

**RECORDS RETENTION POLICY**

**This policy is reviewed every two years**

**History of Document**

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| **Issue No** | **Author/Owner** | **Date Reviewed** | **Date Approved by Trust Board** | **Comments** |
| 1 | DPO | May 2018 | 10 May 2018 | 1st formal issue |
| 2 | DPO | June 2018 | 12 July 2018 | New processes and reasons for retention added |
| 3 | DPO | October 2018 | 11 October 2018 | One amendment and 2 new records |

1. **INTRODUCTION**
   1. The main aim of this Records Retention Policy (“Policy”) is to enable The Active Learning Trust (“Trust”) to manage its records effectively and in compliance with data protection and other regulation. As an organisation it collects, holds, stores and creates significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and records.
   2. The Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
   3. Section 2 of the Policy sets out the main categories of information that the Trust holds, the length of time that it intends to hold them, and the reason for this. It also sets out the legal requirements for certain categories of document.
   4. Section 3 of the Policy sets out the destruction procedure for records at the end of their retention period. The Trust’s Data Protection Officer shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this Policy should be referred to her.
   5. If a record or piece of information is reaching the end of its stated retention period, but it is of the view that it should be kept longer, the Trust’s Data Protection Officer should be contacted, who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.
2. **RECORD RETENTION PERIOD**

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| All records relating to the creation and implementation of a School’s Admission Policy | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Life of the policy + 3 years |
| Admission Emails from County Council | Best practice as determined through personal data mapping exercise | Once child is registered with the school. |
| Published Admission Number (PAN) Reports | Recommended by IRMS | Current year + 6 years |
| Admissions – if the admission is successful | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Date of admission + 1 year |
| Admissions – if an appeal is unsuccessful | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Resolution of case + 1 year |
| Proof of address supplied by parents as part of the admissions process | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014 | Current year + 1 year |

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Admission Register/Application Lists – Manual | Regulation 14 of The Education (Pupil Registration) (England) Regulations 2006 | Three years after the date on which the entry was made. |
| Admission Register – Computerised | Regulation 15 (5) of The Education (Pupil Registration) (England) Regulations 2006 | Three years after the end of the school year during which the entry was made. This applies to every back up copy.  The difference in retention periods as between manual and computerised registers has probably come about in error but this is what the Regulations say. |
| Attendance Register – Manual | Regulation 14 of The Education (Pupil Registration) (England) Regulations 2006 | Three years after the date on which the entry was made. |
| Attendance Register – Computerised | Regulation 15 (5) of The Education (Pupil Registration) (England) Regulations 2006 | Three years after the end of the school year during which the entry was made. This applies to every back up copy.  The difference in retention periods as between manual and computerised registers has probably come about in error but this is what the Regulations say. |
| Attendance returns to County Council | Best Practice as determined through personal data mapping exercise | Current year + 1 year |
| Pupil Educational Record/ – blue file (Suffolk) / manilla file (Cambridgeshire) | Pupil information Regulations 2005 (maintained schools only). Same approach applied in academy context.  Section Two Limitation Act 1980 | Pupil Educational Record follows the pupil. The last school retains the file until the former pupil is 25 years of age. |

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Child Protection/safeguarding information (on child’s file and other files) | “Keeping children safe in education. Statutory guidance  for schools and colleges September 2016”;  “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children February 2017” | Pupil’s Child Protection/safeguarding file(s) follow the pupil. The last school retains the file until further notice.  Subject to moratorium on destruction due to historic child abuse enquiry. See  <https://www.iicsa.org.uk/document/guidance-note-retention-instructions-and-data-protection-requirements> |
| Correspondence relating to authorised absence | Section 7 Education Act 1996 | Current academic year + 2 years |
| Biometric – finger print | Data protection requirements | Until permission is withdrawn or child leaves the school. |
| Pupil photographs | Best practice | Disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. |
| SEN files | Limitation Act 1980 | 25 years from date of birth of the pupil. |
| Education Health and Care Plans | Special Educational Needs and Disability Regulations 2014  Children and families Act 2014, part 3 | 25 years from date of birth of the pupil. |
| Statements of Special Educational Needs (now historic) | Originally under Special Educational Needs and Disability Regulations 2001 | 25 years from date of birth of pupil. |
| Advice and information provided to parents regarding educational needs | Originally under Special Educational Needs and Disability Regulations 2001 | 25 years from date of birth of pupil. |
| Accessibility Strategy | Originally under Special Educational Needs and Disability Regulations 2001 | 25 years from date of birth of pupil. |

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Looked After Children (LAC) files | Pupil information Regulations 2005 (maintained schools only). Same approach applied in academy context. | LAC file follows the pupil. The last school retains the file until the former pupil is 25 years of age. |
| Walking Bus Register | Recommended by IRMS | Date of register + 3 years |
| Family Liaison – day books | Recommended by IRMS | Current year + 2 years |
| Reports for outside agencies | Recommended by IRMS | Whilst child is attending school and then destroy |
| Referral forms | Recommended by IRMS | While the referral is current |
| Contact data sheets | Recommended by IRMS | Current year and then review, if contact is no longer active, then destroy |
| Contact database entries | Recommended by IRMS | Current year and then review, if contact is no longer active, then destroy |
| Group Registers | Recommended by IRMS | Current year + 2 years |
| Curriculum Returns | Recommended by IRMS | Current year + 3 years |
| Curriculum – Self Evaluation | Recommended by IRMS | Current year + 6 years |
| Timetable | Recommended by IRMS | Current year + 1 year |
| Class record books | Recommended by IRMS | Current year + 1 year |
| Marks Books | Recommended by IRMS | Current year + 1 year |
| Record of homework set | Recommended by IRMS | Current year + 1 year |
| Records created by primary schools to obtain approval to run an Educational Visit outside the classroom | Outdoor Education Advisers’ Panel National Guidance website <http://oeapng.info> specifically Section 3 “Legal Framework and Employer Systems” and Section 4 “Good Practice.” | Date of visit + 14 years |
| Records created by secondary schools to obtain approval to run an Educational Visit outside the classroom | Outdoor Education Advisers’ Panel National Guidance website <http://oeapng.info> specifically Section 3 “Legal Framework and Employer Systems” and Section 4 “Good Practice.” | Date of visit + 10 years |

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Parental consent forms for school trips where there has been no major incident | Recommended by IRMS | Conclusion of the trip or up to a month thereafter in case queries raised. |
| Parental consent forms for school trips where there has been a major incident | Limitation Act 1980 - Section 2 | DOB of the pupil involved in the incident + 25 years – permission slips for all pupils on the trip to be retained for this period. |
| Pupils Work | Recommended by IRMS | Where possible return to the pupil at the end of the academic year – else current year + 1 year |
| SATs Results | Recommended by IRMS | Should be put on pupil’s educational file and then retained until pupil is 25 years old. Composite record of whole year SATs results – current year + 6 years. |
| GCSE – Pre-Exam Registration (Statement of Entries) /Pupil signed list of exam entries | Recommended by IRMS | Until at least the first half term (October) when enquiries about results have passed. |
| GCSE - Exam Entries | Best Practice as determined through personal data mapping exercise | Until end of February in year exams are registered |
| Exam Register (from Exam Board), Internal Register, Exam Seating Plan | Best Practice as determined through personal data mapping exercise | One year after exam to which they relate |
| Exam results from NCFE and BTEC | Best Practice as determined through personal data mapping exercise | 3 years |
| Exam results from other Examining Boards | Recommended by IRMS | 6 years |
| Appeal correspondence | Best Practice as determined through personal data mapping exercise | Until the date that appeals are allowed, has passed. |
| Exam Certificates | Best Practice as determined through personal data mapping exercise | Indefinite |
| Work Experience/Placement | Best Practice as determined through personal data mapping exercise | 3 years |

**PUPIL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Meeting papers relating to the annual parents’ meeting | Section 33 Education Act 2002 | Date of meeting and 6 years |
| Parents | Pupil Registration Regulations 2006  For basic name and contact details. Otherwise usually operational in accordance with the statutory functions of the school | For the duration that the parent has a pupil at the school. Otherwise subject to case by case justification. |

**OPERATIONAL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Records relating to the creation and publication of the school brochure and prospectus/brochure | Recommended by IRMS | Current year + 3 years |
| Records relating to the creation and distribution of circulars to staff, parents or pupils | Recommended by IRMS | Current year + 1 year |
| Newsletters and other items with a short operational use | Recommended by IRMS | Current year + 1 year |
| Visitors Books and Signing in Sheets and electronic visitor registration systems - including Staff/Governors/ Contractors | Recommended by IRMS | Current year + 6 years |
| Records relating to the creation and management of Parent Teacher Associations and/or old Pupils Associations | Recommended by IRMS | Current year + 6 years |
| Free School Meals Registers | Recommended by IRMS | Current year + 6 years |
| School Meals Registers | Recommended by IRMS | Current year + 3 years |
| Schools Meals Summary Sheets | Recommended by IRMS | Current year + 3 years |
| Agency emails and information | Trust best practice | A year after end of contract in case of a complaint. |
| Subject Access Requests – unredacted and redacted copies | Trust best practice – recommended by the Data Protection Officer | Six months if no further queries/correspondence else a year if further correspondence or complaints (case by case basis) |
| CCTV images | Per Trust’s Use of Images Policy | Up to 30 days |
| CCTV recordings – for SARs/ investigations | Per Trust’s Use of Images Policy | Six months unless further correspondence on SAR, still part of criminal investigation. |

**OPERATIONAL ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Whistleblowing – correspondence and report of investigation | Limitation Act 1980 | Closure of case + 6 years |

**EMPLOYEE ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Original job application form for successful candidate | Recommended by EPM | Termination + 6 years |
| Confirmation of pre-employment medical check clearance | Recommended by EPM | Termination + 6 years |
| DBS certificates/ copies | Recommended by EPM | Six months –If, in very exceptional circumstances, it is considered necessary to retain a copy of the original certificate for longer than six months, consent should be sought from the applicant and retained on file. |
| Confirmation of DBS outcome and any associated docs (e.g. risk assessment or certificate of good conduct). | Recommendedwithin the DfE Guidance, “Data Protection: a toolkit for schools”, April 2018 | Termination + 25 years |
| Barred List clearance | Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, April 2018 | Termination + 25 years |
| Prohibition check | Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, April 2018 | Termination + 25 years |
| Copies of documents used for identity authentication for DBS and Asylum and Immigration Act purposes | Recommended within Home Office “An Employers Guide to Right to Work Checks”, August 2017 | Termination + 2 years |
| UK Border Agency Documentation (Work Permit) | Recommended within Home Office “An Employers Guide to Right to Work Checks”, August 2017 | Termination + 2 years |
| Records relating to employees from outside of the UK e.g. visa, work permits etc | Recommended within Home Office “An Employers Guide to Right to Work Checks”, August 2017 | Termination + 2 years |
| Copies of qualifications certificates relevant to employment | Recommended by EPM | Termination + 6 years |

**EMPLOYEE ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| NQT – Satisfactory completion of skills tests | Recommended by EPM | Termination + 6 years |
| Two original references | Recommended by EPM | Termination + 6 years |
| Original contract acceptance | Recommended by EPM | Termination + 6 years |
| Copy of Contract of employment and any variation letters or side letters | Recommended by EPM | Termination + 6 years |
| Formal disciplinary warnings – child protection related | Recommendedwithin the DfE Guidance, “Data Protection: a toolkit for schools”, April 2018 | Termination + 25 years |
| Formal disciplinary warnings – not child protection related | Recommended by EPM | Termination + 6 years |
| Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment | Recommended by EPM | Termination + 7years |
| Exit Interview Notes | Recommended by EPM | Termination + 7years |
| Redundancy details, calculations of payments, refunds, notification to the Secretary of State | Recommended by EPM | Six years from the date of redundancy |
| Retirement Benefit Schemes – records of notifiable events, for example, relating to incapacity | Statutory requirement | Six years from the end of the scheme year in which the event took place |
| Salary assessment forms – teachers | Recommended by EPM | Current year + 6 years |
| Appraisal information | Recommended by EPM | Current year + 6 years |
| Staff induction including NQTs Induction | Recommended within the DfE Guidance, “Data Protection: a toolkit for schools”, April 2018 | Completion + 6 years |

**EMPLOYEE ADMINISTRATION**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Working time records | Statutory requirement | Two years from date on which they were made |
| Volunteer records | Trust best practice | Length of period in such role -  unless the volunteer was involved in any child protection issues. |
| Photo Driving Licence (School Minibus) | Best practice as determined through data mapping school visits | Return once pertinent information has been checked. |
| Inland Revenue/HMRC correspondence | Statutory | Termination + 6 years |
| National Minimum wage records | National Minimum Wage Act | 3 years after the end of the pay reference period following the one that the records cover. |
| Wage/salary records (also overtime, bonuses, expenses) | Statutory | Termination + 6 years |
| Time sheets | Recommended by EPM | Current year + 6 years |
| Pecuniary/Business Interest Declarations | Trust best practice | Termination + 2 years |
| Training Records that form part of an individual’s  personnel file. | Trust best practice | Termination + 6 years |
| Management Letters | Trust best practice | Termination + 6 years |

**HEALTH & SAFETY / MEDICAL**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Health & Safety Policy Statements | Recommended by IRMS | Life of Policy + 3 years |
| Health & Safety risk assessments | Recommended by IRMS | Life of risk assessment + 3 years |
| Accident Books /Register  Incident/near mis reporting form  Accident & incident forms  First Aid Book  Head Bump Book  School Medicine Administering Form  Records of Medication Administered in Schools  Medical Form for PE Fixtures & local visits  Any other medical forms. | Limitation Act 1970  Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 | 3 years from the date of the last entry (or if the accident involves a child/young adult, then until that person reaches age 21). |
| Records re work with substances hazardous to health (COSHH) | Control of Hazardous Substances to Health Regulations 2002 | Up to 40 years. Recommend: Permanent |
| Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | Regulation 19 of Control of Asbestos at Work Regulations 2012 | Last action + 40 years |
| Records relating to accident/injury at work | Recommended by EPM | Termination + 12 years  In the case of serious accidents a further retention period may need to be considered |
| Process of monitoring of areas where employees and persons are likely to have become in contact with radiation | Recommended by IRMS | Last action + 50 years |
| Fire prevention log books | Recommended by IRMS | Current year + 6 years |

**HEALTH & SAFETY / MEDICAL**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Medical certificates/Occupational Health reports and sickness absence record | Recommended by EPM | Current year + 6 years. |
| SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices | Statutory | Three years after the end of the tax year in which the leave period ends. |
| Statutory Sick Pay records, calculations, certificates, self-certificates | Recommended by EPM | Six years after the employment ceases |
| Parental leave records | Recommended by EPM | Eighteen from birth/adoption of the child or if the child receives a disability living allowance. |
| Other special leave of absence including parental leave, maternity leave | Recommended by EPM | Current year + 6 years |
| Medical certificates/Occupational Health reports and sickness | Recommended by EPM | Current year + 6 years |
| Medical Scheme documentation | Commercial | Permanent unless personal data is included |
| Records relating to accident reporting – Children | Regulation 25 of Social Security (Claims and Payments) Regulations 1979. Section 8 of Social Security Administration Act 1992. Limitation Act 1980. | DOB of the child + 25 years |

**PENSION RECORDS**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Records about employees and workers | For all categories see:  Detailed Guidance for Employers: (April 2017)  pensions regulator.gov.uk |  |
| Records re the Scheme |  |
| Records re active members and opt in / opt out |  |
| Trust Deed / Rules and HMRC approvals |  |
| Trustees’ Minutes and annual accounts |  |
| Policies including investment policies |  |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Recommended by IRMS | Current year + 6 years |

**INSURANCE**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Employer’s Liability Insurance | Employers’ Liability (Compulsory Insurance Regulation) 1998 | 40 years |
| Policies | Commercial | 3 years after lapse |
| Claims correspondence | Commercial | 3 years after settlement |
| Burglary, theft and vandalism report forms | Recommended by IRMS | Current year + 6 years |

**CENTRAL GOVERNMENT AND LOCAL AUTHORITY**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| OFSTED reports and papers | Recommended by IRMS | Life of the report |
| Returns made to central government (DfE/EFSA) | Recommended by IRMS | Current year + 6 years |
| Circulars and other information sent from Central Government /Local Authority | Recommended by IRMS | Until end of operational use |
| School Census Returns – Pupil and Workforce | Recommended by IRMS | Current year + 5 years |

**PREMISES/PROPERTY**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Original title deeds | Recommended by IRMS | Permanent / to disposal of property |
| Leases | Limitation Act 1980 | 12 years after lease has expired |
| Building records, plans, consents and certification and warranties etc | Limitations Act 1980 | 6 years after disposal or permanent if of historical / archival interest. Carry out review re: longer retention, e.g. if possible actions against contractors |
| Records relating to the letting of school premises | Recommended by IRMS | Current year + 6 years |
| All records relating to the maintenance of the school carried out by contractors | Recommended by IRMS | Current year + 6 years |
| All records relating to the maintenance of the school carried out by school employee including maintenance log books | Recommended by IRMS | Current year + 6 years |

**TAX AND FINANCE**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Annual accounts and review (including transferred records on amalgamation) | Companies Act 2006  Charities Act 2011 | Current year + 6 years  Recommended: permanent record |
| Tax and accounting records – invoices, receipts, order books, requisitions, delivery notes | Finance Act 1998  Taxes Management Act 1970 | Current financial year + 6 years |
| Information relevant for VAT purposes | Finance Act 1998 and  HMRC Notice 700/21 | Current financial year + 6 years |
| Banking records / receipts book/sales ledger / identification and collection of debt | Companies Act 2006  Charities Act 2011 | 6 years from transaction |
| Inventories of furniture & equipment | Recommended by IRMS | Current year + 6 years |
| All records relating to the creation and management of budgets including the Annual Budget statement and background papers | Recommended by IRMS | Life of the budget + 3 years |
| Post 16 Bursary Applications and Documents | Finance Act 1998 | Current financial year + 6 years |
| Early Education funding for 3 & 4-year-olds and eligible 2-year-olds - Parent/carer authorisation forms and proof of eligibility and emails. | Suffolk County Council- Parent Authorisation Form (PAF) Guidance | 7 years |

**CONTRACT MANAGEMENT**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| All records relating to the management of contracts under seal | Limitation Act 1980 | Last payment on the contract + 12 years |
| All records relating to the management of contracts under signature | Limitation Act 1980 | Last payment on the contract + 6 years |
| Records relating to the monitoring of contracts | Recommended by IRMS | Current year + 2 years |

**GOVERNANCE RECORDS**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Company Articles of Association, Rules / bylaws | Companies Act 2006  Charities Act 2011 | Permanent |
| Academy funding agreement and any supplemental agreements | Charities Act 2011 | Permanent |
| Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies | Recommended by IRMS | Date of proposal accepted or declined + 3 years |
| Agendas for meetings of Trust Board/Governing Body/ sub committee meetings | Recommended by IRMS | One copy to be retained with the master set of minutes. |
| Principal set – signed minutes and written resolutions of meetings of Trust Board/ Governing Body/ sub committees | Companies Act 2006  Charities Act 2011 | Permanent |
| Inspection copies of minutes and written resolutions of meetings of Trust Board/ Governing Body/ sub committees | Recommended by IRMS | Date of meeting and three years |
| Reports presented to the Trust Board/Governing Body/ sub committee | Recommended by IRMS | 6 years |
| Action plans administered by Trust Board/ Governing Body | Recommended by IRMS | Life of the action plan + 3 years |
| Policy documentation by Trust Board/ Governing Body | Recommended by IRMS | Life of the policy + 3 years |
| Records relating to complaints dealt with the Trust Board/ Governing Body | Recommended by IRMS | Date of resolution of the complaint and 6 years - then review in cases of contentious disputes. |

**GOVERNANCE RECORDS**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Declaration of Eligibility as a School Governor | Best Practice as determined through personal data mapping exercise | For successful candidate, term of office + 1 year / unsuccessful candidates after the vote has taken place and all candidates are satisfied with the result. |
| Governor Self Nomination Forms | Best Practice as determined through personal data mapping exercise | For successful candidate, term of office + 1 year / unsuccessful candidates after the vote has taken place and all candidates are satisfied with the result. |
| Governor Pecuniary Interests | Best Practice as determined through personal data mapping exercise | Term of office + 1 year or 1 year. |
| Parent Voting Forms | Best Practice as determined through personal data mapping exercise | After the vote has taken place and all candidates are satisfied with the result. |
| Documents of clear historical / archival significance | Data Protection regulation | Legal advice should be obtained after 25/5/18 |
| Intellectual Property records and legal files re provision of service | Limitation Act 1980 | Life of service provision or Intellectual Property + 6 years |
| Governor Training Records | Best Practice as determined through personal data mapping exercise | Term of Office + 1 year |

**HEAD TEACHER AND SENIOR MANAGEMENT TEAM (SMT) RECORDS**

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| **RECORD TYPE** | **LEGISLATION / REASONS FOR RETENTION** | **RETENTION – THEN SECURELY DESTROY** |
| Log books of activity in the school maintained by the Headteacher | Recommended by IRMS | Date of last entry and a minimum of 6 years. |
| Minutes of the SMT meetings and meetings of other internal administrative bodies | Recommended by IRMS | Date of meeting and 3 years |
| Reports created by Executive Headteacher, Headteacher or the SMT | Recommended by IRMS | Date of report and 3 years |
| Records created by Executive Head Teachers, Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities | Recommended by IRMS | Current academic year and 6 years |
| Correspondence created by the Executive Head Teacher, Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities | Recommended by IRMS | Date of correspondence and 3 years |
| Professional Development Plans | Recommended by IRMS | Life of the plan + 6 years |
| School Development Plans | Recommended by IRMS | Life of the plan + 3 years |

1. **DELETION OF RECORDS**
   1. When a record is at the end of its retention period, it should be dealt with in accordance with this Policy.

**Confidential waste**

* 1. This should either be securely shredded on site or securely stored in confidential waste bins or sacks located in a locked office until collected for secure destruction by an accredited third party processor.
  2. Anything that contains personal information should be treated as confidential.
  3. Where deleting electronically, please refer to the school’s ICT Technician to ensure that this is carried out effectively.

**Other records**

* 1. Other records can be deleted or placed in recycling bins where appropriate.

**Automatic deletion**

* 1. Certain information will be automatically archived by the computer systems. Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact your school’s ICT Technician.

**Individual responsibility**

* 1. Much of the retention and deletion of records will be automatic, but when faced with a decision about an individual record, you should ask yourself the following:
     1. Has the information come to the end of its useful life?
     2. Is there a legal requirement to keep this information or record for a set period? (Refer to Section 2 of the Policy for more information)
     3. Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
     4. Would the record be useful for the organisation as a precedent, learning document, or for performance management processes?
     5. Is the record of historic or statistical significance?
  2. If the decision is made to keep the record, this should be referred to a School Data Controller and reasons given.

**List of Records**

3.9 A list of hard copy records to be destroyed in bulk at the end of a retention period must be maintained and should include:

* File reference (or other unique identifier).
* File title (or brief description) and number of files.
* The name of the authorising officer and the date action taken.

3.10 This list should be kept in an Excel spreadsheet or similar suitable format

**Review**

3.11 This Policy will be reviewed every two years by the Trust Board.