



# **BARNSLEY METROPOLITAN BOROUGH** **COUNCIL**

## Retention Schedules for Schools

Schools Version 2.4

### **Document Control**

<b>Commencement Date</b>	20120207
<b>Applicable to</b>	Head Teachers and Education Employees, Students and Adult Learners.
<b>Information/ Action</b>	For information and appropriate action to comply with this protocol

**Document Control**

<b>Organisation</b>	Barnsley MBC
<b>Title</b>	Retention Schedules for Schools
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<b>Owner</b>	Andrew Frosdick (SIRO)
<b>Subject</b>	Records Management
<b>Protective Marking</b>	Official
<b>Commencement Date</b>	23 July 2012
<b>Applicable to</b>	All Barnsley MBC Head teachers, education employees, students and adult learners
<b>Information/ Action</b>	For information and appropriate action to comply with this protocol
<b>Monitoring</b>	Records Management Team
<b>Review Date</b>	Every 2 years or if legislation changes
<b>Review Responsibility</b>	Records Management Service

**Revision History**

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Comments</b>
20/07/2012	V 0.1	Wendy Hawkins	First draft
23/07/2012	V 0.2	Louise Whitworth	Cosmetic changes
23/07/2012	V 1.0	Louise Whitworth	Approved version
07/02/2013	V 2.0	Wendy Hawkins	Document review and update
07/02/2013	V 2.1	Louise Whitworth	Approved version
01/12/2015	V2.2	Wendy Hawkins	Document Review and Update
01/02/2017	V2.3	Wendy Hawkins	Document Review and Update

**Document Distribution**

This document will be distributed to the following for review and feedback prior to submission for approval:

<b>Name</b>	<b>Role</b>	<b>Directorate</b>	<b>Div</b>	<b>Date Issued for Review</b>
Jeremy Sykes	Service Director, Assets	Corps	Assets	12/01/2017
Christine Bennett	Records Management Service Manager	Corps	Assets	12/01/2016

**Document Approvals**

This document requires the following approvals (Information Governance Board, SMT, Cabinet):

<b>Name</b>	<b>Role</b>	<b>Directorate</b>	<b>Div</b>	<b>Date Approved</b>
Louise Whitworth	Chief Records and Information Manager	CExec	IS	23/07/2012
Louise Whitworth	Chief Records and Information Manager	CExec	IS	07/02/2013

**RETENTION SCHEDULES FOR SCHOOLS**



This retention schedule contains the retention periods for the different records series created and maintained by schools in the course of their business. **The schedule refers to all information regardless of the media in which it is stored.**

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. Managing records using these retention protocols will be deemed to be “normal processing” under this legislation.

**If records are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.**

Louise Whitworth  
Chief Records and Information Manager  
July 2012



## INTRODUCTION

### 1. The purpose of the retention schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the records which the school creates in the course of its business. The retention schedule lays down the length of time which the records need to be retained and the action which should be taken when it has no further administrative use.

School 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. Benefits of a Retention Schedule

2.1. 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. Provided members of staff are managing records using the retention schedule they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.

2.2. Employees can be confident about destroying information at the appropriate time.

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

2.4. The school is not maintaining and storing information unnecessarily.

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

3.1. 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.

**The Freedom of Information Act 2000 requires all schools to maintain a list of records which have been destroyed and who authorised their destruction.** Members of staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of authorising officer

3.2. Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives and Local Studies Department. Contact by telephone 01226 773950 or email [archives@barnsley.gov.uk](mailto:archives@barnsley.gov.uk)



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

#### 4. Contact

Records Management

Barnsley MBC

PO Box 634

Barnsley

S70 9GG

Tel: 01226 775035 internal 5035

[RecordsManagement@barnsley.gov.uk](mailto:RecordsManagement@barnsley.gov.uk) – for the attention of the Records Manager



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>1</b>	<b>Governors</b>						
1.1	Minutes						
	<ul style="list-style-type: none"> <li>Principal set (signed)</li> </ul>	No		Permanent		Any working papers leading up to the set of papers signed by the Chair of Governors at the AGM with the final reports and final budget can be disposed of after 6 years.	SHRED/DELETE
	<ul style="list-style-type: none"> <li>Inspection Copies</li> </ul>	No		Date of meeting + 3 years			SHRED/DELETE
1.2	Agendas	No		Date of meeting			SHRED/DELETE
1.3	Reports	No		Date of report + 6 years		Retain in school for 6 years from date of meeting	SHRED/DELETE
1.4	Annual Parents' meeting papers	No		Date of meeting + 6 years		Retain in school for 6 years from date of meeting	SHRED/DELETE
1.5	Instruments of	No		Permanent		Retain in school	



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
	Government					whilst school is open	
1.6	Trusts and Endowments	No		Permanent		Retain in school whilst operationally required	
1.7	Action Plans	No		Date of action + 3 years			SHRED/DELETE
1.8	Policy Documents	No		Expiry of Policy		Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	SHRED/DELETE
1.9	Complaints files	Yes		Date of Resolution of complaint + 6 years		Retain in school for the first 6 years. Review for further retention in the case of contentious disputes.  <b>Complaints</b>	SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
						alleging possible harm to a young person by a member of staff are covered in the Child Protection Section	
1.10	Annual Reports required by the Department for Education and Skills	No	Education (Governors' Annual Reports)(England)(Amendment) Regulations 2002. SI 2002 No 1171	Date of report + 10 years			SHRED/DELETE
1.11	Proposals for schools to become, or be established as Specialist Status schools	No		Current year + 3 years			SHRED/DELETE





Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>2</b>	<b>Management</b>						
2.1	Log Books [Books where the Head teacher or another member of staff keeps a record of what happens in the school, this may include details of events, photographs and other information]	Yes <sup>1</sup>		Date of last entry in book + 6 years		Retain in school for 6 years from the date of the last entry	Transfer to the Archives
2.2	Minutes of the Senior Management Team and other internal administrative bodies	Yes <sup>1</sup>		Date of meeting + 6 years		Retain in the school for 6 years from meeting	SHRED/DELETE
2.3	Reports made by the head teacher or the management team	Yes <sup>1</sup>		Date of report + 6 years		Retain in the school for 6 years from meeting	SHRED/DELETE
2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities (except	Yes <sup>1</sup>		Closure of file + 6 years			SHRED/DELETE

<sup>1</sup> From January 1<sup>st</sup> 2005 subject access was permitted into unstructured filing systems. Therefore, log books and other records created within the school containing details about the activities of individual pupils and members of staff are subject to the Data Protection Act 1998.

For further assistance please contact Records Management



	child protection records which are dealt with in the Child Protection section)						
2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 6 years			SHRED/DELETE
2.6	Professional development plans	Yes		Closure + 6 years			SHRED/DELETE
2.7	School development plans	No		Closure + 6 years		Review	SHRED/DELETE
2.8	School policies and procedures	No		As policy/procedure is superseded + 6 years			SHRED/DELETE
2.9	Complaints	Yes		Current + 6 years			SHRED/DELETE
2.10	Service Level Agreements	No		Expiry of agreements + 6 years			SHRED/DELETE
2.11	Admissions – if the admission is successful	Yes		Admission + 1 year			SHRED/DELETE
2.12	Admissions – if the appeal is unsuccessful	Yes		Resolution of case + 1 year			SHRED/DELETE
2.13	Admissions – Secondary Schools – Casual	Yes		Current year +1			SHRED/DELETE
2.14	Proofs of address	Yes		Current year			SHRED/



	supplied by parents as part of the admissions process			+ 1			DELETE
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Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>3</b>	<b>Pupils</b>						
3.1	Admission Registers	Yes		Date of last entry in book (or file) + 6 years		Retain in school for 6 years from the date of the last entry	Transfer to the Archives
3.2	Attendance registers	Yes		Date of register + 3 years		If these records are retained electronically any back up copies should be destroyed at the same time	SHRED/DELETE
3.3	Biometric Information	Yes	Protection of Freedoms Act 2012	Destroy immediately the child leaves school OR Permission is withdrawn from the child or their parent(s)			SHRED/DELETE
3.4	Pupil Files	Yes					
	<ul style="list-style-type: none"> <li>Primary</li> </ul>			Retain for the time		Transfer to the secondary	



				which the pupil remains at the primary school		school (or other primary school) when the child leaves the school <sup>2</sup>	
	<ul style="list-style-type: none"> <li>Secondary</li> </ul>		Limitations Act 1980	DOB of the pupil + 30 years <sup>2</sup>			SHRED/DELETE
3.5	Special Educational Needs files, reviews and individual education plans	Yes		Destroy information held at school once the pupil has left <sup>3</sup>			SHRED/DELETE
3.6	Letters authorising absence	No		Date of absence + 2 years			SHRED/DELETE
3.7	Absence books			Current year + 6 years			SHRED/DELETE
3.8	Examination results	Yes					
	<ul style="list-style-type: none"> <li>Public</li> </ul>	No		Year of examination + 6 years			SHRED/DELETE
	<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>	Yes		Current year + 6 years <sup>4</sup>			SHRED/DELETE
3.9	Any other records created in the course of contact	Yes/No		Current year + 6 years		Review at the end of 3 years	SHRED/DELETE

<sup>2</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service (Pupil Referral Service)

<sup>3</sup> The Local Authority retain SEN files for the statutory period.

<sup>4</sup> If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary

For further assistance please contact Records Management



	with pupils					and if needed allocate a further retention period	
3.10	Statement maintained under The Education Act 1996 – section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	Destroy information held at school once the pupil has left Senior School			SHRED/ DELETE
3.11	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	Destroy information held at school once the pupil has left Senior School			SHRED/ DELETE
3.12	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth plus 30 years			SHRED/ DELETE
3.13	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years			SHRED/ DELETE
3.14	Children SEN Files	Yes		Destroy information held at school once the pupil has left School			SHRED/ DELETE
3.15	Parental permission slips for school trips – where	Yes		Conclusion of the trip			SHRED/ DELETE

For further assistance please contact Records Management



	there has been no major incident						
3.16	Parental permission slips for school trips – where there has been a major incident	Yes	Limitations Act 1980	DOB of the pupil involved in the incident + 30 years <sup>5</sup>			SHRED/DELETE
3.17	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	3 part supplement to the Health & safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years			SHRED/DELETE
3.18	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	3 part supplement to the Health & safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years			SHRED/DELETE
3.19	Walking Bus Register	Yes		Date of Register + 3 years <sup>6</sup>		If these records are retained electronically any back up copies should be destroyed at the same time	SHRED/DELETE

<sup>5</sup> The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils

<sup>6</sup> This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting

For further assistance please contact Records Management



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>4</b>	<b>Curriculum</b>						
4.1	Curriculum development	No		Current year + 6 years			SHRED/DELETE
4.2	Curriculum returns	No		Current year + 3 years			SHRED/DELETE
4.3	School syllabus	No		Current year + 6 year			SHRED/DELETE
4.4	Schemes of work	No		Current year + 6 year			SHRED/DELETE
4.5	Timetable	No		Current year + 6 year			SHRED/DELETE
4.6	Class record books	No		Current year + 6 year			SHRED/DELETE
4.7	Mark books	No		Current year + 6 year			SHRED/DELETE
4.8	Record of homework set	No		Current year + 6 year			SHRED/DELETE
4.9	Pupils work	No as the norm – although consideration must be given to pupils work where they have included		Current year + 6 year			SHRED/DELETE





		information about themselves or family					
4.10	SATS records	Yes		Current year + 6 years			SHRED/DELETE
4.11	Value added records	Yes		Current year + 6 years			SHRED/DELETE
4.12	Published Admission Number (PAN) Reports	Yes		Current year + 6 years			SHRED/DELETE
4.13	Self Evaluation Forms (SEF)	Yes		Current year + 6 years			SHRED/DELETE
4.14	Early Years Foundation Analysis	Yes		Current year +13 years			SHRED/DELETE
4.15	Key Stage 1 Analysis	Yes		Current year + 11 years			SHRED/DELETE
4.16	Key Stage 2 Analysis	Yes		Current year + 9 years			SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>5</b>	<b>Personnel Records held in School</b>						
5.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.2	Flexitime records	Yes		Current year + 1 year			SHRED/DELETE
5.3	SSP records	Yes	Financial regulations	Current year + 3 years	Current year + 3 years		SHRED/DELETE
5.4	SSP variations	Yes	Financial regulations	Current year + 2 years	Current year + 3 years		SHRED/DELETE
5.5	Starters forms	Yes		Current year + 1 year	Current year + 3 years		SHRED/DELETE
5.6	Staff transfer records	Yes		Current year + 5 years	Current year + 3 years		SHRED/DELETE
5.7	Staff personnel files	Yes		6 years after first pension payment			SHRED/DELETE
5.8	Unsuccessful interview notes and recruitment records – this includes unsuccessful Governor	Yes		Date of interview + 1 year			SHRED/DELETE



	applicants						
5.9	Pre-employment vetting information (including Disclosure and Barring checks, formerly CRB, checks)	No	Disclosure and Barring guidelines	Date of check + 6 months		This information should be placed on the personnel file if the applicant is successful and managed according to the guidelines	SHRED/DELETE
5.10	Proofs of identity collected as part of the process of checking “portable” enhanced CRB disclosure	Yes				Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personnel file	SHRED/DELETE
5.11	Disciplinary proceedings	Yes	<b>Where the warning relates to child protection issues see separate section for Child Protection.</b>				
	<ul style="list-style-type: none"> <li>Any disciplinary proceedings must be placed in a sealed envelope</li> </ul>			6 years after termination			SHRED/DELETE

For further assistance please contact Records Management



	on the Personnel file						
5.12	Records relating to accident/injury at work	Yes		Date of incident + 12 years		In the case of serious accidents a further retention period will need to be applied	SHRED/DELETE
5.13	Annual appraisal/assessment records	No		Current year + 5 years			SHRED/DELETE
5.14	Salary cards	Yes		Last date of employment + 85 years			SHRED/DELETE
5.15	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years			SHRED/DELETE
5.16	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years			SHRED/DELETE
5.17	Pensions personal records	Yes	Financial Regulations	6 years after first pension payment	Current year + 3 years		SHRED/DELETE
5.18	Payroll – BACS amendments and output		Financial Regulations	Current year + 3 years	Current year + 3 years		SHRED/DELETE
5.19	Payroll – Building Society		Financial Regulations	Current year	Current		SHRED/



	tabulations			+ 3 years	year + 3 years		DELETE
5.20	Payroll – Copy payslips		Financial Regulations	Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.21	Payroll – Correspondence			Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.22	Payroll – FE claims			Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.23	Payroll – Inland revenue documentation		Financial Regulations	Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.24	Payroll – Kalamazoo manual records (non current staff)			Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.25	Payroll – Life Certificates (pensions)			Current year + 2 years	Current year + 3 years		SHRED/DELETE
5.26	Payroll – Monthly BACS listings		Financial Regulations	Current year + 3 years	Current year + 3 years		SHRED/DELETE
5.27	Payroll – NI file cashbook (control summaries)		Financial Regulations	Current year + 3 years	Current year + 3 years		SHRED/DELETE
5.28	Payroll – NI number changes		Financial Regulations	Current year + 3 years	Current year + 3 years		SHRED/DELETE
5.29	Payroll – Part-time employee’s claim forms		Financial Regulations	Current year + 6 years	Current year + 3		SHRED/DELETE



					years		
5.30	Payroll – Payroll adjustment documentation		Financial Regulations	Current year + 6 years	Current year + 3 years		SHRED/DELETE
5.31	Union documents			Current year + 2 years	Current year + 3 years		SHRED/DELETE
5.32	Training records – Health and Safety			Current year + 40 years			SHRED/DELETE
5.33	Training records – not Health and Safety			Current year + 35 years			SHRED/DELETE
5.34	Terminations of Employment	Yes		6 years after first pension payment			SHRED/DELETE
5.35	Travel / expense claims			Current year + 6 years	Current year + 3 years		SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>6</b>	<b>Health and Safety</b>						
6.1	Accessibility Plans	No	Disability Discrimination Act	Current year + 6 years			SHRED/DELETE
6.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitations Act 1980				
	• Adults	Yes		Date of incident + 7 years			SHRED/DELETE
	• Children	Yes		DOB + 25 years <sup>7</sup>			SHRED/DELETE
6.3	COSHH			Current year + 10 years		Where appropriate an additional retention period may be allocated	SHRED/DELETE
6.4	Incident reports	Yes		Current year + 20 years			SHRED/DELETE
6.5	Policy Statements			Date of			SHRED/

<sup>7</sup> A child may make a claim for negligence for 7 years from their 18<sup>th</sup> birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied

For further assistance please contact Records Management



				expiry + 6 year			DELETE
6.6	Risk Assessments Building assessments, safe practices ect			Date assessment superseded + 6 years			SHRED/ DELETE
6.7	Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>			Last action + 40 years			SHRED/ DELETE
6.8	Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>			Last action + 50 years			SHRED/ DELETE
6.9	Fire Precautions log book			Current year + 6 years			SHRED/ DELETE





Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>7</b>	<b>Administrative</b>						
7.1	Employer's Liability certificate	No		Closure of school + 40 years			SHRED/DELETE
7.2	Insurance policy documentation			7 years after policy expired			SHRED/DELETE
7.3	Insurance renewal documents			5 years after renewal			SHRED/DELETE
7.4	Claims made against insurance policies – damage to property	Yes		Case concluded + 3 years			SHRED/DELETE
7.5	Claims made against insurance policies – personal injury	Yes		Case concluded + 6 years			SHRED/DELETE
7.6	Inventories of equipment and furniture			Current year + 6 years			SHRED/DELETE
7.7	Premises files (relating to maintenance)	No		Cessation of the use of the building + 7 years then review			SHRED/DELETE
7.8	Risk Assessments Maternity Temporary adjustments due to illness	No		Current year + 3 years			SHRED/DELETE



7.9	Stock taking records			Current year + 1 year			SHRED/DELETE
7.10	Approved suppliers list		Financial Regulations	Current year + 10 years			SHRED/DELETE
7.11	Internal Requisitions (e.g. Printing)			Current year + 5 years	Current year + 1 year		SHRED/DELETE
7.12	General file series			Current year + 5 years		Review to see whether a further retention period is required	SHRED/DELETE
7.13	School brochure/prospectus			Current year + 3 years			SHRED/DELETE
7.14	Circulars (Staff/parents/pupils)			Current year + 1 year			SHRED/DELETE
7.15	Newsletters, ephemera			Current year + 1 year		Review to see whether a further retention period is required	SHRED/DELETE
7.16	Visitors' book			Current year + 2 years		Review to see whether a further retention period is required	SHRED/DELETE
7.17	PTA/Old Pupils' Association			Current year + 6 years		Review to see whether a further retention period is required	SHRED/DELETE



7.18	Minor Matters of Theft, Fraud Misappropriation (Internal Action Taken)	Yes		6 years after action / investigation is completed			SHRED/ DELETE
7.19	Serious Matters of Theft, Fraud Misappropriation (External Action Taken)	Yes		10 years after action / investigation is completed			SHRED/ DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>8</b>	<b>Finance</b>						
8.1	Annual Budget (Final Version)	No	Financial Regulations	Current year + 6 years		To be kept indefinitely	
8.2	Abstract of Accounts	No	Financial Regulations	Current year + 6 years	Current year + 2 years (if Ex A sign a/cs)	REVIEW	SHRED/DELETE
8.3	Loans and Grants		Financial Regulations	Date of last payment on loan + 12 years		Review to see whether a further retention period is required	SHRED/DELETE
8.4	Contracts						
	<ul style="list-style-type: none"> <li>Under seal</li> </ul>			Contract completion date + 12 years			SHRED/DELETE
	<ul style="list-style-type: none"> <li>Under signature</li> </ul>			Contract completion date + 6 years			SHRED/DELETE
	<ul style="list-style-type: none"> <li>Monitoring records</li> </ul>			Current year + 2 years			SHRED/DELETE
	<ul style="list-style-type: none"> <li>Forms of Tender</li> </ul>			Permanently	Current		SHRED/



					year + 6 years		DELETE
8.5	Quotations – successful		Financial Regulations	Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.6	Quotations – unsuccessful			Current year + 1 year			SHRED/DELETE
8.7	Contracts – Expression of Interests, Tender Received Forms			2 years after contract let or not proceeded with			SHRED/DELETE
8.8	Post Tender Negotiations / Clarification documents / Minutes			2 years after expiry of contract			SHRED/DELETE
8.9	Tender envelopes			1 year after start of contract			SHRED/DELETE
8.10	Capital Works tabulation			Current year + 1			SHRED/DELETE
8.11	Costings records			Current year + 5			SHRED/DELETE
8.12	Estimate working papers			Current year + 1			SHRED/DELETE
8.13	Works Orders		Financial Regulations	Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.14	Copy orders			Current year + 2 years	Current year + 6 years		SHRED/DELETE
8.15	Delivery notes			Current year	Current		SHRED/



				+ 2 years	year + 6 years		DELETE
8.16	VAT Accounts / Claims		Financial Regulations	Current year + 5 years			SHRED/DELETE
8.17	Investment Records			Current year + 1		REVIEW	SHRED/DELETE
8.18	Budget reports, budget monitoring etc			Current year + 3 years	Current year + 2 years (if Ex A sign a/cs)		SHRED/DELETE
8.19	Invoices, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years			SHRED/DELETE
8.20	Cash Books		Financial Regulations	Current year + 6 years	Current year + 12 years		SHRED/DELETE
8.21	Cash income batch control sheets / Non billed cash banking sheets			Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.22	Cash summary book / Cash Office receipts		Financial Regulations	Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.23	Correspondence (income)			Current year + 2 years			SHRED/DELETE
8.24	Correspondence on Unpaid accounts			Current year + 5 years			SHRED/DELETE
8.25	Credit Notes			Current year + 5 years			SHRED/DELETE
8.26	Annual Budget and background papers			Current year + 6 years			SHRED/DELETE



8.27	Order books and requisitions			Current year + 6 years			SHRED/DELETE
8.28	Delivery Documentation			Current year + 2 years	Current year + 6 years		SHRED/DELETE
8.29	Debtors' Records		Limitations Act 1980	Current year + 6 years			SHRED/DELETE
8.30	School Fund – Cheque books		Financial Regulations	Current year + 3 years	Current year + 6 years		SHRED/DELETE
8.31	Cancelled cheques			Current year + 2 years			SHRED/DELETE
8.32	Cheque lists (creditor / payrolls)			Current year + 2 years			SHRED/DELETE
8.33	School Fund – Paying in books			Current year + 6 years			SHRED/DELETE
8.34	School Fund – Ledger			Current year + 6 years		To be kept indefinitely	Offer to the Archives
8.35	School Fund – Invoices			Current year + 6 years			SHRED/DELETE
8.36	School Fund – Receipts			Current year + 6 years			SHRED/DELETE
8.37	School Fund – Bank statements		Financial Regulations	Current year + 6 years	Current year + 12 years		SHRED/DELETE
8.38	School Fund – School Journey books			Current year + 6 years			SHRED/DELETE
8.39	Applications for free school meals, travel, uniforms etc			Whilst child at school			SHRED/DELETE



8.40	Student grant applications			Current year + 3 years			SHRED/DELETE
8.41	Free school meals register	Yes	Financial Regulations	Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.42	Petty Cash books		Financial Regulations	Current year + 6 years	Current year + 6 years		SHRED/DELETE
8.43	Telephone call records			Current year + 5 years	Current year + 2 years		SHRED/DELETE
8.44	Unauthorised Absence Fines		Financial Regulations	Current year + 6 years			SHRED/DELETE





Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>9</b>	<b>Property</b>						
9.1	Title Deeds	No		Permanent		These should follow the property	Offer to the Archives
9.2	Plans			Permanent		Retain in school whilst operational	Offer to the Archives
9.3	Maintenance and Contractors		Financial Regulations	Current year + 6 years			SHRED/DELETE
9.4	Leases			Expiry of Lease + 6 years			SHRED/DELETE
9.5	Lettings			Current year + 3 years			SHRED/DELETE
9.6	Burglary, theft and vandalism report forms			Current year + 6 years			SHRED/DELETE
9.7	Maintenance log books			Last entry + 10 years			SHRED/DELETE
9.8	Contractors' Reports			Current year + 6 years			SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>10</b>	<b>Local Education Authority</b>						
10.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years			SHRED/DELETE
10.2	Attendance returns	Yes		Current year + 1 year			SHRED/DELETE
10.3	Circulars from LEA			Whilst operationally required		Review to see whether a further retention period is required	SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>11</b>	<b>Department for Children, Schools and Families</b>						
11.1	HMI reports			These do not need to be kept any longer			SHRED/DELETE
11.2	OFSTED reports and papers			Replace former report with any new inspection report		Review to see whether a further retention period is required	SHRED/DELETE
11.3	Returns			Current year + 6 years			SHRED/DELETE
11.4	Circulars from Department for Children, Schools and Families			Whilst operationally required		Review to see whether a further retention period is required	SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>12</b>	<b>Connexions</b>						
12.1	Service level agreements			Until superseded			SHRED/ DELETE
12.2	Work experience agreement			DOB of child + 18 years			SHRED/ DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>13</b>	<b>School Meals</b>						
13.1	Dinner Register			Current year + 3 years	Current year + 6 years		SHRED/DELETE
13.2	School Meals Summary Sheets			Current year + 3 years	Current year + 6 years		SHRED/DELETE



Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>14</b>	<b>Child Protection</b>						
14.1	Child Protection Files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	DOB + 30 years <sup>5</sup>		Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example). Where a child is removed from roll to be educated at home, the file should be	SHRED/DELETED



						copied to the Local Education Authority	
14.2	Allegations of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	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" October 2012	<b>Until the person's normal retirement age, or 10 years from the date of the allegation whichever is longer</b>		The following is an extract from "Dealing with allegations of abuse against teachers and other staff Statutory guidance for local authorities, head teachers, school staff, governing bodies and proprietors of independent schools" . P.11 It is important that a clear and comprehensive summary of the allegation, details of how the allegation	SHRED/DELETE



						<p>was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where a future DBS</p>	
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						Disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal retirement age or for a period of 10 years from	
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						the date of the allegation if that is longer"	
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Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>15</b>	<b>Family Liaison Officers and Parent Support Assistants</b>						
15.1	Day Books	Yes		Current year +2 years then review			SHRED/DELETE
15.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the school then destroy			SHRED/DELETE
15.3	Referral Forms	Yes		While the referral is current then destroy			SHRED/DELETE
15.4	Contact Data Sheets	Yes		Current year then review, if contact is no longer active then destroy			SHRED/DELETE
15.5	Contact Database Entries	Yes		Current year then review, if contact is no longer active then destroy		Ensure that all elements are shredded/deleted, including archive or back up copies	SHRED/DELETE
15.6	Group Registers	Yes		Current year			SHRED/



				+ 2 years			DELETE
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Ref:	Basic File Description	Data Protection Issues	Statutory Provision	Retention Period		Action at the end of the administrative life of the records	
				Operational	Fair Funding		
<b>16</b>	<b>Early Years Provision Records to be kept by Registered Persons - All Cases</b>						
16.1	The name, home address and date of birth of each child who is looked after on the premises	Yes		Closure of setting + 50 years <sup>8</sup>			SHRED/DELETE
16.2	The name, home address and telephone number of a parent of each child who is looked after on the premises	Yes		If this information is kept on the same form as the previous then the same retention period should be used. If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)			SHRED/DELETE

<sup>8</sup> These could be required to show whether or not an individual child attended the setting in a child protection investigation

For further assistance please contact Records Management



16.3	The name, address and telephone number of any person who will be looking after children on the premises	Yes		See entry immediately below			SHRED/ DELETE
16.4	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	Yes	The Day Care and Child Minding (National Standards)(England) Regulations 2003	Current year + 2 <sup>9</sup> (See note below)			SHRED/ DELETE
16.5	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	The Day Care and Child Minding (National Standards)(England) Regulations 2003 <sup>10</sup>	DOB of the child involved in the accident or incident + 25 years. If an adult is injured then the accident book must be kept for 7 years from the date of the incident			SHRED/ DELETE
16.6	A record of any medicinal product administered to any child on the premises, including date	Yes	The Day Care and Child Minding (National Standards)(England)	DOB of the child being given / taking the medicine + 25			SHRED/ DELETE

<sup>9</sup> The regulations state that these records should be kept for 2 years (SI20031996 7(1b)). If, however these records are likely to be needed in a child protection setting then the records should be retained for closure of setting + 50 years

<sup>10</sup> The regulations state that these records should be kept for 2 years (SI20031996 7(1b)). The Statute of Limitations states that a minor may make a claim for 7 years from their 18<sup>th</sup> birthday, therefore the retention should be for the longer period

For further assistance please contact Records Management



	and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to him / her self, together with a record of parent's consent		nd) Regulations 2003 <sup>11</sup>	years			
16.7	Records of transfer	Yes		One copy is to be given to the parent, one copy transferred to the Primary School where the child is going			
16.8	Portfolio of work, observations etc	Yes		To be sent home with the child			
16.9	Birth certificates	Yes		Once the setting has had sight of the birth certificate and recorded the necessary information the original can be returned to the parents. There is no requirement to			

<sup>11</sup> The regulations state that these records should be kept for 2 years (SI20031996 7(1b)). The NHS records retention schedule states that any records relating to a child under the age of 18 should be retained until that child reaches the age of 25. Therefore the retention should be for the longer period

For further assistance please contact Records Management



				keep a copy of the birth certificate.			
<b>Records to be kept by Registered Persons - Day Care</b>							
16.10	The name and address and telephone number of the registered person and every other person living or employed on the premises	Yes		Closure of setting + 50 years <sup>12</sup>			SHRED/DELETE
16.11	A statement of the procedure to be followed in the event of a fire or accident	No		Procedure superseded + 7 years			SHRED/DELETE
16.12	A statement of the procedure to be followed in the event of a child being lost or not collected	No		Procedure superseded + 7 years			SHRED/DELETE
16.13	A statement of the procedure to be followed where a parent has a complaint about the service being provided by the registered person	No		Until superseded			SHRED/DELETE
16.14	A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children	No		Closure of setting + 50 years <sup>13</sup>			SHRED/DELETE

<sup>12</sup> These could be required to show whether or not an individual child attended the setting in a child protection investigation

<sup>13</sup> These could be required to show whether or not an individual child attended the setting in a child protection investigation





	from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect						
Records to be kept by Registered Persons - Overnight Provision - under 2's							
16.15	Emergency contact details for appropriate adult to collect the child if necessary	Yes		Destroy once the child had left the setting (unless the information is collected for anything other than emergency contact)			SHRED/ DELETE
16.16	Contract, signed by the parent, stating all the relevant details regarding the child and their care, including the name of the emergency contact and confirmation of their agreement to collect the child during the night	Yes		Date of birth of the child who is the subject of the contract + 25 years			SHRED/ DELETE



Absence - books and letters	3.6
Abstract of Accounts	8.2
Accessibility plans	6.1
Accessibility Strategy	3.13
Accident reporting	6.2
Accidents at work - staff	5.12
Action Plans –Governors	1.7
Administrative – Approved suppliers list	7.10
Administrative - Circulars (staff / parents / pupils)	7.14
Administrative – Claims against insurance policies	7.4 - 7.5
Administrative - Employer's Liability certificate	7.1
Administrative - General file series	7.12
Administrative – Insurance policy documentation	7.2
Administrative – Insurance renewal documents	7.3
Administrative – Internal requisitions	7.11
Administrative - Inventories of equipment and furniture	7.6
Administrative - Minor matters of theft	7.18
Administrative - Newsletters / ephemera	7.15
Administrative – Premises Files	7.7
Administrative - PTA / Old Pupils' Association	7.17
Administrative - Risk assessments	7.8
Administrative - School brochure / prospectus	7.13
Administrative - Serious matters of theft	7.19
Administrative – Stock taking records	7.9
Administrative - Visitors book	7.16
Administrative records	7
Admissions	2.11 - 2.14
Admission Registers	3.1
Advice and information to parents regarding educational needs	3.12
Agendas – Governors	1.2
Allegations of a Child Protection nature	14.2
Annual appraisal / assessment records	5.13
Annual Budget (Final version)	8.1
Annual Budget and background papers	8.26
Annual reports required by the Department for Education and Skills	1.10
Annual Parents' meeting papers	1.4
Applications for free school meals, travel, uniforms	8.39
Approved suppliers list	7.10
Asbestos monitoring records	6.7
Attendance Registers	3.2
Attendance returns - LEA	10.2
BACS amendments and outputs	5.18
BACS listing	5.26
Bank statements – School Fund	8.37
Biometric Information	3.3



Budget monitoring	8.18
Budget reports	8.18
Building Society tabulations – Payroll	5.19
Burglary report forms	9.36
Cancelled cheques	8.31
Capital works tabulation	8.10
Cash books	8.20
Cash income batch control sheets	8.21
Cash office receipts	8.22
Cash summary books	8.22
Cheque books – School Fund	8.30
Cheque lists	8.32
Cheques (cancelled)	8.31
Child Protection	14
Child Protection Files	14.1
Children SEN Files	3.14
Circulars – Department for Children, Schools & Families	11.4
Circulars - LEA	10.3
Circulars – Staff / parents / pupils	7.14
Claims against insurance policies	7.4 - 7.5
Class record books	4.6
Class trips / visits	3.17 - 3.18
Complaints files	1.9, 2.9
Connexions - service level agreements	12.1
Connexions - Work experience agreement	12.2
Contact Database Entries – Family Liaison Officers	15.5
Contact Data Sheets – Family Liaison Officers	15.4
Contractors' reports	9.8
Contracts	8.4
Contracts – Expressions of Interest, Tender Received Forms	8.7
Copy orders	8.14
Copy payslips	5.20
Correspondence - Finance (income)	8.23
Correspondence – Finance (Unpaid accounts)	8.24
Correspondence - Head teacher	2.5
Correspondence – Heads of Year and other administrative staff	2.5
Correspondence – Letters authorizing absence	3.6
Correspondence – Payroll	5.21
COSHH	6.3
Costings records	8.11
CRB checks	5.9
Credit notes	8.25
Curriculum	4
Curriculum - Class record books	4.6
Curriculum - Mark books	4.7



Curriculum - Pupils work	4.9
Curriculum - Record of homework set	4.8
Curriculum - SATS records	4.10
Curriculum - Schemes of work	4.4
Curriculum - School syllabus	4.3
Curriculum - Timetable	4.5
Curriculum - Value added records	4.11
Curriculum development	4.1
Curriculum returns	4.2
Day Books – Family Liaison Officers	15.1
Day Care – Early Years Provision	16.10 - 16.14
Day Care and Child Minding Regulations 2003	16
Debtors' records	8.29
Delivery notes	8.15
Delivery documentation	8.28
Department for Children, Schools & Families - Circulars	11.4
Department for Children, Schools & Families - HMI reports	11.1
Department for Children, Schools & Families - OFSTED reports and papers	11.2
Department for Children, Schools & Families - Returns	11.3
Dinner register	13.1
Disability Discrimination Act	6.1
Disciplinary proceedings - staff	5.11
Early Years Foundation Analysis	4.14
Early Years Provision	16.1 - 16.9
Early Years Provision – Day Care	16.10
Early Years Provision – Overnight Provision	16.15 - 16.16
Education Act 1996	3.10
Education Act 2002	1.10, 14.1 - 14.2
Educational visits / trips	3.17 - 3.18
Employer's Liability certificate	7.1
Ephemera	7.15
Estimate working papers	8.12
Examination results	3.8
Expense claims	5.35
Family Liaison Officers	15
FE claims – Payroll	5.22
Finance	8
Finance – Abstract of accounts	8.2
Finance – Annual budget (Final version)	8.1
Finance - Annual Budget and background papers	8.26
Finance - Applications for free school meals, travel, uniforms	8.39



Finance - Budget reports, budget monitoring	8.18
Finance - Cancelled cheques	8.31
Finance – Capital works tabulation	8.10
Finance - Cash books	8.20
Finance - Cash income batch control sheets / Non billed cash banking sheets	8.21
Finance - Cash summary sheets / Cash office receipts	8.22
Finance - Cheque lists (creditor / payrolls)	8.32
Finance - Contracts	8.4
Finance – Contracts – Expressions of Interests, Tender Received Forms	8.7
Finance – Copy Orders	8.14
Finance - Correspondence (income)	8.23
Finance – Correspondence on unpaid accounts	8.24
Finance – Costings records	8.11
Finance – Credit notes	8.25
Finance - Debtors' records	8.29
Finance – Delivery notes	8.15
Finance - Delivery documentation	8.28
Finance – Estimate working papers	8.12
Finance - Free school meals register	8.41
Finance – Investment records	8.17
Finance - Invoices and receipts	8.19
Finance - Loans and Grants	8.3
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Finance - Petty cash books	8.42
Finance – Post Tender negotiations / clarification documents / minutes	8.8
Finance - Quotations	8.5 - 8.6
Finance - School Fund - Bank statements	8.37
Finance - School Fund - Cheque books	8.30
Finance - School Fund - Invoices	8.35
Finance - School Fund - Ledger	8.34
Finance - School Fund - Paying in books	8.33
Finance - School Fund - Receipts	8.36
Finance - School Fund - School Journey books	8.38
Finance - Student grant applications	8.40
Finance - Telephone call records	8.43
Finance – Tender envelopes	8.9
Finance – VAT accounts and claims	8.16
Finance - Works orders	8.13
Finance- Copy orders	8.14
Fire precautions log book	6.9
Flexitime records	5.2
Fraud (minor and serious matters of)	7.18 - 7.19
Free school meals register	8.41
General file series	7.12



Governors	1
Governors - Actions Plans	1.7
Governors - Agendas	1.2
Governors - Annual Parents' meeting papers	1.4
Governors - Annual reports required by the Department for Education and Skills	1.10
Governors - Complaints files	1.9
Governors - Instruments of Government	1.5
Governors - Minutes	1.1
Governors - Policy Documents	1.8
Governors - Proposals for schools to become, or be established as Specialist Status Schools	1.11
Governors - Reports	1.3
Governors - Trusts and Endowments	1.6
Grants	8.3
Group Registers – Family Liaison Officers	15.6
Head teacher	2.3 - 2.4
Head teacher - Correspondence	2.5
Health and Safety of Pupils on Educational Visits (HASPEV) (1998) 3 part supplement	3.17 - 3.18
Health and Safety	6
Health and Safety - Accessibility plans	6.1
Health and Safety - Accident Reporting	6.2
Health and Safety - Asbestos monitoring records	6.7
Health and Safety - COSHH	6.3
Health and Safety - Fire precautions log book	6.9
Health and Safety - Incident reports	6.4
Health and Safety - Policy statements	6.5
Health and Safety - Radiation monitoring records	6.8
Health and Safety - Risk Assessments	6.6
Health and Safety – Training records	5.32 - 5.33
HMI reports	11.1
Homework	4.8
Incident reports	6.4
Injury at work - Staff	5.11
Inland revenue documentation	5.23
Instruments of Government	1.5
Insurance – claims made against policies	7.4 - 7.5
Insurance policy documentation	7.2
Insurance renewal documents	7.3
Internal requisitions	7.11
Interview notes and recruitment records	5.7
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Investment records	8.17
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Invoices - School Fund	8.35



Kalamazoo manual records	5.24
Key Stage 1 Analysis	4.15
Key Stage 2 Analysis	4.16
Leases	9.4
Ledgers - School Fund	8.34
Lettings	9.5
Life Certificates (Pensions)	5.25
Limitations Act 1980	3.4, 3.16
Loans	8.3
Local Education Authority - Attendance returns	10.2
Local Education Authority - Circulars	10.3
Local Education Authority - Secondary transfer sheets	10.1
Log Books	2.1
Maintenance and Contractors	9.3
Maintenance log book	9.7
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Management - Minutes of the Senior Management Team and other internal administrative bodies	2.2
Management - Professional development plans	2.6
Management - records created by head teacher etc	2.4
Management - Reports made by the head teacher or the management team	2.3
Management - School development plans	2.7
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Maternity pay records	5.15
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Minutes – Governors	1.1
Minutes of the Senior Management Team and other internal administrative bodies	2.2
Misappropriation (minor and serious matters of)	7.18
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NI file cashbook	5.27
NI number changes	5.28
Non billed cash banking sheets	8.21
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Old Pupils' Association	7.17
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Orders	8.27
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Parent Support Assistants	15
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Part-time employees claim forms	5.29
Paying in books – School Fund	8.33
Payroll - BACS amendments and outputs	5.18
Payroll - Building Society tabulations	5.19
Payroll - Copy payslips	5.20
Payroll - Correspondence	5.21
Payroll - FE claims	5.22
Payroll - Inland revenue documentation	5.23
Payroll - Kalamazoo manual records	5.24
Payroll - Life Certificates (pensions)	5.25
Payroll - Monthly BACS listing	5.26
Payroll - NI file cashbook	5.27
Payroll - NI number changes	5.28
Payroll - Part-time employees claim forms	5.29
Payroll - Payroll adjustment documentation	5.30
Payslips	5.20
Pension records	5.17
Pensions personal records	5.17
Permission slips for school trips	3.15 - 3.16
Personnel	5
Personnel - Annual appraisal / assessment records	5.13
Personnel - Disciplinary proceedings	5.11
Personnel - Flexitime records	5.2
Personnel - Interview notes and recruitment records	5.8
Personnel - Maternity pay records	5.15
Personnel - Payroll - BACS amendments and outputs	5.18
Personnel - Payroll - Building Society tabulations	5.19
Personnel - Payroll - Copy payslips	5.20
Personnel - Payroll - Correspondence	5.21
Personnel - Payroll - FE claims	5.22
Personnel - Payroll - Inland revenue documentation	5.23
Personnel - Payroll - Kalamazoo manual records	5.24
Personnel - Payroll - Life Certificates (pensions)	5.25
Personnel - Payroll - Monthly BACS listing	5.26
Personnel - Payroll - NI file cashbook	5.27
Personnel - Payroll - NI number changes	5.28
Personnel - Payroll - Part-time employees claim forms	5.29
Personnel - Payroll - Payroll adjustment documentation	5.30
Personnel - Pensions personal records	5.17
Personnel - Pre-employment vetting information	5.9
Personnel - Proofs of Identity collected as part of the process of checking "portable" enhanced CRB Disclosure	5.10
Personnel - Records held under Retirements Benefits Schemes Regulations	5.16
Personnel - Records relating to accident / injury at work	5.12
Personnel - Salary cards	5.14
Personnel – Sick Pay	5.1





Personnel - SSP records	5.3
Personnel - SSP variations	5.4
Personnel - Staff personnel files	5.7
Personnel - Staff transfer records	5.6
Personnel - Starters forms	5.5
Personnel – Terminations of employments	5.34
Personnel - Timesheets	5.1
Personnel - Training records - Health and Safety	5.32
Personnel - Training records - not Health and Safety	5.33
Personnel - Travel / expense claims	5.35
Personnel - Union documents	5.31
Petty cash books	8.42
Plans - property	9.2
Policy Documents – Governors	1.8
Policies and Procedures	2.8
Policy Documents - Health and Safety	6.5
Post Tender negotiations / clarification documents / minutes	8.8
Pre-employment vetting information	5.9
Premises Files	7.7
Primary Pupil Files	3.4
Procedures and Policies	2.8
Professional development plans	2.6
Proofs of address supplied by parents for admissions	2.14
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Property - Burglary, theft and vandalism report forms	9.6
Property - Contractors' reports	9.8
Property - Leases	9.4
Property - Lettings	9.5
Property - Maintenance and Contractors	9.3
Property - Maintenance log book	9.7
Property - Plans	9.2
Property - Title deeds	9.1
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Proposals for schools to become, or be established as Specialist Status schools	1.11
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PTA records	7.17
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Pupil Files	3.4
Pupils	3
Pupils - Absence books	3.7
Pupils - Accessibility Strategy	3.13
Pupils - Admission Registers	3.1
Pupils - Advice and information to parents regarding educational needs	3.12



Pupils - Attendance Registers	3.2
Pupils - Biometric Information	3.3
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