

# NORTHAM SCHOOLS FEDERATION – DATA RETENTION SCHEDULE December 2021

## 1. Governors

| Basic file description   | Statutory Provisions | Retention Period [operational]  | Action at the end of the administrative life of the record   |
|--|----------------------|---|--|
| Minutes - Principal set  |                      | Permanent   | Retain in school for 6 years from date of meeting. Transfer to County Archives Service.  |
| - Inspection copies  |                      | Date of meeting + 3 years   | SECURE DISPOSAL  |
| Agendas  |                      | One copy retained with master set of minutes. All other copies disposed of. | SECURE DISPOSAL  |
| Reports  |                      | Date of report + 6 years  | Retain in school for 6 years from date of meeting  |
| Instruments of Government  |                      | Permanent   | Retain in school whilst school is open   |
| Trusts and Endowments  |                      | Permanent   | Retain in school whilst operationally required   |
| Action Plans   |                      | Date of action plan + 3 years   | SECURE DISPOSAL  |
| Policy documents   |                      | Life of the policy + 3 years  | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) then SECURE DISPOSAL |
| Complaints files   |                      | Date of resolution of complaint + 6 years                                   | Retain in school for the first six years<br>Review for further retention in the case of contentious disputes SECURE DISPOSAL                       |
| Reports required by the Department for Education and Skills  |                      | Date of report + 10 years   | SECURE DISPOSAL  |
| Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies |                      | Date proposal accepted or declined + 3 years                                | SECURE DISPOSAL  |

## 2. Management

| Basic file description   | Statutory Provisions | Retention Period [operational]               | Action at the end of the administrative life of the record |
|--|----------------------|--|--|
| Minutes of SMT meetings and other internal administrative bodies   |                      | Date of the meeting + 3 years then review    | SECURE DISPOSAL  |
| Reports created by the head teacher or management team   |                      | Date of the report + 3 years then review     | SECURE DISPOSAL  |
| Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities        |                      | Current academic year + 6 years then review  | SECURE DISPOSAL  |
| Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities |                      | Date of correspondence + 3 years then review | SECURE DISPOSAL  |
| Professional development plans   |                      | Life of the plan + 6 years                   | SECURE DISPOSAL  |
| School development plans   |                      | Life of the plan + 3 years                   | SECURE DISPOSAL  |

## 3. Admissions process

| Basic file description   | Statutory Provisions   | Retention Period [operational]                                | Action at the end of the administrative life of the record              |
|--|------------------------|---|---|
| All records relating to the creation and implementation of the School Admission's Policy | School Admissions Code | Life of the policy + 3 years then review                      | SECURE DISPOSAL   |
| Admissions – if the admission appeal is successful                                       | School Admissions Code | Date of Admission + 1 year                                    | SECURE DISPOSAL   |
| Admissions – if the admission appeal is unsuccessful                                     | School Admissions Code | Resolution of case + 1 year                                   | SECURE DISPOSAL   |
| Register of admissions   | School attendance:     | Every entry in the admission register must be preserved for a | REVIEW<br>Schools may wish to consider keeping the register permanently |

|                                      |                        |   |                 |
|--------------------------------------|------------------------|---|-----------------|
|                                      | DFE advice 2014        | period of 3 years after the date the entry was made |                 |
| Proof of address supplied by parents | School Admissions Code | Current year + 1 year                               | SECURE DISPOSAL |

| 4. Pupils   |                      |   |  |
|---|----------------------|---|--|
| Basic file description  | Statutory Provisions | Retention Period [operational]  | Action at the end of the administrative life of the record   |
| Pupils' Educational Record required by the Education (Pupil Information) (England) Regulations 2005 |                      | Retain whilst at school   | The file should follow the pupil to another school. If the pupil dies whilst at primary school the file should be returned to the Local Authority. |
| Pupil files   |                      | DOB of the pupil + 25 years   | SECURE DISPOSAL  |
| Attendance registers  |                      | Date of register + 3 years  | SECURE DISPOSAL  |
| Letters authorising absence   |                      | Date of absence + 2 years   | SECURE DISPOSAL  |
| Pupil record cards  |                      | DOB of the pupil + 25 years   | SECURE DISPOSAL  |
| SATS and other examination results:   |                      |   |  |
| <input type="checkbox"/> <i>Public</i>  |                      | Recorded on the pupil's educational file and therefore retained until the pupil reaches the age of 25.<br>A composite record of a whole year's SATS results may be kept for current year + 6 years to allow suitable comparison | SECURE DISPOSAL  |
| <input type="checkbox"/> <i>Internal examination results</i>  |                      | Current year + 5 years  | SECURE DISPOSAL  |
| Any other records created during contact with pupils  |                      | Current year + 3 years  | Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL   |
| Special Educational Needs files, reviews and Individual Education Plans                             |                      | DOB of the pupil + 25 years   | SECURE DISPOSAL  |

|  |   |  |  |
|--|---|--|--|
| Statement maintained under The Education Act 1996 - Section 324                | SEN and Disability Act 2001             | DOB + 25 years   | SECURE DISPOSAL unless legal action is pending |
| Proposed EHCP or amended statement/EHCP  | SEN and Disability Act 2001             | DOB + 25 years   | SECURE DISPOSAL unless legal action is pending |
| Advice and information to parents regarding educational needs                  | SEN and Disability Act 2001             | DOB + 25 years   | SECURE DISPOSAL unless legal action is pending |
| Accessibility Strategy   | SEN and Disability Act 2001             | DOB + 25 years   | SECURE DISPOSAL unless legal action is pending |
| Child protection information held on pupil file                                | Keeping Children Safe in Education 2015 | Should be placed in a sealed envelope in the pupil file and retained for the same time as the file | SECURE DISPOSAL                                |
| Child protection information held electronically                               | Keeping Children Safe in Education 2015 | DOB + 25 years   | SECURE DISPOSAL                                |
| Parental consent forms for school trips where there has been no major incident |   | Conclusion of the trip   | SECURE DISPOSAL                                |
| Parental consent forms for school trips where there has been a major incident  | Limitation Act 1980                     | DOB + 25 years   | SECURE DISPOSAL                                |

| 5. Curriculum          |                      |                                |  |
|------------------------|----------------------|--------------------------------|--|
| Basic file description | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| Curriculum development |                      | Current year + 6 years         | SECURE DISPOSAL  |
| Curriculum returns     |                      | Current year + 3 years         | SECURE DISPOSAL  |
| School syllabus        |                      | Current year + 1 year          | SECURE DISPOSAL  |
| Schemes of work        |                      | Current year + 1 year          | SECURE DISPOSAL  |

|                     |  |   |                 |
|---------------------|--|---|-----------------|
| Timetable           |  | Current year + 1 year                                 | SECURE DISPOSAL |
| Class record books  |  | Current year + 1 year                                 | SECURE DISPOSAL |
| Examination results |  | Current year + 6 years                                | SECURE DISPOSAL |
| Examination papers  |  | Retained until appeals/validation process is complete | SECURE DISPOSAL |

## 6. Personnel

| Basic file description   | Statutory Provisions   | Retention Period [operational]  | Action at the end of the administrative life of the record |
|--|--|---|--|
| All records relating to the appointment of a new headteacher                                 |  | Date of appointment + 6 years   | SECURE DISPOSAL  |
| All records leading up to the appointment of a new member of staff – unsuccessful candidates |  | Date of appointment of successful candidate + 6 months  | SECURE DISPOSAL  |
| All records leading up to the appointment of a new member of staff – successful candidates   |  | All relevant information added to the personnel file. Other information retained for 6 months | SECURE DISPOSAL  |
| Pre-employment vetting information – DBS   | DBS Update service<br>June 2014;<br>Keeping children safe in education July 2015 | The school should not keep copies of DBS checks   |  |
| Proof of identity and qualification checks   |  | Records dated and kept on personal file until termination of employment + 2 years             | SECURE DISPOSAL  |
| Timesheets, sick pay   |  | Current year + 6 years  | SECURE DISPOSAL  |
| Staff Personal files   | Limitation Act 1980  | Termination + 6 years   | SECURE DISPOSAL  |
| Annual appraisal records   |  | Current year + 5 years  | SECURE DISPOSAL  |

|   |  |  |                 |
|---|--|--|-----------------|
| Disciplinary proceedings:   |  |  |                 |
| Allegation of a child protection nature against a member of staff including where the allegation is unfounded | Keeping children safe in education July 2015 | Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer).<br>REVIEW<br>Allegations that are found to be malicious should be removed from personnel files | SECURE DISPOSAL |
| <input type="checkbox"/> <i>Oral warning</i>  |  | Date of warning + 6 months   | SECURE DISPOSAL |
| <input type="checkbox"/> <i>written warning – level one</i>   |  | Date of warning + 6 months   | SECURE DISPOSAL |
| <input type="checkbox"/> <i>written warning – level two</i>   |  | Date of warning + 12 months  | SECURE DISPOSAL |
| <input type="checkbox"/> <i>final warning</i>   |  | Date of warning + 18 months  | SECURE DISPOSAL |
| <input type="checkbox"/> <i>case not found</i>  |  | If the incident is child protection related see above otherwise dispose of at the conclusion of the case.  | SECURE DISPOSAL |
| Maternity pay records   | Statutory Maternity Pay Regulations          | Current year, + 3 yrs  | SECURE DISPOSAL |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995                          |  | Current year + 6 years   | SECURE DISPOSAL |

## 7. Health and Safety

| Basic file description                      | Statutory Provisions          | Retention Period [operational]                    | Action at the end of the administrative life of the record |
|---|-------------------------------|---|--|
| Accessibility Plans                         | Disability Discrimination Act | Current year + 6 years                            | SECURE DISPOSAL  |
| Records relating to accident/injury at work |                               | Date of incident + 12 years.<br>Review if serious | SECURE DISPOSAL  |

|   |                             |                          |                 |
|---|-----------------------------|--------------------------|-----------------|
| Accident Reporting  | Social Security Regulations |                          | SECURE DISPOSAL |
| <input type="checkbox"/> Adults   |                             | Current year + 6 years   | SECURE DISPOSAL |
| <input type="checkbox"/> Children   |                             | DOB + 25 years           | SECURE DISPOSAL |
| COSHH   |                             | Current year + 40 years  | SECURE DISPOSAL |
| Incident reports  |                             | Current year + 20 years  | SECURE DISPOSAL |
| Policy Statements   |                             | Date of expiry + 3 years | SECURE DISPOSAL |
| Risk Assessments  |                             | Current year + 3 years   | SECURE DISPOSAL |
| Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>  |                             | Last action + 40 years   | SECURE DISPOSAL |
| Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b> |                             | Last action + 50 years   | SECURE DISPOSAL |
| Fire Precautions log books  |                             | Current year + 6 years   | SECURE DISPOSAL |

## 8. Administrative

| Basic file description  | Statutory Provisions | Retention Period [operational]     | Action at the end of the administrative life of the record                      |
|---|----------------------|------------------------------------|---|
| Employer's Liability certificate  |                      | Closure of the school + 40 years   | SECURE DISPOSAL once the school has closed                                      |
| Records relating to the creation and publication of the school prospectus           |                      | Current year + 3 years             | STANDARD DISPOSAL   |
| Newsletters and circulars   |                      | Current year + 1 year              | Review to see whether a further retention period is required. STANDARD DISPOSAL |
| Visitors' book  |                      | Current year + 6 years then review | SECURE DISPOSAL   |
| Records relating to the creation and management of PTAs and Old Pupils Associations |                      | Current year + 6 years then review | SECURE DISPOSAL   |

## 9. Finance

| Basic file description | Statutory Provisions  | Retention Period [operational] | Action at the end of the administrative life of the record |
|------------------------|-----------------------|--------------------------------|--|
| Annual Accounts        | Financial Regulations | Current year + 6 years         | STANDARD DISPOSAL  |

|  |                       |   |   |
|--|-----------------------|---|---|
| Loans and grants   | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required SECURE DSPOSAL |
| Contracts  |                       | Contract completion date + 6 years      | SECURE DISPOSAL   |
| All records relating to the creation and management of budgets           |                       | Life of the budget + 3 years            | SECURE DISPOSAL   |
| Budget reports, budget monitoring etc                                    |                       | Current year + 3 years                  | SECURE DISPOSAL   |
| Invoice, receipts and other records covered by the Financial Regulations | Financial Regulations | Current year + 6 years                  | SECURE DISPOSAL   |
| Annual Budget and background papers                                      |                       | Current year + 6 years                  | SECURE DISPOSAL   |
| Debtors' Records   | Limitation Act        | Current year + 6 years                  | SECURE DISPOSAL   |
| Applications for free school meals, travel, uniforms etc                 |                       | Whilst child at school                  | SECURE DISPOSAL   |
| Student grant applications   |                       | Current year + 3 years                  | SECURE DISPOSAL   |
| Free school meals registers  | Financial Regulations | Current year + 6 years                  | SECURE DISPOSAL   |
| School meals registers   |                       | Current year + 3 years                  | SECURE DISPOSAL   |
| School meals summary sheets  |                       | Current year + 3 years                  | SECURE DISPOSAL   |

## 10. Property

| Basic file description                              | Statutory Provisions  | Retention Period [operational] | Action at the end of the administrative life of the record    |
|---|-----------------------|--------------------------------|---|
| Title Deeds   |                       | Permanent                      | Held by the Diocese   |
| Plans   |                       | Permanent                      | Retain in school whilst operational then transfer as required |
| Records relating to the lettings of school premises |                       | Current year + 6 years         | SECURE DISPOSAL   |
| Leases  |                       | Expiry of lease + 6 years      | SECURE DISPOSAL   |
| Lettings  |                       | Current year + 3 years         | SECURE DISPOSAL   |
| All records relating to maintenance by contractors  | Financial Regulations | Current year + 6 years         | SECURE DISPOSAL   |
| Maintenance log books                               |                       | Last entry + 10 years          | SECURE DISPOSAL   |
| Contractors' Reports                                |                       | Current year + 6 years         | SECURE DISPOSAL   |



## 11. Local Authority

| Basic file description             | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record   |
|------------------------------------|----------------------|--------------------------------|--|
| Attendance returns                 |                      | Current year + 2 years         | SECURE DISPOSAL  |
| School census                      |                      | Current year + 5 years         | SECURE DISPOSAL  |
| Circulars from the local authority |                      | Whilst operationally required  | Review to see whether a further retention period is required |

## 12. DfES

| Basic file description    | Statutory Provisions | Retention Period [operational]                       | Action at the end of the administrative life of the record   |
|---------------------------|----------------------|--|--|
| OFSTED reports and papers |                      | Replace former report with any new inspection report | Review to see whether a further retention period is required |
| Returns                   |                      | Current year + 6 years                               | SECURE DISPOSAL  |
| Circulars from DfES       |                      | Whilst operationally required                        | Review to see whether a further retention period is required |