i>written warning – level one</i>		Date of warning + 6 months	DESTROY
• <i>written warning – level two</i>		Date of warning + 12 months	DESTROY
• <i>final warning</i>		Date of warning + 18 months	DESTROY
• Case not found		If child protection related, please see section 13 otherwise secure disposal immediately at the end of the case	DESTROY
Records relating to accident/injury at work		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records		Current year + 5 years	DESTROY
Maternity pay records	Statutory Maternity Pay Regulations	Current year, + 3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	DESTROY
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure		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 documentations then this should be placed on the member of staff’s personal file.	

6. Health and Safety			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting	Social Security Regulations		
<ul style="list-style-type: none"> • <i>Adults</i> • <i>Children</i> 		Current year + 6 years	DESTROY
		DOB + 25 years	DESTROY
COSHH		Current year + 40 years	DESTROY
Policy Statements		Life of policy + 3 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
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	DESTROY
Fire Precautions log books		Current year + 6 years	DESTROY

7. Administrative			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability certificate		Permanent whilst the school is open	DESTROY once the school has closed
School brochure/prospectus		Current year + 3 years	
Newsletters		Current year + 1 year	Review to see whether a further retention period is required
Visitors' book		Current year + 6 years	Review to see whether a further retention period is required
Inventories of equipment & furniture		Current year + 6 years	DESTROY

8. Finance			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts	Financial Regulations	Current year + 6 years	DESTROY
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether 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 and background papers		Current year + 6 years	DESTROY
Debtors' Records	Limitation Act	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 registers	Financial Regulations	Current year + 6 years	DESTROY
Petty cash books	Financial Regulations	Current year + 6 years	DESTROY
Order books and requisitions		Current year + 6 years	DESTROY
Delivery documentation		Current year + 6 years	DESTROY
School Fund Records		Current year + 6 years then review	DESTROY

9. Property			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then
Maintenance and contractors	Financial Regulations	Current year + 6 years	DESTROY
Leases		Expiry of lease + 6 years	DESTROY
Lettings		Current year + 3 years	DESTROY

Burglary, theft and vandalism report forms		Current year + 6 years	DESTROY
Maintenance log books		Current year + 6 years	DESTROY
Contractors' Reports		Current year + 6 years	DESTROY

10. DfES			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
HMI Reports		These do not need to be kept any longer	
Returns		Current year + 6 years	DESTROY
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required

11. Local Authority			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Secondary transfer sheets		Current year + 2 years	DESTROY
Attendance Returns		Current year + 1 years	DESTROY
School Census Returns		Current year + 5 years	DESTROY
Circulars from LEA		Whilst required operationally	Review to see whether a further retention period is required

12. School Meals			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Dinner Register		Current year + 3 years	DESTROY
School Meals Summary Sheets		Current year + 3 years	DESTROY

13. Child Protection			
Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
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 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 person's normal retirement age or 10 years from the date if the allegation whichever is the longer	DESTROY

Complete the first section and attach to side of archive box so it is clearly visible in archive

<p>Box number</p>		<p>Destroy date (Year at end of retention period)</p>	
<p>Contents (including any file titles and reference numbers)</p>			
<p>Number of files</p>			
<p>Type</p>	<p>Student files / Personnel Files / Finance / Other</p>		
<p>Date range</p>			
<p>Date Archived</p>			
<p>Retention Period</p>			
<p>Archiver (staff name)</p>			

Confirmation of Destruction (only complete at point of destruction)

<p>Confirmed date of destruction</p>	
<p>Authorising officer (Name and role)</p>	
<p>Signed</p>	

At point of destruction remove & keep this sheet for evidence of destruction, required under '**Freedom of Information Act 2000**'