Derbyshire County Council

Summary guidelines on records retention periods for Schools

Please Note:

Due to the on-going national independent inquiry into historical child sexual exploitation all pupil and staff records should not be destroyed until further notice.

Version History				
Version	**Date**	**Detail**	**Author**	**Approval Officer**
1.00	2012	First version	David Jenkins	David Jenkins
2.00	2014	Second version – revised to reflect changes to national guidance produced by IRMS and with updated contact details	David Jenkins	David Jenkins
3.00	2016	Update re. non disposal of pupil and staff files	David Jenkins	David Jenkins
4.00	2017	Updated to include: information on child protection records to be transferred to DCC; records of administration of medicines	David Jenkins	David Jenkins

Introduction:

These guidelines have been produced by Derbyshire County Council to assist schools in the management of their records. The guidelines outline the recommended retention periods for schools based on legislation and common practice.

It is the responsibility of schools to retain their records for the appropriate retention period, or to transfer their historical records (those specifically highlighted in this document) to Derbyshire Record Office as the archive service for Derbyshire County Council.

The retention guidelines produced in this document are some of the key retention periods which need to be considered. For a comprehensive list of retention periods schools should consult the *Retention Guidelines for Schools* produced by the Information and Records Management Society (available at http://www.irms.org.uk/resources/848). If the records you are managing are not mentioned within this guidance document please consult the *Retention Guidelines for Schools*.

Explanatory Notes:

The retention guidelines will outline a description of records, followed by the action to be taken in (e.g. retain for 3 years). This will be based on an event/action which will trigger that retention action (e.g. date record created). The disposal action will either be the destruction of the records, or their transfer to another organisation (either another school, or as archives to Derbyshire Record Office).

These guidelines may include references to records which are no longer routinely created as part of school business (e.g. log books). These have been included to assist schools who have a large backlog of historical records which require reviewing.

Under the Freedom of Information Act 2000 LEA schools (including schools which are granted academy status) are regarded as public bodies and are subject to the Act. This requires that schools manage their records appropriately against agreed retention periods.

Sources of further information:

For specific queries regarding records retention periods please contact Derbyshire County Council's Corporate Records Manager by emailing records.management@derbyshire.gov.uk or telephone 01629539203.

For queries about transferring records to the Children and Younger Adults Department please contact the CAYA Data Protection and Freedom of Information Officer on CAYAFOI@derbyshire.gov.uk or telephone on 01629536470.

When considering transferring records to Derbyshire Record Office schools should contact an archivist at the record office to seek advice on how to go about transferring records. Email: record.office@derbyshire.gov.uk or telephone 01629538347.

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Child Protection					
Child protection files (primary school)	Retain for the duration of the pupil's attendance at the school	Date pupil changes school	Transfer to Secondary School	Keeping Children Safe in Education (Department for Education)	Where a child is removed from the roll to be educated at home/missing from education see below
Child protection files (secondary school)	Retain for 25 years	Pupil's date of birth	Destroy Prior to destruction consider transfer to off-site storage on child reaching school leaving age (refer to note on front page)	"Safeguarding Children in Education" 2004 Keeping Children Safe in Education (Department for Education)	Where a child is removed from the roll to be educated at home/missing from education see below
Child protection files (Child missing from education, Traveller, Roma, or Gypsy and therefore removed from roll)	Retain for 25 years (as above)	Date removed from roll	Transfer to DCC	"Safeguarding Children in Education" 2004 Keeping Children Safe in Education (Department for Education)	Scan all your documents into one folder, use the naming convention as per guidance sent out (CME) and send via the Perspective Lite Secure Portal which can also be accessed via Derbyshire SchoolsNet.
Child protection files (child is removed from the roll and is Elective Home Educated)	Retain for 25 years(as above)	Date removed from roll	Transfer to DCC	"Safeguarding Children in Education" 2004 Keeping Children Safe in Education (Department for Education)	Scan all your documents into one folder, use the naming convention as per guidance sent out(EHE) and send via the Perspective Lite Secure Portal

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
					which can also be accessed via Derbyshire SchoolsNet.
Allegations of a child protection nature made against a member of staff (including unfounded allegations)	Retain until the normal retirement age for the member of staff or for 10 years (whichever is the longer)	Employee's retirement age	Destroy	Employment Practices Code: Supplementary Guidance (Information Commissioner's Office)	
Governors					
Principle set of signed minutes	Retain at school for 6 years	Date of meeting	Transfer to Derbyshire Record Office	Common practice	
Inspection copies of minutes	Retain for 3 years	Date of Meeting	Destroy	Common practice	
Agendas	No retention required	Conclusion of meeting	Destroy	Common practice	
Reports	Retain at school for 6 years	Date of report	Transfer to Derbyshire Record Office	Common practice	
Annual parents meeting papers	Retain at school for 6 years	Date of meeting	Transfer to Derbyshire Record Office	Common practice	
Instrument of Government	Retain at school for the duration of its operation	Closure of school	Transfer to Derbyshire Record Office	Common practice	
Trusts and Endowments	Retain at school whilst operationally required	End of operational use	Transfer to Derbyshire Record Office	Common practice	
Action Plans	Retain for 3 years	Expiration of action plan	Destroy	Common practice	May be appropriate to offer to Derbyshire Record Office

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Policy documents	Retain while policy is used operationally	Expiration of policy	Transfer to archives when policy is no longer operational	Common practice	
Complaints files	Retain for 6 years	Resolution of complaint	Review	Common practice	Review and destroy if complaints are non-contentious
Annual reports required by central government	Retain at school for 10 years	End of the calendar year that the record was created in	Transfer to Derbyshire Record Office	Education (Governors' Annual Reports((England) (Amendment) Regulations 2002	
School Management					
Log books	Retain at school for 6 years	Date of last entry in log book	Transfer to Derbyshire Record Office	Common practice	Legislation no longer requires the completion of a school log book
Minutes of management team	Retain at school for 5 years	Date of meeting	Transfer to Derbyshire Record Office	Common practice	
Reports made by management team	Retain at school for 3 years	Date of report	Transfer to Derbyshire Record Office	Common practice	
Development plans	Retain for 6 years	Expiry of plan	Review with the view to destroy	Common practice	May be appropriate offer to Derbyshire Record Office
Successful school admissions applications	Retain for 1 year	Date of admission	Destroy	Common practice	
Unsuccessful school admission applications (where no appeal is made)	Retain for 1 year	Start of school term	Destroy	School Admissions Appeals Code 2012	

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Unsuccessful school admission applications (where an appeal is made)	Retain for 1 year	Resolution of case	Destroy	School Admissions Appeals Code 2012	
Proofs of address supplied by parents as part of the admissions process	Retain for 1 year	Date of admission	Destroy	Common practice	
Pupil records					
Admission registers	Retain for 6 years	Last entry in register	Transfer to Derbyshire Record Office	Common practice	These are no longer created in paper format
Attendance registers	Retain for 3 years	Last entry in register	Destroy	Common practice	
Pupil files (primary school)	Retain for duration of the pupil's attendance at school	Date pupil changes school	Transfer to Secondary School	Common practice	In the case of school exclusions it may be appropriate to transfer to Behaviour Service
Pupil files (secondary school school)	Retain for 25 years	Pupil's date of birth	Destroy (refer to note on front page)	The Limitations Act 1980	
Special educational needs records relating to individual support provided by the schools (primary)	Retain for duration of attendance at school	Date pupil changes school	Transfer to Secondary School	Common practice	
Special educational needs records relating to individual support provided by the schools (secondary)	Retain for 35 years	Pupil's date of birth	Destroy (refer to note on front page)	Special Educational Needs and Disability Act 2001	This period is recommended by Derbyshire County Council.
Letters authorising absence	Retain for 2 years	Date of absence	Destroy	Common practice	
Public examination results	Retain for 6 years	Date of examination	Destroy	Common practice	

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Internal school examination result	Retain for 5 years	Date of examination	Destroy	Common practice	
Advice and information issued by the school to parents regarding educational needs for individual pupils	Retain for 12 years	Date advice issued	Destroy	Special Educational Needs and Disability Act 2001	
Accessibility Strategy	Retain for 12 years	Expiry of strategy	Destroy	Special Educational Needs and Disability Act 2001	May be appropriate to offer to Derbyshire Record Office
Parental permission slips for school trips where there has not been a major incident	No retention required	Conclusion of trip	Destroy	Common practice	
Parental permission slips for school trips **where there has been a major incident**	Retain for 25 years from the date of birth of the pupil/s involved in the incident	Pupil's date of birth	Destroy	The Limitations Act 1980	
Records created by schools to obtain approval to run an Educational Visit outside the classroom where there has not been a major incident	Retain for 14 years	Date of visit	Destroy	The Health and Safety at Work Act 1974	Records created might include risk assessments
Records created by schools to obtain approval to run an Educational Visit outside the classroom **where there has been a major incident**	Retain for 21 years from the date of birth of the pupil/s involved in the incident	Pupil's date of birth	Destroy	The Limitations Act 1980	Records created might include risk assessments

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Walking bus register	Retain for 3 years	Last entry in register	Destroy	Common practice	If there has been an incident it is assumed that an accident report will have been made and should be retained for the appropriate retention period (see Health and Safety section below)
Curriculum					
Curriculum development	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Common practice	
Curriculum returns	Retain for 3 years	End of the calendar year that the record was created in	Destroy	Common practice	
School syllabus	Retain for 1 year	Expiration of syllabus	Destroy	Common practice	May be appropriate to offer to Derbyshire Record Office
Schemes of work	Retain for 1 year	End of the calendar year that the record was created in	Review with a view to destroy	Common practice	
Timetable development	Retain for 1 year	End of the calendar year that the record was created in	Review with a view to destroy	Common practice	
Records of marks awarded	Retain for 1 year	End of the calendar year that the record was created in	Destroy	Common practice	
Records of homework set	Retain for 1 year	End of the calendar year that the record was created in	Destroy	Common practice	

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Personnel Records					
Staff personnel files	Retain for 7 years	End of employment	Destroy (refer to note on front page)	Common practice	
Interview notes for successful candidates	Retain and add to personnel file.			Common practice	
Interview notes for unsuccessful candidates	Retain for 6 months	Date successful candidate is in post	Destroy	Common practice	
Pre-employment vetting information (including DBS checks)	Retain for 6 months	Date information checked	Destroy	DBS guidelines	
Written warnings (level 1)	Retain for 6 months	Date of warning	Destroy (refer to note on front page)	Common practice	
Written warning (level 2)	Retain for 12 months	Date of warning	Destroy (refer to note on front page)	Common practice	
Final warning	Retain for 18 months	Date of warning	Destroy (refer to note on front page)	Common practice	
Warnings subsequently found to based on an unfounded case (excluding child protection related warning)	No retention required	Date case found to be unfounded	Destroy (refer to note on front page)	Common practice	For child protection related warnings see Child Protection section above.
Staff appraisal records	Retain for 5 years	End of the calendar year that the record was created in	Destroy (refer to note on front page)	Common practice	
Health and Safety					

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Accessibility Plans	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Disability and Equality Act 2010	
Accident/incident reporting (adults)	Retain for 7 years	Date of incident	Destroy	Common practice	
Accident/incident reporting (children)	Retain for 25 years	Child's date of birth	Destroy	The Limitations Act 1980	
Records of monitoring areas where employees/pupils are likely to come into contact with asbestos	Retain for 40 years	Last action on file	Destroy	The Control of Substances Hazardous to Health Regulations 2002	
Records of monitoring areas where employees/pupils are likely to come into contact with radiation	Retain for 50 years	Last action on file	Destroy	The Ionising Radiations Regulations 1985	
Fire log books	Retain for 7 years	End of the calendar year that the record was created in	Destroy	Common practice	
Records of the administration of medicines for all routine medication (e.g. Calpol, antibiotics etc)	Retain for 1 year	End of the calendar year that the record was created in	Destroy	Business decision	
Records of the administration of medicines for all non-routine medication (e.g. peg feeding, epi-pen, invasive drugs, anti-depressants) and any records governing	Retain for 21 years and 6 months from pupil's date of birth	Pupil's date of birth	Destroy	Business decision	

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
a reported incident, difficulty or issues with administering medication.					
Administrative Records					
Employer's Liability Certificate	Retain for 40 years	Closure of school		Common practice	Transfer to DCC on closure of school
Inventories of equipment/furniture	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Common practice	
Circulars to parents/staff/pupils	Retain for 1 year	End of the calendar year that the record was created in	Destroy	Common practice	
Newsletters produced by the school	Retain for 1 year	End of the calendar year that the record was created in	Transfer to Derbyshire Record Office	Common practice	
Visitor books	Retain for 2 years	End of the calendar year that the record was created in	Destroy	Common practice	
Finance					
Annual accounts	Retain at school for 6 years	End of the financial year that the record was created in	Transfer to Derbyshire Record Office	Common practice	
Invoices, receipts, and other financial records covered by financial regulations	Retain for 6 years	End of the financial year that the record was created in	Destroy	Standard financial regulations	
Annual budget and supporting papers	Retain for 6 years	End of the financial year that the record was created in	Destroy	Common practice	
Ordinary contracts	Retain for 6 years	End of contract	Destroy	The Limitations Act 1980	

Description of Records	Retention Action	Trigger for retention/disposal action	Disposal Action	Rationale	Comments
Contracts under seal	Retain for 12 years	End of contract	Destroy	The Limitations Act 1980	
Property					
Building plans	Retain whilst operational	End of operational use	Transfer to Derbyshire Record Office	Common practice	
Burglary, theft and vandalism report forms	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Common practice	
Contractors' reports	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Common practice	
Local Education Authority					
Secondary transfer sheets	Retain for 2 years	Year of transfer	Destroy	Common practice	
Attendance returns	Retain for 1 year	End of the calendar year that the record was created in	Destroy	Common practice	
Central Government					
OFSTED reports and papers	Retain whilst current	Date new report issued	Transfer Derbyshire Record Office	Common practice	Replace old report with new report
Returns to central government	Retain for 6 years	End of the calendar year that the record was created in	Destroy	Common practice	