

## **Data Retention Schedule Statement**

This Data Retention Schedule has been created to guide all staff of Heart of Mercia. It should be used in accordance with the Heart of Merica Data Retention Policy.

The purpose of this document is to ensure compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (2018) and other legislation mandating the retention of documents. It has been developed in accordance the Information and Records Management Society (IRMS) Data Protection Schedule and with current (at the time of publication) industry standards.

The objective of this schedule is to:

- Ensure that data held and generated by the Heart of Mercia MAT is retained only for as long as necessary for its intended purpose.
- Support Heart of Mercia in meeting its ethical and environmental responsibilities by minimizing data storage, whether in paper or digital format.

It is important to note that data centres, which store and process digital data, consume nearly 3% of the world's electricity and account for approximately 2% of total greenhouse gas emissions. By adhering to this retention schedule, we can contribute to reducing our environmental impact.

Users are advised to utilise the menu system and embedded links for efficient navigation. All absolute legal provisions and conditions are distinctly highlighted to facilitate ease of use and compliance.

For any queries or further assistance, please contact the Data Protection Lead in your academy, or, the Heart of Mercia Data Protection Officer [dpo@heartofmerciamat.org.uk](mailto:dpo@heartofmerciamat.org.uk).

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Retention Schedule - Contracts	
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<b>Personal Information</b>	No
<b>Retention Period</b>	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
1.2 All records relating to the management of contracts under signature	
<b>Personal Information</b>	No
<b>Retention Period</b>	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
1.3 Records relating to the management of contracts with external providers	
<b>Personal Information</b>	No
<b>Retention Period</b>	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer
<b>Statutory Provisions</b>	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>1.4 Records relating to the monitoring of contracts</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	End of the contract or until the final payment has been made whichever is the longer
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>1.5 All records relating to the maintenance of the academy carried out by contractors</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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 academy and must be passed onto any new owners if the building is leased or sold.
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>1.6 All records relating to the maintenance of the academy carried out by academy employees, including maintenance log books</b>	
<b>Personal Information</b>	No

<b>Retention Period</b>	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered into the health and safety file
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 1.7 Records relating to the management of software licences

<b>Personal Information</b>	No
<b>Retention Period</b>	Date licence expires + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Education Management - Management Information

### 2.1 Published Admission Number (PAN) reports

<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL

<b>Notes</b>	
<b>2.2 Curriculum returns</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>2.3 Self-evaluation forms</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>2.4 Self Evaluation Forms - External moderation</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Until superseded
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>2.5 Self Evaluation Forms - Internal moderation</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Academic year plus one academic year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>2.6 Value added and contextual data</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	



## Retention Schedule - Education Management - Policies and Frameworks

### 3.1 Complaints Policy

<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 3.2 Data Protection Policy

<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 3.3 Freedom of Information Policy

<b>Personal Information</b>	No
<b>Retention Period</b>	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

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>3.4 Information Security Breach Policy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>3.5 Special Educational Needs Policy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>3.6 Equality Information and Objectives (public sector equality duty). Statement for publication</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of statement or date statement superseded + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>3.7 Risk and Control Framework</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>3.8 Rules and Bylaws</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

Retention Schedule - Education Management - Strategy	
<b>4.1 Strategic Review</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>4.2 Strategic Plan [also known as Academy Development Plans]</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL

<b>Notes</b>	
<b>4.3 Accessibility Plan</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
<b>Statutory Provisions</b>	<b>Equality Act 2010</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Examinations

<b>5.1 SATs records Examination papers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	The examination papers should be kept until any appeals/validation process is complete
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>5.2 SATs records Results</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	The 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 academy 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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 5.3 Examination Results Pupil Copies: Public

<b>Personal Information</b>	Yes
<b>Retention Period</b>	This information should be added to the pupil file
Statutory Provisions	
<b>Disposal</b>	Academys should follow the instructions of the Examination Board about disposing of uncollected certificates
<b>Notes</b>	

### 5.4 Examination results pupil copies: Internal

<b>Personal Information</b>	Yes
<b>Retention Period</b>	This information should be added to the pupil file
Statutory Provisions	
<b>Disposal</b>	
<b>Notes</b>	

<b>5.5 Examination results (academys copy)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>5.6 Management of examination registrations</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	The examination board will usually mandate how long these records need to be retained
Statutory Provisions	
<b>Disposal</b>	
<b>Notes</b>	

## Retention Schedule - Extra Curriculum and Miscellaneous Activities

<b>6.1 Records created by academies in order to obtain approval to run an educational visit outside the classroom - Primary academies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of Visit + 15 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>6.2 Records created by academies in order to obtain approval to run an educational visit outside the classroom - Secondary academies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of visit + 15 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>6.3 Parental consent forms for academy trips where there has been no major incident</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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 academies do not have the storage capacity to retain every single consent form issued by the academy for this period of time
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a academy. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at <a href="https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities">https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities</a> . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.
<b>6.4 Parental permission slips for academy trips where there has been a major incident</b>	
Personal Information	Yes
Retention Period	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
Statutory Provisions	<b>Limitation Act 1980</b>
Disposal	SECURE DISPOSAL
Notes	
<b>6.5 Records relating to residential trips</b>	
Personal Information	Yes
Retention Period	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

<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Finance - Funding

<b>7.01 Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]</b>	
<b>, k</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.02 Funding Agreement Termination of the funding agreement</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	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.

<b>7.03 Funding Records Capital Grant</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.04 Funding Records Earmarked Annual Grant (EAG)</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.05 Funding Records General Annual Grant (GAG)</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.06 Per pupil funding records</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.07 Funding records</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained academies to charge [see Charging and Remission Policy].
<b>7.08 Gift Aid and Tax Relief</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.09 Exclusions agreement</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of last payment of funding + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	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 academy.
<b>7.10 Records relating to loans</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>7.11 Management of Endowment Funds</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the fund + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.12 Investment policies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the investment + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.13 Pupil Premium Fund records</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date pupil leaves the provision + 6 years
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>7.14 Student Grant applications</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

#### Retention Schedule - Finance - Operational

<b>8.1 Invoices, receipts, order books and requisitions, delivery notices</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>8.2 Records relating to the collection and banking of monies</b>	
<b>Personal Information</b>	No

<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>8.3 Records relating to the identification and collection of debt</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Payment or write off of debt + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Finance - Risk Management and Insurance

<b>9.1 Employers Liability Insurance Certificate</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Year of issue + 40 years. Pass to the Local Authority if the academy closes
<b>Statutory Provisions</b>	<b>EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer</b>



	liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>9.2 Insurance policies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years
<b>Statutory Provisions</b>	<b>EXPLANATORY NOTE</b> (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>9.3 Records relating to the settlement of insurance claims</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date claim settled + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>9.4 Burglary, theft and vandalism report forms</b>	
<b>Personal Information</b>	
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>9.5 Audit Committee and appointment of responsible officers</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	As long as necessary
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

## Retention Schedule - Finance - Academy Fund

<b>10.1 Academy Fund Ledger</b>	
<b>Personal Information</b>	Yes [ledger may contain names of people in receipt of grants]
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.2 Whole of government accounts returns</b>	
<b>Retention Period Description</b>	Whole of government accounts returns
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>10.3 Academy Fund Journey books</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.4 Academy Fund Invoices</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.5 Academy Fund Receipts</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.6 Academy Fund Bank statements</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.7 Academy Fund Cheque books</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 1 year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>10.8 Academy Fund Paying in books</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Finance - Academy Meals

<b>11.1 Free school meals registers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current financial year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>11.2 School meals summary sheets</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>11.3 School meals registers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current financial year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

#### Retention Schedule - Finance - Strategic Finance

<b>12.01 Annual accounts</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.02 All records relating to the creation and management of budgets, including the Annual Budget statement and background papers</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the budget + 3 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.03 Statement of financial activities for the year</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.04 Financial Planning</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.05 Value for money statement</b>	
<b>Personal Information</b>	No



<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.06 Borrowing powers</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Until superseded + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.07 Charging and remissions policy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date policy superseded + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.08</b>	

<b>Retention Period Description</b>	Independent Auditors report on regularity
<b>Personal Information</b>	No
<b>Retention Period</b>	Financial year report relates to + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.09 Independent Auditors report on financial statements</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Financial year report relates to + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>12.10 Records relating to the management of VAT</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Governing Bodies - Activities

<b>13.1 Records relating to Governor Monitoring Visits</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of the visit + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Governing Bodies - Governance

<b>14.1 Constitution</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions

	and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) )
<b>14.2 Articles of Association</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the Academy
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.3 Memorandum of Association</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	This can be disposed of once the Academy has been incorporated
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.4 Memorandum of Understanding of Shared Governance among Academies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of Memorandum of Understanding + 6 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.5 Governance Statement</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.6 Written Scheme of Delegation</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Life of Written Scheme of Delegation + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.7 Special Resolutions to amend the Constitution</b>	
<b>Personal Information</b>	No

<b>Retention Period</b>	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	
<b>Notes</b>	Companies Act 2006 section 355 Section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2) )
<b>14.8 Annual Report and Accounts</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of report + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.9 Annual Report Trustees Report</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of report + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>14.10 Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of report + 10 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.11 Annual Return</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of report + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.12 Instruments of Government</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	For the life of the academy
Statutory Provisions	

<b>Disposal</b>	Consult local archives before disposal
<b>Notes</b>	
<b>14.13 Register of Directors</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date Director resigns + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Companies Act Section 121 Removal of entries relating to former members. 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
<b>14.14 Scheme of Delegation and Terms of Reference for Committees</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Until superseded or whilst relevant [Academies may wish to retain these records for reference purposes in case decisions need to be justified]
Statutory Provisions	
<b>Disposal</b>	These could be offered to the archives if appropriate
<b>Notes</b>	
<b>14.15 Trusts and Endowments managed by the Governing Body</b>	
<b>Personal Information</b>	Yes



<b>Retention Period</b>	Life of the Trust or Endowment + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.16 Records relating to complaints dealt with by the Governing Body Annual Report and Accounts</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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)
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>14.17 All records relating to the conversion of schools to Academy status</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	For the life of the organisation
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	Consult local archives before disposal

<b>Notes</b>	
<b>14.18 Policy documents created and administered by the Governing Body</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Until superseded. The Academy 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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

#### Retention Schedule - Governing Bodies - Governors, Directors and Trustees

<b>15.01 Appointment of Trustees and Governors and Directors</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Life of appointment + 6 years
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 355</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>15.02 Records relating to the election of parent and staff governors not appointed by the governors</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of election + 6 months
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.03 Records relating to the appointment of co-opted governors</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Provided that the decision has been recorded in the minutes the 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.
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.04 Records relating to the terms of office of serving governors including evidence of appointment</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
<b>Disposal</b>	
<b>Notes</b>	
<b>15.05 Records relating to Governor Declaration against disqualification criteria</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date appointment ceases plus 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.06 Governors Code of Conduct</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>15.07 Records relating to DBS checks carried out on clerk and members of the governing body</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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)
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.08 Governor personnel files</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.09 Records relating to the induction programme for new governors</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date appointment ceases plus 6 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.10 Records relating to the training required and received by Governors</b>	
Personal Information	Yes
Retention Period	Date Governor steps down + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
<b>15.11 Appointment and removal of Members</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of appointment + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>15.12 Register of members</b>	
<b>Personal Information</b>	
<b>Retention Period</b>	Date Member resigns + 10 years
<b>Statutory Provisions</b>	<b>Companies Act 2006</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.13 Statement of Trustees Responsibilities</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of statement + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.14 Register of Trustees interests</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date Trustee resigns + 10 years

<b>Statutory Provisions</b>	<b>Companies Act 2006</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>15.15 Declaration of Interests Statements [Governors] [this is not a statutory register]</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date Governor resigns + 10 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Governing Bodies - Meetings

16.01 Board Meeting Minutes	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Minutes must be kept for at least 10 years from the date of the meeting
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 248</b>
<b>Disposal</b>	OFFER TO ARCHIVES
<b>Notes</b>	



<b>16.02 Board Decisions</b>	
<b>Personal Information</b>	Could be if the decisions refer to living individuals
<b>Retention Period</b>	Date of the meeting + a minimum of 10 years
Statutory Provisions	
<b>Disposal</b>	OFFER TO ARCHIVES
<b>Notes</b>	
<b>16.03 Board Meeting: Annual Schedule of Business</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>16.04 Board Meeting: Procedures for conduct of meeting</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date procedures superseded + 6 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980 (Section 2)</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

16.05 Records relating to the management of General Members Meetings	
<b>Personal Information</b>	No
<b>Retention Period</b>	Minutes must be kept for at least 10 years from the date of the meeting
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 248</b>
<b>Disposal</b>	OFFER TO ARCHIVES
<b>Notes</b>	
16.06 Minutes relating to any committees set up by the Board of Directors	
<b>Personal Information</b>	Could be if the minutes refer to living individuals
<b>Retention Period</b>	Date of the meeting + a minimum of 10 years
Statutory Provisions	
<b>Disposal</b>	OFFER TO ARCHIVES
<b>Notes</b>	
16.07 Records relating to the management of the Annual General Meeting	
<b>Personal Information</b>	Could be if the minutes refer to living individuals
<b>Retention Period</b>	Minutes must be kept for at least 10 years from the date of the meeting
<b>Statutory Provisions</b>	<b>Companies Act 2006 section 248</b>
<b>Disposal</b>	OFFER TO ARCHIVES

<b>Notes</b>	
<b>16.08 Meetings Schedule</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year
Statutory Provisions	
<b>Disposal</b>	STANDARD DISPOSAL
<b>Notes</b>	
<b>16.09 Agendas for Governing Body meetings</b>	
<b>Personal Information</b>	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
<b>Retention Period</b>	One copy should be retained with the master set of minutes. All other copies can be disposed of
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>16.10 Agendas Additional Copies</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of meeting
Statutory Provisions	

<b>Disposal</b>	STANDARD DISPOSAL
<b>Notes</b>	
16.11 Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)	
<b>Personal Information</b>	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
<b>Retention Period</b>	Date of meeting + 10 years
Statutory Provisions	
<b>Disposal</b>	OFFER TO ARCHIVES
<b>Notes</b>	
16.12 Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies	
<b>Personal Information</b>	Yes - May have names and personal issues unless redacted
<b>Retention Period</b>	Date of meeting + 10 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
16.13 Reports presented to the Governing Body	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of meeting the report was presented to + 10 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL or retain with the signed set of minute
<b>Notes</b>	
16.14 Reports made to the Governors Meeting which are referred to in the minutes	
<b>Personal Information</b>	Potential
<b>Retention Period</b>	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.
<b>Statutory Provisions</b>	<b>Companies Act 2006</b>
<b>Disposal</b>	Consult local archives before disposal
<b>Notes</b>	
16.15 Register of attendance at Full Governing Board meetings	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of last meeting in the book + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
16.16 Papers relating to the management of the Annual Parents Meeting	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	Date of meeting + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Health and Safety

<b>17.01 Health and Safety policy statements</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of policy + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.02 Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Pass to new owner on sale or transfer of building
Statutory Provisions	
<b>Disposal</b>	

<b>Notes</b>	
<b>17.03 Fire precautions log books</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.04 Fire risk assessments</b>	
<b>Personal Information</b>	No unless containing Personal Emergency Evacuation plans
<b>Retention Period</b>	Life of the risk assessment + 3 years
<b>Statutory Provisions</b>	<b>Fire Service Order 2005</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.05 Accident reporting: Adults</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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

<b>Statutory Provisions</b>	<b>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	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 17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
<b>17.06 Records relating to accident/injury at work including incident reports</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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)
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.07 Accident reporting: Children</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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 17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
<b>Statutory Provisions</b>	<b>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	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 [see also the incident reporting form]
<b>17.08 Control of Substances Hazardous to Health (COSHH)</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
<b>Statutory Provisions</b>	
<b>Disposal</b>	ECURE DISPOSAL
<b>Notes</b>	
<b>17.09 Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See 17.5 and 17.7
<b>Statutory Provisions</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	For more information see: <a href="http://www.hse.gov.uk/RIDDOR/">http://www.hse.gov.uk/RIDDOR/</a> <a href="https://www.hse.gov.uk/pubns/edis1.htm">https://www.hse.gov.uk/pubns/edis1.htm</a> concerns academies

<b>17.10 Health and Safety risk assessments</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of risk assessment + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.11 Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Last action + 40 years
<b>Statutory Provisions</b>	<b>Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>17.12 Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	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
<b>Statutory Provisions</b>	<b>The Ionising Radiations Regulation 2017</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Liaison with LEA-DFE

<b>18.1 OFSTED reports and papers</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the report then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>18.2 Returns made to central government</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>18.3 Academy census returns</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 5 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>18.4 Circulars and other information sent from the Local Authority</b>	
<b>Personal Information</b>	
<b>Retention Period</b>	Operational use
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>18.5 Circulars and other information sent from central government</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Operational use
<b>Statutory Provisions</b>	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>18.6 Attendance returns</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Academic year + 1 year

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>18.7 Secondary transfer sheets (Primary)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Academic year + 2 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Parent Teacher Association

<b>19.1 Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Property

<b>20.1 Title deeds of properties belonging to the academy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	These should follow the property, unless the property has been registered with the Land Registry
Statutory Provisions	
<b>Disposal</b>	Transfer to new owner
<b>Notes</b>	
<b>20.2 Plans of property belonging to the academy, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	These should be retained whilst the building belongs to the academy and should be passed onto any new owners if the building is leased or sold
Statutory Provisions	
<b>Disposal</b>	Pass to next owner
<b>Notes</b>	
<b>20.3 Leases of property leased by or to the academy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Expiry of lease + 6 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>20.4 Business continuity and disaster recovery plans</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	These are dynamic documents which should be kept up to date
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL OF OLD PLANS
<b>Notes</b>	
<b>20.5 Records relating to the letting of academy premises</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current financial year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Pupils and Students

<b>21.1 Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Retain whilst the child remains at the primary academy
Statutory Provisions	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437
<b>Disposal</b>	<p>The file should follow the pupil when they leave the primary academy. This will include:</p> <ul style="list-style-type: none"> <li>• To another primary academy</li> <li>• To a secondary academy</li> <li>• To a pupil referral unit</li> <li>• If the pupil dies whilst at primary academy, the file should be returned to the LA to be retained for the statutory retention period.</li> <li>• If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention</li> </ul>
<b>Notes</b>	
<b>21.2 Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980 (Section 2)
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	<p>Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued</p>



<b>21.3 Attendance registers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
Statutory Provisions	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>21.4 Correspondence relating to any absence (authorised or unauthorised)</b>	
<b>Personal Information</b>	Potential
<b>Retention Period</b>	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>21.5 Child protection files/ safeguarding</b>	
<b>Personal Information</b>	
<b>Retention Period</b>	Until the child's 25th birthday. If the file relates to child sexual abuse, retain until the child's 75th birthday
<b>Statutory Provisions</b>	<b><u>Keeping children safe in education, sections 122 and 123. The Report of the Independent Inquiry into Child Sexual Abuse (IICSA) recommendation on access to records.</u></b>
<b>Disposal</b>	Dispose of records securely.

	Child protection files should be passed on to any new school/academy a child attends. This should be transferred as separately from the main pupil file.
<b>Notes</b>	Should be stored either as a separate file or in a sealed envelope in the pupil file. <a href="#">Keeping children safe in education</a> , sections 122 and 123. The Report of the Independent Inquiry into Child Sexual Abuse (IICSA) <a href="#">recommendation on access to records</a> .

## Retention Schedule - Academy Admissions

<b>22.1 All records relating to the creation and implementation of the Academy Admissions Policy</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years
Statutory Provisions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>22.2 Register of admissions</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.
Statutory Provisions	Academy attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.

<b>Disposal</b>	REVIEW Academies may wish to consider keeping the admission register permanently, as often academies receive enquiries from past pupils to confirm the dates they attended the academy
<b>Notes</b>	
<b>22.3 Admissions if the appeal is unsuccessful</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Resolution of case + 1 year
<b>Statutory Provisions</b>	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>22.4 Admissions if the admission is successful</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of admission + 1 year
<b>Statutory Provisions</b>	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>22.5 Admissions Secondary Academies Casual</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current academic year + 1 year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>22.6 Proofs of address supplied by parents as part of the admissions process</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current academic year + 1 year
<b>Statutory Provisions</b>	<b>School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, academies adjudicators and admission appeals panels</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>22.7 Supplementary information form, including additional information such as religion and medical conditions: For successful admissions</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	This information should be added to the pupil file

Statutory Provisions	
<b>Disposal</b>	As per pupil file
<b>Notes</b>	
<b>22.8 Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Until appeals process completed
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>22.9 Records relating to the management of exclusions</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil involved + 25 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - Academy Assets

<b>23.1 Community Academy leases for land</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date lease expires + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.2 Commercial transfer arrangements</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of transfer + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.3 Transfer of land to the Academy Trust</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of land ownership then transfer to new owner
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.4 Transfers of freehold land</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of land ownership then transfer to new owner
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.5 Records relating to the leasing of shared facilities, such as sports centres</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	End of lease + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.6 Land and building valuations</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date valuation superseded + 6 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.7 Disposal of assets</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date asset disposed of + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.8 Burglary, theft and vandalism report forms</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date of insurance settlement + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>23.9 Inventories of furniture and equipment</b>	
<b>Personal Information</b>	



<b>Retention Period</b>	Life of equipment + 6 years. Equipment will have write-down value over several years - the time depending on the type of equipment
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Academy Management

<b>24.01 Log books of activity in the academy maintained by the Head Teacher</b>	
<b>Personal Information</b>	There may be data protection issues if the log book refers to individual pupils or members of staff
<b>Retention Period</b>	Date of last entry in the book + a minimum of 6 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
<b>Notes</b>	
<b>24.02 Visitor Management Systems (including electronic systems, visitors books and signing in sheet)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Academic Year + 1 year [Academies may decide to archive one copy]
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL

<b>Notes</b>	
<b>24.03 Academy Privacy Notice which is sent to parents as part of GDPR compliance</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the privacy notice/until the privacy notice plus 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.04 Consents relating to academy activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Consents should be retained for as long as the consent is relied on.
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.05 Records relating to the creation and distribution of circulars to staff, parents or pupils</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 1 year

Statutory Provisions	
<b>Disposal</b>	STANDARD DISPOSAL - Academies should decide whether items published on the academy website are retained as an archive or whether they should be deleted at the same time as the master copy
<b>Notes</b>	
<b>24.06 Minutes of Senior Management Team meetings and meetings of other internal administrative bodies</b>	
<b>Personal Information</b>	There may be data protection issues if the minutes refers to individual pupils or members of staff
<b>Retention Period</b>	Date of the meeting + 3 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.07 Reports created by the Head Teacher or the Management Team</b>	
<b>Personal Information</b>	There may be data protection issues if the report refers to individual pupils or members of staff
<b>Retention Period</b>	Date of the report + a minimum of 3 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>24.08 Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities</b>	
<b>Personal Information</b>	There may be data protection issues if the records refer to individual pupils or members of staff
<b>Retention Period</b>	Current academic year + 3 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.09 Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities</b>	
<b>Retention Period Description</b>	
<b>Personal Information</b>	There may be data protection issues if the correspondence refers to individual pupils or members of staff
<b>Retention Period</b>	Date of correspondence + 3 years then REVIEW
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.10 Management of complaints</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	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)
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>24.11 Newsletters and other items with a short operational use</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 1 year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL - Academies should decide whether items published on the academy website are retained as an archive or whether they should be deleted at the same time as the master copy
<b>Notes</b>	
<b>24.12 Records relating to the creation and publication of the academy brochure or prospectus</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 3 years. Academies should consider archiving one copy for historical reasons
Statutory Provisions	

<b>Disposal</b>	STANDARD DISPOSAL
<b>Notes</b>	

## Retention Schedule - Special Education Needs and Disabilities

<b>25.1 Special Educational Needs files, reviews and Individual Education Plans</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil + <b>32 years</b>
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>25.2 Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil + <b>32 years</b> [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
<b>Statutory Provisions</b>	<b>Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	IICSA recommendations awaited

<b>25.3 Advice and information provided to parents regarding educational needs</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil + 32 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
<b>Statutory Provisions</b>	<b>Special Educational Needs and Disability Act 2001 Section 2</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
<b>25.4 Accessibility strategy</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of birth of the pupil + 32 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
<b>Statutory Provisions</b>	<b>Special Educational Needs and Disability Act 2001 Section 14</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

Teachers and Staff

## Retention Schedule - Teachers and Staff Disciplinary

<b>26.1 Disciplinary Proceedings: Oral warning</b>	
<b>Personal Information</b>	<b>Retention Schedule - Finance - Operational</b> <b>Retention Schedule - Finance - Risk Management and Insurance</b> <b>Retention Schedule - Finance - Academy Meals</b> <b>Retention Schedule - Finance - Strategic Finance</b> <b>Retention Schedule - Governing Bodies - Activities</b> <b>Retention Schedule - Governing Bodies - Governance</b> <b>Retention Schedule - Governing Bodies - Governors, Directors and Trustees</b> <b>Retention Schedule - Governing Bodies - Meetings</b> <b>Retention Schedule - Health and Safety</b> <b>Retention Schedule - Liaison with LEA-DFE</b> <b>Retention Schedule - Parent Teacher Association</b> <b>Retention Schedule - Property</b> <b>Retention Schedule - Pupils and Students</b> <b>Retention Schedule - Academy Admissions</b> <b>Retention Schedule - Academy Assets</b> <b>Retention Schedule - Academy Assets</b> <b>Retention Schedule - Special Education Needs and Disabilities</b>
<b>Retention Period</b>	Date of warning + 6 months
<b>Statutory Provisions</b>	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	<p>Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that",</p>



	<p>reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.</p>
<b>26.2 Disciplinary Proceedings: Written warning level 1</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of warning + 6 months
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	<p>If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings</p>

	<p>would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.</p>
<b>26.3 Disciplinary Proceedings: Written warning level 2</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of warning + 12 months
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	<p>If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often</p>

	gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept
<b>26.4 Disciplinary Proceedings: Final warning</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of warning + 18 months
<b>Statutory Provisions</b>	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	<p>If warnings are placed on personal files, then they must be weeded from the file. Where the warning relates to child protection issues, see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice. Relevant to all disciplinary cases. The <a href="#">ACAS code of practice on disciplinary and grievance procedures</a> recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in</p>

	relation to future disciplinary matters, a record of what has occurred will be kept
<b>26.5 Disciplinary Proceedings: Case not found</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	If the incident is child protection related, then see 29.1 otherwise dispose of at the conclusion of the case
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - Teachers and Staff Pay and Pensions

<b>27.01 Records relating to the agreement of pay and conditions</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Date pay and conditions superseded + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.02 Payroll records</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	Date payroll run + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.03 Payroll reports</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.04 Payroll awards</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>27.05 Payroll gross / net weekly or monthly</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.06 Payslips copies</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.07 Pay packet receipt by employee</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 2 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.08 Maternity pay records</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.09 Part time fee claims</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.10 Overtime</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.11 National Insurance Schedule of payments</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.12 Insurance</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.13 Car allowance claims</b>	
<b>Personal Information</b>	Yes



<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.14 Car mileage output</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.15 Car loans</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Completion of loan + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>27.16 Time sheets /clock cards / flexitime</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.17 Bonus sheets</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.18 Staff returns</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.19 Sickness records</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.20 Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.21 Personal bank details</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Until superseded + 3 years

<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.22 Income tax form P60</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.
<b>27.23 Pension payroll</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL

<b>Notes</b>	
<b>27.24 Superannuation adjustments</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years
<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.25 Superannuation reports</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Completion of loan + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.26 Members Allowance register</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 6 years

<b>Statutory Provisions</b>	<b>Taxes Management Act 1970; Income and Corporation Taxes 1988</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.27 Records relating to pension registrations</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of last payment on the pension + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>27.28 Management of the Teachers Pension Scheme</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of last payment on the pension + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>27.29 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	From the end of the year in which the accounts were signed for a minimum of 6 years
<b>Statutory Provisions</b>	<b>Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

#### Retention Schedule - 28 - Teachers and Staff Recruitment

<b>28.1 All records leading up to the appointment of a new Head Teacher</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Length of appointment + 6 years
<b>Statutory Provisions</b>	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
<b>28.2 All records leading up to the appointment of a new member of staff successful candidate</b>	
<b>Personal Information</b>	Yes

<b>Retention Period</b>	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 28.3 All records leading up to the appointment of a new member of staff unsuccessful candidates

<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of appointment of successful candidate + 6 months
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### 28.4 Pre-employment vetting information DBS Checks

<b>Personal Information</b>	Yes
<b>Retention Period</b>	Academies do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a academy chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. 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 academy 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.
<b>Statutory Provisions</b>	<a href="https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide">https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide</a> <b>DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	Academies are bound by the legislation that applies to independent schools NOT maintained schools.
<b>28.5 Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>28.6 Pre-employment vetting information. Evidence proving the right to work in the United Kingdom</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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
<b>Statutory Provisions</b>	<b>An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.</b>
Disposal	SECURE DISPOSAL
Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process
<b>28.7 Records relating to the employment of overseas teachers</b>	
Personal Information	Yes
Retention Period	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
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

## Retention Schedule - 29 - Teachers and Staff Safeguarding

<b>29.1 Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW

<b>Statutory Provisions</b>	<p>Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 July 2018 <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf</a>. Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention but GDPR must be borne in mind - for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)</p>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.

### Retention Schedule - 30 - Teachers and Staff - Staff Management

<b>30.01 Staff Personal File, including employment contract and staff training records</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Termination of employment + 6 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>30.02 Timesheets</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.03 Absence record</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.04 Sickness Absence Monitoring</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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) It could be argued that 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.
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.05 Annual appraisal/assessment records</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 3 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.06 Records relating to the TUPE process</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date last member of staff transfers or leaves the organisation + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>30.07 Training needs analysis</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 1 year
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.08 Staff Training where the training leads to Continuing Professional Development</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Length of time required by the professional body
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.09 Staff Training except where dealing with children, e.g. First Aid or Health and Safety</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	This should be retained on the personnel file [see 2.3.1 above]
Statutory Provisions	

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>30.10 Staff Training where the training relates to children (e.g. safeguarding or other child related training)</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Date of the training + 40 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.
<b>30.11 Professional Development Plans</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Life of the plan or plan superseded + 6 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

## Retention Schedule - 31 - Teaching and the Curriculum

<b>31.01 Schemes of Work</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 1 year
Statutory Provisions	
<b>Disposal</b>	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
<b>Notes</b>	<b>Retention period not applicable if documents do not contain personal data. However, teaching staff should consider the environmental and costs implications of storing out of date data.</b>
<b>31.02 Timetable</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Academic year + 1 year
Statutory Provisions	
<b>Disposal</b>	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
<b>Notes</b>	
<b>31.03 Class record books</b>	
<b>Personal Information</b>	No



<b>Retention Period</b>	Academic year + 1 year
Statutory Provisions	
<b>Disposal</b>	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
<b>Notes</b>	
<b>31.04 Mark books</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Academic year + 2 year
Statutory Provisions	
<b>Disposal</b>	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
<b>Notes</b>	
<b>31.05 Record of homework set</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Academic year + 2 years
Statutory Provisions	
<b>Disposal</b>	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL

<b>Notes</b>	<b>Retention period not applicable if documents do not contain personal data. However, teaching staff should consider the environmental and costs implications of storing out of date data.</b>
<b>31.06 Pupils work</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the academies policy, then current year + 1 year or until after exam board awarding and appeals process has passed.
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

### Retention Schedule - 32 - Transport Educational

<b>32.01 The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Disposal of the vehicle + 6 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>32.02 The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Disposal of the vehicle + 6 years
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>32.03 Service logs and vehicle logs</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Life of the vehicle, then either to be retained for 6 years by academy or to be returned to lease company
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>32.04 GPS tracking data relating to the vehicles</b>	
<b>Personal Information</b>	No
<b>Retention Period</b>	Current year + 12 months
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>

<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>32.05 Tachograph: Analogue and electronic including driver's cards</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 12 months
<b>Statutory Provisions</b>	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>32.06 Driver's records book</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.
<b>Statutory Provisions</b>	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>32.07 Walking bus registers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
<b>Notes</b>	

### Retention Schedule - 33 - Welfare

<b>33.01 Family Liaison Officers and Home School Liaison Assistants: Day Books</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 2 years then review
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>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</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Whilst child is attending academy and then destroy
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>33.03 Family Liaison Officers and Home School Liaison Assistants: Referral forms</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	While the referral is current
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>33.04 Family Liaison Officers and Home School Liaison Assistants: Contact data sheets</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year then review, if contact is no longer active then destroy

Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>33.05 Family Liaison Officers and Home School Liaison Assistants: Contact database entries</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>33.06 Family Liaison Officers and Home School Liaison Assistants: Group Registers</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current year + 2 years
Statutory Provisions	
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	

<b>33.07 Accessibility Plan relating to individual pupils</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	The plan should be included on the pupil file
<b>Statutory Provisions</b>	<b>Limitation Act 1980</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	
<b>33.08 Child protection information held on pupil file</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	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
<b>Statutory Provisions</b>	<b>Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
<b>33.09 Child protection information held in separate files</b>	
<b>Personal Information</b>	Yes



<b>Retention Period</b>	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
<b>Statutory Provisions</b>	<b>Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018</b>
<b>Disposal</b>	SECURE DISPOSAL these records MUST be shredded
<b>Notes</b>	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
<b>33.10 Correspondence relating to authorised absence</b>	
<b>Personal Information</b>	Yes
<b>Retention Period</b>	Current academic year + 2 years
<b>Statutory Provisions</b>	<b>Education Act 1996 Section 7</b>
<b>Disposal</b>	SECURE DISPOSAL
<b>Notes</b>	