



Records Management Policy and Annual Review of Records Checklist

1. ABOUT THIS POLICY

Our School recognises that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations, and to contribute to the effective overall management of our school. Maintaining good records helps us to provide the evidence needed to protect the legal rights and interests of our school, and for us to demonstrate our performance and accountability.

This policy provides the framework through which we will effectively manage our records.

It covers:

- Scope
- Responsibilities
- Safe destruction of records
- Freedom of Information Act 2000
- Relationships with existing policies

2. SCOPE

This policy applies to all records created, received or maintained by permanent and temporary staff of the school in the course of carrying out its functions. Also, by any agents, contractors, consultants or third parties acting on behalf of the school.

Records are defined as all documents which facilitate the business carried out by the school and which are thereafter retained to provide evidence of transactions or activities. These records may be created, received or maintained in hard copy or electrical format e.g. paper documents, scanned documents, e-mails, audio and video recordings, text messages, notes of telephone and spreadsheets, Word Documents, presentations, etc.

3. LEGISLATION AND GUIDANCE

This policy meets the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000(FOIA 2000). It is based on the IRMS Toolkit For Schools, the Department of Education – Data Protection Toolkit for Schools, Department of Education – Annual Review of School Records and Safe Destruction Checklist, and guidance published by the Information Commissioner’s Office (ICO) on the GDPR.

4. RESPONSIBILITIES

4.1 The Governing Body

The governing body of the school/Academy Trust has a statutory responsibility to maintain the school's records and record keeping systems in accordance with the regulatory framework of the school.

4.2 The Data Protection Lead/responsible person

Our school and MAC Data Protection Leads will provide guidance on good records management practices within the school and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

The Data Protection Lead will monitor compliance with this policy by ensuring that the 'Annual Review of School Records Checklist' is completed at least annually.

4.3 All Staff

It is the responsibility for all members of staff to ensure that our school does not keep personal information for longer than is necessary for the purpose or purposes for which it was collected.

Our school will manage and document its records disposal process in line with the guidance provided by the IRMS Toolkit for Schools.

It is the responsibility of all members of the school to ensure that they:

- Manage school records consistently in accordance with school's policies and procedures;
- Properly document their actions and decisions;
- Hold personal information securely;
- Only share personal information appropriately and do not disclose it to an unauthorised third party;
- Dispose of records securely in accordance with the guidance set out in the Information and Records Management Society's toolkit for schools/ school's Records Retention Schedule which can be found here:

Staff who do not comply with this policy may face disciplinary action.

This policy does not form part of any employee's contract of employment and may be amended at any time.

5. SAFE DESTRUCTION OF RECORDS

All records containing personal information, or sensitive policy information will be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records will be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

Do not put records containing personal information with the regular waste or a skip.

Where an external provider is used, where possible, all records will be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider will be trained in the handling of confidential documents.

The shredding will be planned with specific dates and all records will be identified as to the date of destruction.

PLEASE NOTE: if the records are recorded as 'to be destroyed' but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

6. FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 2000 requires us to maintain a list of records which have been destroyed and who authorised their destruction

When destroying either a substantial amount of information or information which is of a particularly sensitive or important nature, members of staff should record at least:

- The information that has been destroyed
- The volume of the information that has been destroyed
- Who provided authorisation to destroy the information
- The date the information was destroyed

By following this guidance and completing the Annual Checklist, we will ensure that our school is compliant with the Data Protection rules and the Freedom of Information Act 2000.

7. RELATIONSHIP WITH EXISTING POLICIES

This policy is linked to our:

- Data Protection Policy
- Information Security Policy
- Freedom of Information Policy

Checklist for Annual Review of School Records and Safe Data Destruction

Completion page

School name: _____

Review completed by: _____

Date: _____

Approved by Headteacher: _____

Date: _____

Note – The completion of this review should be shared at the Governors meeting and minuted.

A. Summary of areas reviewed:

Ref	Area	Pages	Annual Review Completed Tick (✓)	Reviewer Initials
1	The Governing Body	7-13		
2	Management of the School	13-16		
3	Human Resources	17-20		
4	Pensions and Payroll	20-22		
5	Health and Safety	23-24		
6	Financial Management	24-29		
7	Property Management	29-30		
8	Pupil Management	31-34		
9	Curriculum Management and Extra Curricular Activities	35-39		
10	Central Government and Local Authority	40		

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Section 1 – The Governing Body

1.1 Governor Records – Governors, Directors, and Trustees					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
1.1.1 (15.01)	Appointment of Trustees and Governors and Directors	YES	Life of appointment + 6 years	SECURE DISPOSAL	
1.1.2 (15.02)	Records relating to the election of parent and staff governors not appointed by the governors	YES	Date of election + 6 months	SECURE DISPOSAL	
1.1.3 (15.03)	Records relating to the appointment of co-opted governors	YES	If the decision has been recorded in the minutes, records relating to the appointment can be destroyed once the co-opted governor has finished their term of office, except where there have been allegations concerning children. In this case retain for 25 years	SECURE DISPOSAL	
1.1.4 (15.04)	Records relating to the terms of office of serving governors including evidence of appointment	YES	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.		

1.1.5 (15.05)	Records relating to Governor Declaration against disqualification criteria	YES	Date appointment ceases plus 6 years	SECURE DISPOSAL	
1.1.6 (15.06)	Governors Code of Conduct	NO	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation	SECURE DISPOSAL	
1.1.7 (15.07)	Records relating to DBS checks carried out on clerk and members of the governing body	YES	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)	SECURE DISPOSAL	
1.1.8 (15.08)	Governor personnel files	YES	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years	SECURE DISPOSAL	
1.1.9 (15.09)	Records relating to the induction programme for new governors	YES	Date appointment ceases plus 6 years	SECURE DISPOSAL	
1.1.10 (15.10)	Records relating to the training required and received by Governors	YES	Date Governor steps down + 6 years	SECURE DISPOSAL	
1.1.11 (15.11)	Appointment and removal of Members	NO	Life of appointment + 6 years	SECURE DISPOSAL	
1.1.12 (15.12)	Register of members		Date Member resigns + 10 years	SECURE DISPOSAL	

1.1.13 (15.13)	Statement of Trustees Responsibilities	NO	Life of statement + 6 years	SECURE DISPOSAL	
1.1.14 (15.14)	Register of Trustees interests	YES	Date Trustee resigns + 10 years	SECURE DISPOSAL	
1.1.15 (15.15)	Declaration of Interests Statements [Governors] [this is not a statutory register]	YES	Date Governor resigns + 10 years	SECURE DISPOSAL	

1.2 Governor Records – Governing Body Meetings

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
1.2.1 (16.08)	Meetings schedule	NO	Current year	STANDARD DISPOSAL	
1.2.2 (16.01)	Board Meeting Minutes	YES	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	
1.2.3 (16.02)	Board Decisions	Could be if the decisions refer to living individuals	Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES	
1.2.4 (16.03)	Board Meeting: Annual Schedule of Business	NO	Current year	SECURE DISPOSAL	
1.2.5 (16.04)	Board Meeting: Procedures for conduct of meeting	NO	Date procedures superseded + 6 years	SECURE DISPOSAL	
1.2.6 (16.05)	Records relating to the management of General Members Meetings	NO	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	
1.2.7 (16.06)	Minutes relating to any committees set up by the Board of Directors	Could be if the minutes refer to living individuals	Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVES	

1.2.8 (16.07)	Records relating to the management of the Annual General Meeting	Could be if the minutes refer to living individuals	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES	
1.2.9 (16.09)	Agendas for Governing Body Meetings	May be data protection issues, if the meeting is dealing with confidential staff issues	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL	
1.2.10 (16.10)	Agendas Additional Copies	NO	Date of Meeting	STANDARD DISPOSAL	
1.2.11 (16.11)	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	May be data protection issues, if the meeting is dealing with confidential issues relating to staff	Date of Meeting + 10 years	OFFER TO ARCHIVES	
1.2.12 (16.12)	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	Yes - May have names and personal issues unless redacted	Date of Meeting + 10 years	SECURE DISPOSAL	
1.2.13 (16.13)	Reports presented to the Governing Body	YES	Date of Meeting + 10 years	SECURE DISPOSAL	
1.2.14 (16.14)	Reports made to the Governors Meeting which are referred to in the minutes	Potential	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting.	Consult local archives before disposal	
1.2.15 (16.15)	Register of attendance at Full Governing Board Meetings	YES	Date of last meeting in the book + 6 years	SECURE DISPOSAL	
1.2.16 (16.16)	Papers relating to the management of the Annual Parents' Meeting	YES	Date of meeting + 6 years	SECURE DISPOSAL	

1.3 Governor Records – Governance					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
1.3.1 (13.1)	Records relating to Governor Monitoring Visits	YES	Date of the visit + 3 years	SECURE DISPOSAL	
1.3.2 (14.1)	Constitution	NO	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes	SECURE DISPOSAL	
1.3.3 (14.2)	Articles of Association	NO	Life of the Academy	SECURE DISPOSAL	
1.3.4 (14.3)	Memorandum of Association	NO	This can be disposed of once the Academy has been incorporated	SECURE DISPOSAL	
1.3.5 (14.4)	Memorandum of Understanding of Shared Governance among Schools	NO	Life of Memorandum of Understanding + 6 years	SECURE DISPOSAL	
1.3.6 (14.5)	Governance Statement	NO	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes	SECURE DISPOSAL	
1.3.7 (14.6)	Written Scheme of Delegation	YES	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL	
1.3.8 (14.7)	Special Resolutions to amend the Constitution	NO	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes		

1.3.9 (14.8)	Annual Reports and Accounts	NO	Date of report + 10 years	SECURE DISPOSAL	
1.3.10 (14.9)	Annual Report Trustees Report	NO	Date of report + 10 years	SECURE DISPOSAL	
1.3.11 (14.10)	Annual Reports created under requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	NO	Date of report + 10 years	SECURE DISPOSAL	
1.3.12 (14.11)	Annual Return	NO	Date of report + 10 years	SECURE DISPOSAL	
1.3.13 (14.12)	Instruments of Government	NO	For the life of the school	Consult local archives before disposal	
1.3.14 (14.13)	Register of Directors	YES	Date Director resigns + 10 years Note: An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member	SECURE DISPOSAL	
1.3.15 (14.14)	Scheme of Delegation and Terms of Reference for Committees	NO	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]	These could be offered to the archives if appropriate	
1.3.16 (14.15)	Trusts and Endowments managed by the Governing Body	YES	Life of the Trust or Endowment + 6 years	SECURE DISPOSAL	
1.3.17 (14.16)	Records relating to complaints dealt with by the Governing Body Annual Report and Accounts	YES	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	SECURE DISPOSAL	

1.3.18 (14.17)	All records relating to the conversion of schools to Academy status	NO	For the life of the organisation	Consult local archives before disposal	
1.3.19 (14.18)	Policy documents created and administered by the Governing Body	NO	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report	SECURE DISPOSAL	

Section 2 - Management of the School

2.1 Head Teacher Senior Management Created Administration					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
2.1.1 (24.01)	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	Date of last entry in the book + minimum of 6 years, then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate	
2.1.2 (24.02)	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)	YES	Academic Year + 1 year [Schools may decide to archive one copy]	SECURE DISPOSAL	
2.1.3 (24.07)	Reports created by the head teacher or the management team	POSSIBLY	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	

2.1.4 (24.08)	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	POSSIBLY	Current academic year + 3 years then review	SECURE DISPOSAL	
2.1.5 (24.09)	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	POSSIBLY	Current year + 3 years then review	SECURE DISPOSAL	
2.1.6 (30.11)	Professional development plans	YES	Life of the plan or plan superseded + 6 years	SECURE DISPOSAL	
2.1.7 (24.06)	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL	

2.2 Operational Administration

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
2.2.1 (24.12)	Records relating to the creation and publication of the school brochure or prospectus	NO	Current academic year + 3 years. Schools should consider archiving one copy for historical reasons	STANDARD DISPOSAL	

2.2.2 (24.05)	Records relating to the creation and distribution of circulars to staff, parents or pupils	POSSIBLY	Current year + 1 year	SECURE DISPOSAL	
2.2.3 (24.03)	School Privacy Notice which is sent to parents as part of GDPR compliance	NO	Life of the privacy notice/until the privacy notice plus 6 years	SECURE DISPOSAL	
2.2.4 (24.04)	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)	YES	Consents should be retained for as long as the consent is relied on.	SECURE DISPOSAL	
2.2.5 (24.11)	Newsletters and other items with a short operational use	NO	Current year + 1 year	SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy	
2.2.6 (24.02)	Visitor management systems (including electronic systems, visitors books and signing-in sheets)	YES	Academic Year + 1 year [Schools may decide to archive one copy]	SECURE DISPOSAL	
2.2.7 (32.07)	Walking bus registers	YES	Date of register + 3 years. 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	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]	
2.2.8 (24.10)	Management of complaints	YES	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)	SECURE DISPOSAL	

2.3 Contracts

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
2.3.1 (1.1)	All records relating to the management of contracts under seal	NO	Last payment on the contract + 12 years or end of the contract + 12 years, whichever is the longer	SECURE DISPOSAL	
2.3.2 (1.2)	All records relating to the management of contracts under signature	NO	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer	SECURE DISPOSAL	
2.3.3 (1.3)	Records relating to the management of contracts with external providers	NO	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer	SECURE DISPOSAL	
2.3.4 (1.4)	Records relating to the monitoring of contracts	NO	End of the contract or until the final payment has been made whichever is the longer	SECURE DISPOSAL	
2.3.5 (1.5)	All records relating to the maintenance of the school carried out by contractors	NO	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	SECURE DISPOSAL	
2.3.6 (1.6)	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	NO	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file	SECURE DISPOSAL	
2.3.7 (1.7)	Records relating to the management of software licenses	NO	Date the license expires + 6 years	SECURE DISPOSAL	

Section 3 – Human Resources

3.1 Recruitment					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
3.1.1 (28.1)	All records leading up to the appointment of a head teacher	YES	Length of appointment + 6 years Note: Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.	SECURE DISPOSAL	
3.1.2 (28.2)	All records leading up to the appointment of a new member of staff successful candidate	YES	All relevant information should be added to the Staff Personal File and all other information retained for 6 months	SECURE DISPOSAL	
3.1.3 (28.3)	All records leading up to the appointment of a new member of staff unsuccessful candidates	YES	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	
3.1.4 (28.4)	Pre-employment vetting information DBS Checks	YES	Copies of DBS certificates do not need to be kept in order to fulfil the duty of maintaining the single central record. There should be a valid reason for retaining a copy and it should not be kept for longer than six months. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed - 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken. Note: Academies are bound by the legislation that applies to independent schools NOT maintained schools.	SECURE DISPOSAL	

3.1.5 (28.5)	Proofs of identity collected as part of the process of checking portable enhanced DBS 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 added to the Staff Personal File	SECURE DISPOSAL	
3.1.6 (28.6)	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	YES	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years Note: Employers are required to take a clear copy of the documents which they are shown as part of this process	SECURE DISPOSAL	
3.1.6 (28.7)	Records relating to the employment of overseas teachers	YES	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL	

3.2 Operational Staff Management

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
3.2.1 (30.01)	Staff personnel file, including employment contract and staff training records	YES	Termination of Employment + 6 years	SECURE DISPOSAL	
3.2.2 (30.02)	Timesheets	YES	Termination of Employment + 6 years	SECURE DISPOSAL	
3.2.3 (30.03)	Absence record	YES	Current year + 3 Years	SECURE DISPOSAL	
3.2.4 (30.04)	Sickness Absence Monitoring	YES	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) Where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	SECURE DISPOSAL	

3.2.5 (30.05)	Annual appraisal /assessment records	YES	Current year + 3 years	SECURE DISPOSAL	
3.2.6 (30.06)	Records relating to the TUPE process	YES	Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL	
3.2.7 (30.07)	Training needs analysis	YES	Current year + 1 year	SECURE DISPOSAL	
3.2.8 (30.08)	Staff training – where the training leads to continuing professional development	YES	Length of time required by the professional body	SECURE DISPOSAL	
3.2.9 (30.09)	Staff training – except where dealing with children, e.g. first aid or health and safety	YES	This should be retained on the personnel file	SECURE DISPOSAL	
3.2.10 (30.10)	Staff training – where the training relates to children (e.g. safeguarding or other child related training)	YES	Date of the training + 40 years Note: This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.	SECURE DISPOSAL	

3.3 Disciplinary and Grievance Processes

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
3.3.1 (26.1)	Disciplinary Proceedings: Oral warning	YES	Date of warning + 6 months Note: If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. Further advice in IRMS toolkit or contact DPO	SECURE DISPOSAL	
3.3.2 (26.2)	Disciplinary Proceedings: Written warning – level 1	YES	Date of warning + 6 months Note: If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Further advice in IRMS toolkit or contact DPO	SECURE DISPOSAL	

3.3.3 (26.3)	Disciplinary Proceedings: Written warning – level 2	YES	Date of warning + 12 months Note: If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Further advice in IRMS toolkit or contact DPO	SECURE DISPOSAL	
3.3.4 (26.1)	Disciplinary Proceedings: Final warning	YES	Date of warning + 18 months Note: If warnings are placed on personal files, then they must be weeded from the file. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Further guidance in IRMS toolkit or contact DPO	SECURE DISPOSAL	
3.3.5 (26.5)	Disciplinary Proceedings: Case not found – not related to child protection	YES	Dispose of at the conclusion of the case	SECURE DISPOSAL	
3.3.6 (29.1)	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	YES	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW Note: The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.	SECURE DISPOSAL	

Section 4 – Pensions and Payroll

4.1 Payroll and Pensions

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
4.1.1 (27.01)	Records relating to the agreement of pay and conditions	NO	Date pay and conditions superseded + 6 years	SECURE DISPOSAL	
4.1.2 (27.02)	Payroll records	YES	Date payroll run + 6 years	SECURE DISPOSAL	

4.1.3 (27.03)	Payroll reports	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.4 (27.04)	Payroll awards	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.5 (27.05)	Payroll – gross/net weekly or monthly	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.6 (27.17)	Bonus sheets	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.7 (27.13)	Car allowance claims	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.8 (27.15)	Car loans	YES	Completion of loan + 6 years	SECURE DISPOSAL	
4.1.9 (27.14)	Car mileage output	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.10 (27.12)	Insurance	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.11 (27.08)	Maternity pay records	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.12 (27.26)	Members allowance register	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.13 (27.10)	Overtime	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.14 (27.09)	Part time fee claims	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.15 (27.07)	Pay packet receipt by employee	YES	Current year + 2 years	SECURE DISPOSAL	

4.1.16 (27.11)	National Insurance Schedule of payments	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.17 (27.06)	Payslips copies	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.18 (27.21)	Personal bank details	YES	Until superseded + 3 years	SECURE DISPOSAL	
4.1.19 (27.19)	Sickness records	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.20 (27.24)	Superannuation adjustments	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.21 (27.25)	Superannuation reports	YES	Completion of loan + 6 years	SECURE DISPOSAL	
4.1.22 (27.20)	Tax forms P6/P11/ P11D/P35/P45/P46/ P48	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.23 (27.22)	Income tax form P60	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.24 (27.16)	Time sheets/clock cards/flexitime	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.25 (27.18)	Staff Returns	YES	Current year + 3 years	SECURE DISPOSAL	
4.1.26 (27.23)	Pension payroll	YES	Current year + 6 years	SECURE DISPOSAL	
4.1.27 (27.27)	Records relating to pension registrations	YES	Date of last payment on the pension + 6 years	SECURE DISPOSAL	
4.1.28 (27.28)	Management of the Teachers Pension Scheme	YES	Date of last payment on the pension + 6 years	SECURE DISPOSAL	
4.1.29 (27.29)	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	YES	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL	

Section 5 – Health and Safety

5.1 Health and Safety					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
5.1.1 (17.01)	Health and safety policy statements	NO	Life of policy + 3 years	SECURE DISPOSAL	
5.1.2 (17.10)	Health and safety risk assessments		Life of risk assessment + 3 years	SECURE DISPOSAL	
5.1.3 (17.05)	Accident reporting: Adults	YES	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	SECURE DISPOSAL	
5.1.4 (17.07)	Accident reporting: Children	YES	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.	SECURE DISPOSAL	
5.1.5 (17.09)	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	YES	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools	SECURE DISPOSAL	
5.1.6 (17.06)	Records relating to accident/injury at work including incident reports	YES	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)	SECURE DISPOSAL	
5.1.7 (17.08)	Control of Substances Hazardous to Health (COSHH)	NO	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years	SECURE DISPOSAL	
5.1.8 (17.11)	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos	YES	Last action + 40 years	SECURE DISPOSAL	

5.1.9 (17.03)	Fire precautions log books	NO	Current year + 6 years	SECURE DISPOSAL	
5.1.10 (17.04)	Fire risk assessments	No unless containing Personal Emergency Evacuation plans	Life of the risk assessment + 3 years	SECURE DISPOSAL	
5.1.11 (17.12)	Process of monitoring areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording	NO	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made	SECURE DISPOSAL	
5.1.12 (17.02)	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.), to be passed on in the case of change of ownership	NO	Pass to new owner on sale or transfer of building		

Section 6 – Financial Management

6.1 – Risk Management and Insurance

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.1.1 (9.1)	Employer's Liability Insurance Certificate	NO	Year of issue + 40 years. Pass to the Local Authority if the school closes	SECURE DISPOSAL	

6.1.2 (9.2)	Insurance policies	NO	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years	SECURE DISPOSAL	
6.1.3 (9.3)	Records relating to the settlement of insurance claims	YES	Date claim settled + 6 years	SECURE DISPOSAL	
6.1.4 (9.4)	Burglary, theft and vandalism report forms		Current year + 6 years	SECURE DISPOSAL	
6.1.5 (9.5)	Audit Committee and appointment of responsible officers	NO	As long as necessary Note: Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.	SECURE DISPOSAL	

6.2 Operational

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.2.1 (8.1)	Invoices, receipts, order books and requisitions, delivery notices	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.2.2 (8.2)	Records relating to the collection and banking of monies	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.2.3 (8.3)	Records relating to the identification and collection of debt	YES	Payment or write off debt + 6 years	SECURE DISPOSAL	

6.3 Strategic Finance

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.3.1 (12.01)	Annual accounts	NO	Current year + 6 years	STANDARD DISPOSAL	

6.3.2 (12.02)	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	NO	Life of the budget + 3 years	SECURE DISPOSAL	
6.3.3 (12.03)	Statement of financial activities for the year	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.3.4 (12.04)	Financial Planning	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.3.5 (12.05)	Value for money statement	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.3.6 (12.06)	Borrowing powers	NO	Until superseded + 6 years	SECURE DISPOSAL	
6.3.7 (12.07)	Charging and remissions policy	NO	Date policy superseded + 3 years	SECURE DISPOSAL	
6.3.8 (12.08)	Independent Auditors report on regularity	NO	Financial year report relates to + 6 years	SECURE DISPOSAL	
6.3.9 (12.09)	Independent Auditors report on financial statements	YES	Financial year report relates to + 6 years	SECURE DISPOSAL	
6.3.10 (12.10)	Records relating to the management of VAT	NO	Current financial year + 6 years	SECURE DISPOSAL	

6.4 Funding

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.4.1 (7.01)	Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]	NO	Date of last payment of funding + 6 years	SECURE DISPOSAL	

6.4.2 (7.02)	Funding Agreement Termination of the funding agreement	NO	Date of last payment of funding + 6 years Note: Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.	SECURE DISPOSAL	
6.4.3 (7.03)	Funding Records Capital Grant	NO	Date of last payment of funding + 6 years	SECURE DISPOSAL	
6.4.4 (7.04)	Funding Records Earmarked Annual Grant (EAG)	NO	Date of last payment of funding + 6 years	SECURE DISPOSAL	
6.4.5 (7.05)	Funding Records General Annual Grant (GAG)	NO	Date of last payment of funding + 6 years	SECURE DISPOSAL	
6.4.6 (7.06)	Per pupil funding records	NO	Date of last payment of funding + 6 years	SECURE DISPOSAL	
6.4.7 (7.07)	Funding records	NO	Date of last payment of funding + 6 years Note: Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].	SECURE DISPOSAL	
6.4.8 (7.08)	Gift Aid and Tax Relief	YES	Date of last payment of funding + 6 years	SECURE DISPOSAL	
6.4.9 (7.09)	Exclusions agreement	NO	Date of last payment of funding + 6 years Note: The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.	SECURE DISPOSAL	
6.4.10 (7.10)	Records relating to loans	NO	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000	SECURE DISPOSAL	
6.4.11 (7.11)	Management of Endowment Funds	NO	Life of the fund + 6 years	SECURE DISPOSAL	
6.4.12 (7.12)	Investment policies	NO	Life of the investment + 6 years	SECURE DISPOSAL	

6.4.13 (7.14)	Student Grant applications	YES	Current year + 3 years	SECURE DISPOSAL	
6.4.14 (7.13)	Pupil Premium Fund records	YES	Date pupil leaves the provision + 6 years	SECURE DISPOSAL	

6.5 School Fund

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.5.1 (10.1)	School Fund Ledger	Yes [May contain names of people in receipt of grants]	Current financial year + 6 years	SECURE DISPOSAL	
6.5.2 (10.2)	Whole of government accounts returns	NO	Current financial year + 6 years	SECURE	
6.5.3 (10.3)	School Fund Journey Books	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.5.4 (10.4)	School Fund Invoices	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.5.5 (10.5)	School Fund Receipts	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.5.6 (10.6)	School Fund Bank statements	NO	Current financial year + 6 years	SECURE DISPOSAL	
6.5.7 (10.7)	School Fund Cheque books	NO	Current financial year + 1 year	SECURE DISPOSAL	
6.5.8 (10.8)	School Fund Paying in books	NO	Current financial year + 6 years	SECURE DISPOSAL	

6.6 School Meals

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
6.6.1 (11.1)	Free school meals registers	YES	Current financial year + 3 years	SECURE DISPOSAL	

6.6.2 (11.3)	School meals registers	YES	Current financial year + 3 years	SECURE DISPOSAL	
6.6.3 (11.2)	School meals summary sheets	NO	Current financial year + 6 years	SECURE DISPOSAL	

Section 7 – Property Management

7.1 Property Management					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
7.1.1 (20.1)	Title deeds of properties belonging to the school	NO	These should follow the property, unless the property has been registered with the Land Registry	Transfer to new owner	
7.1.2 (20.2)	Plans of properties belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	NO	These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	Pass to next owner	
7.1.3 (20.3)	Leases of property leased by or to the school	NO	Expiry of lease + 6 years	SECURE DISPOSAL	
7.1.4 (20.4)	Business continuity and disaster recovery plans	YES	These are dynamic documents which should be kept up to date	SECURE DISPOSAL OF OLD PLANS	
7.1.5 (20.5)	Records relating to the letting of school premises	NO	Current financial year + 6 years	SECURE DISPOSAL	

7.2 Property Management – School Assets

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
7.2.1 (23.1)	Community School leases for land	NO	Date lease expires + 6 years	SECURE DISPOSAL	
7.2.2 (23.2)	Commercial transfer arrangements	NO	Date of transfer + 6 years	SECURE DISPOSAL	
7.2.3 (23.3)	Transfer of land to the Academy Trust	NO	Life of land ownership then transfer to new owner	SECURE DISPOSAL	
7.2.4 (23.4)	Transfers of freehold land	NO	Life of land ownership then transfer to new owner	SECURE DISPOSAL	
7.2.5 (23.5)	Records relating to the leasing of shared facilities, such as sports centres	NO	End of lease + 6 years	SECURE DISPOSAL	
7.2.6 (23.6)	Land and building valuations	NO	Date valuation superseded + 6 years	SECURE DISPOSAL	
7.2.7 (23.7)	Disposal of assets	NO	Date asset disposed of + 6 years	SECURE DISPOSAL	
7.2.8 (23.8)	Burglary, theft and vandalism report forms	NO	Date of insurance settlement + 6 years	SECURE DISPOSAL	
7.2.9 (23.9)	Inventories of furniture and equipment	NO	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment	SECURE DISPOSAL	

Section 8 – Pupil Management

8.1 School Admissions					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
8.1.1 (22.1)	All records relating to the creation and implementation of the School Admissions Policy	NO	Life of the policy + 7 years	SECURE DISPOSAL	
8.1.2 (22.4)	Admissions if the admission is successful	YES	Date of admission + 1 year	SECURE DISPOSAL	
8.1.3 (22.3)	Admissions if the appeal is unsuccessful	YES	Resolution of case + 1 year	SECURE DISPOSAL	
8.1.4 (22.2)	Register of Admissions	YES	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	REVIEW. Consider keeping the admission register permanently, enquiries may be received from past pupils to confirm the dates they attended the school	
8.1.5 (22.5)	Admissions Secondary Schools Casual	YES	Current academic year + 1 year	SECURE DISPOSAL	
8.1.6 (22.6)	Proofs of address supplied by parents as part of the admissions process	YES	Current academic year + 1 year	SECURE DISPOSAL	
8.1.7 (22.7)	Supplementary information form including additional information such as religion and medical conditions: For successful admissions	YES	This information should be added to the pupil file	SECURE DISPOSAL	

8.1.8 (22.8)	Supplementary information form including additional information such as religion, medical conditions: For unsuccessful admissions	YES	Until appeals process completed	SECURE DISPOSAL	
8.1.9 (22.9)	Records relating to the management of exclusions	YES	Date of birth of the pupil involved + 25 years	SECURE DISPOSAL	

8.2 Pupils and Students

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
8.2.1 (21.1)	Primary - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. Further guidance in IRMS toolkit	
8.2.2 (21.2)	Secondary - Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	Date of birth of the pupil + 25 years	REVIEW	
8.2.3 (21.3)	Attendance Registers	YES	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the last entry was made.	SECURE DISPOSAL	
8.2.4 (21.4)	Correspondence relating to any absence (authorised or unauthorised)	POTENTIAL	Current academic year + 2 years	SECURE DISPOSAL	

8.4 Special Educational Needs/Welfare Information

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
8.4.1 (25.1)	Special Educational Needs files, reviews and Individual Education Plans	YES	Date of birth of the pupil + 25 years	SECURE DISPOSAL	
8.4.2 (25.2)	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	YES	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended Note: IICSA recommendations awaited	SECURE DISPOSAL	
8.4.3 (25.3)	Advice and information provided to parents regarding educational needs	YES	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years Note: This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.	SECURE DISPOSAL	
8.4.4 (25.4)	Accessibility strategy	YES	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years Note: This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.	SECURE DISPOSAL	
8.4.5 (33.07)	Accessibility Plan relating to individual pupils	YES	The plan should be included in the pupil file	SECURE DISPOSAL	
8.4.6 (33.01)	Family Liaison Officers and Home School Liaison Assistants: Day Books	YES	Current year + 2 years then review	SECURE DISPOSAL	

8.4.7 (33.02)	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency	YES	Whilst child is attending school and then destroy	SECURE DISPOSAL	
8.4.8 (33.03)	Family Liaison Officers and Home School Liaison Assistants: Referral forms	YES	While the referral is current	SECURE DISPOSAL	
8.4.9 (33.04)	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets	YES	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	
8.4.10 (33.05)	Family Liaison Officers and Home School Liaison Assistants: Contact database entries	YES	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	
8.4.11 (33.06)	Family Liaison Officers and Home School Liaison Assistants: Group Registers	YES	Current year + 2 years	SECURE DISPOSAL	
8.4.12 (33.08)	Child protection information held on pupil file	YES	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. Note: This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.	SECURE DISPOSAL These records must be shredded	
8.4.13 (33.09)	Child protection information held in separate files	YES	Date of birth of the child + 25 years then REVIEW This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record. Note: This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.	SECURE DISPOSAL these records MUST be shredded	
8.4.14 (33.10)	Correspondence relating authorised absence	YES	Current academic year + 2 years	SECURE DISPOSAL	

Section 9 – Education Management and Extra-Curricular Activities.

9.1 Management Information					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (√)
9.1.1 (2.2)	Curriculum returns	NO	Current year + 3 years	SECURE DISPOSAL	
9.1.2 (2.1)	Published Admission Number (PAN) Reports	YES	Current year + 6 years	SECURE DISPOSAL	
9.1.3 (2.6)	Value added and contextual data	YES	Current year + 6 years	SECURE DISPOSAL	
9.1.4 (2.3)	Self-evaluation forms	YES	Current year + 6 years	SECURE DISPOSAL	
9.1.5 (2.4)	Self-evaluation forms - external moderation	YES	Until superseded	SECURE DISPOSAL	
9.1.6 (2.5)	Self Evaluation Forms - Internal moderation	YES	Academic year plus one academic year	SECURE DISPOSAL	
9.2 Implementation of the Curriculum					
Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (√)
9.2.1 (31.01)	Schemes of work	NO	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL	
9.2.2 (31.02)	Timetable	NO	Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	

9.2.3 (31.03)	Class record books	NO	Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL	
9.2.4 (31.04)	Mark books	NO	Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL	
9.2.5 (31.05)	Record of homework set	NO	Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	
9.2.6 (31.06)	Pupils work	YES	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year + 1 year	SECURE DISPOSAL	

9.2 Examinations

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
9.2.1 (5.1)	SATs records Examination papers	YES	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
9.2.2 (5.2)	SATs records Results	YES	SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL	
9.2.3 (5.3)	Examination Results Pupil Copies: Public	YES	This information should be added to the pupil file.	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates	

9.2.4 (5.4)	Examination results pupil copies: Internal	YES	This information should be added to the pupil file.		
9.2.5 (5.5)	Examination results (schools copy)	YES	Current year + 6 years	SECURE DISPOSAL	
9.2.6 (5.6)	Management of examination registrations	YES	The examination board will usually mandate how long these records need to be retained		

9.3 Policies and Frameworks

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
9.3.1 (3.1)	Complaints Policy	NO	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL	
9.3.2 (3.2)	Data Protection Policy	NO	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL	
9.3.3 (3.3)	Freedom of Information Policy	NO	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL	
9.3.4 (3.4)	Information Security Breach Policy	NO	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL	
9.3.5 (3.5)	Special Educational Needs Policy	NO	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained	SECURE DISPOSAL	

9.3.6 (3.6)	Equality Information and Objectives (public sector equality duty). Statement for publication	NO	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current year + 1 year	SECURE DISPOSAL	
9.3.7 (3.7)	Risk and Control Framework	NO	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained	SECURE DISPOSAL	
9.3.8 (3.8)	Rules and Bylaws	NO	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained	SECURE DISPOSAL	

9.4 Strategy

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
9.4.1 (4.1)	Strategic Review	NO	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained	SECURE DISPOSAL	
9.4.2 (4.2)	Strategic Plan [also known as School Development Plans]	NO	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained	SECURE DISPOSAL	
9.4.3 (4.3)	Accessibility Plan	NO	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained	SECURE DISPOSAL	

9.4 Extra Curriculum and Miscellaneous Activities

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
9.4.1 (6.1)	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools	NO	Date of Visit + 15 years	SECURE DISPOSAL	
9.4.2 (6.2)	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools	NO	Date of Visit + 15 years	SECURE DISPOSAL	
9.4.3 (6.3)	Parental consent forms for school trips where there has been no major incident	YES	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time	SECURE DISPOSAL	
9.4.4 (6.4)	Parental permission slips for school trips where there has been a major incident	YES	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL	
9.4.5 (6.5)	Records relating to residential trips	YES	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	SECURE DISPOSAL	
9.4.6 (19.1)	Records relating to the creation and management of the School Parent Teacher Association and/or Old Pupils Association	YES	Current Year + 6 years then review	SECURE DISPOSAL	

Section 10 – Central Government and Local Authority

10.1 Liaison with LEA-DFE

Ref (IRMS Ref)	Basic file description	Personal Information	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Complete Tick (✓)
10.2.1 (18.1)	OFSTED reports and papers	No	Life of the report then review	SECURE DISPOSAL	
10.2.2 (18.2)	Returns made to central government	No	Current year + 6 years	SECURE DISPOSAL	
10.2.3 (18.3)	School census returns	No	Current year + 5 years	SECURE DISPOSAL	
10.2.4 (18.4)	Circulars and other information sent from the Local Authority		Operational use	SECURE DISPOSAL	
10.2.5 (18.5)	Circulars and other information sent from central government	No	Operational use	SECURE DISPOSAL	
10.2.6 (18.6)	Attendance returns	Yes	Academic year + 1 year	SECURE DISPOSAL	
10.2.7 (18.7)	Secondary transfer sheets (Primary)	Yes	Academic year + 2 years	SECURE DISPOSAL	