Edinburgh Primary School

Date Adopted by GB:	**7.7.26**
Policy reviewed by EDPO	**01.07.25**
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Signed:	**E Green**

Records Retention Schedule

Records Retention Schedule

Introduction

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the records which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.
Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.
If there is an administrative need to keep a certain record for longer than that shown in the retention schedule then the school may do so (documenting the reason for such further retention).
The retention schedule refers to all information, regardless of the media in which they are stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the GDPR UK, Data Protection Act 2018 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule has been devised in association with the Records Management Society of Great Britain (Local Government Group).

This schedule will be reviewed on a regular basis.

GOVERNING BODY

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Agenda for Governing body meetings	Yes		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
Minutes of Governing body				
• Principal Set (signed)	Yes		PERMANENT – recorded via LA governor service online via hub. All governor documents are online – governor services control access. Governor services have a DPIA for the governor hub they provide to schools.	If the school is unable to store these then they should be offered to the County Archives Service
Reports presented to Governing body	Yes		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently.	SECURE DISPOSAL or retain with the signed set of the minutes
Instruments of Government including Articles of Association	Yes		PERMANENT – these are kept on governor hub paper copies are disposed of after 6 years.	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
Action plans created and administered by the Governing Body	Yes		Life of the action plan + 3 years	SECURE DISPOSAL
Policy documents created and administered by the Governing Body	Yes		Life of the policy + 3 years	SECURE DISPOSAL

Records relating to complaints dealt with by the Governing Body	Yes		Date of resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendments) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years governors no long do these.	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

MANAGEMENT

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Log of activity in the school maintained by the Head Teacher (if used)	No		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies (if recorded)	No		Date of the meeting + 3 years then review	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Reports created by the Head Teacher of the Management Team (if recorded)	No		Date of the report + a minimum of 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 (if recorded)	No		Current academic year + 6 years then review	SECURE DISPOSAL
Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
School Development Plans	Yes		Life of the plan + 3 years	SECURE DISPOSAL

PUPILS

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years theses are kept in the childs file and then move with the child to the new secondary school.	Retain in the school for 6 years from the date of the last entry then consider transfer to Archives
Attendance Registers	Yes		Date of register + 3 years These are on recorded on Sims the LA has access to data.	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Pupil files	Yes			
• *Primary*			Retain whilst the child remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school
Any other records created in the course of contact with pupils	Yes		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	Yes		Date of birth of the pupil + 25 years – All recorded to the new school with the child – CPoms keeps electronic all files would go with the child to a new school.	SECURE DISPOSAL
Correspondence Relating to Authorised Absence and issues	Yes		Date of absence + 2 years	SECURE DISPOSAL
Examinations results				
• *Public*	Yes		Year of examinations + 6 years	SECURE DISPOSAL
• *Internal examination results*	Yes		Current year + 5 years	SECURE DISPOSAL
Statement maintained under the Education Act 1996 Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SECURE DISPOSAL unless legal action is pending

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL

CURRICULUM

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development	Yes		Current year + 6 years	SECURE DISPOSAL
Curriculum returns	Yes		Current year + 3 years	SECURE DISPOSAL
School syllabus	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Schemes of Work	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Timetable	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Class Record Books	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Examinations results	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records	Yes		Current year + 6 years	SECURE DISPOSAL

PERSONNEL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidate	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All records leading up to the appointment of a new member of staff – successful candidate	Yes		All relevant information should be added to the staff personal file and all other information retained for 6 months this is kept until the person leaves then shredded after 6 years.	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks	No	DBS guidelines	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	SECURE DISPOSAL
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file	
Pre-employment vetting information – Evidence proving the right to work in the UK	Yes	An employer's guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File, but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than 2 years	SECURE DISPOSAL
Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual appraisal / assessment records	Yes		Current year + 6 years -kept in personnel file and disposed of when they leave plus 6 years	SECURE DISPOSAL
Disciplinary proceedings	Yes			

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"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"	Until the person's normal retirement age of 10 years from the date of the allegation whichever is the longer then REVIEW. [Allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
• *oral warning*			Date of warning + 6 months	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
• *written warning – level 1*			Date of warning + 6 months	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
• *written warning – level 2*			Date of warning + 12 months	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
• *final warning*			Date of warning + 18 months	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
• *case not found*			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1996/1960), revised 1999 (SI1999/567)	Current year + kept in personnel file to date of leaving plus 6 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

HEALTH & SAFETY

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Health & Safety Policy Statements	Yes		Life of policy + 3 years	SECURE DISPOSAL
Health & Safety Risk Assessments	Yes		Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/ injury at work	Yes		Date of incident + 12 years – in the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
• *Adults*			Date of incident + 6 years	SECURE DISPOSAL
• *Children*			DOB of the child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)	Yes	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Yes	Control of Asbestos at Work Regulations 2012 SI 2012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books	Yes		Current year + 6 years	SECURE DISPOSAL

ADMINISTRATIVE

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability insurance Certificate	Yes		Closure of the school + 40 years these are with the LA.	SECURE DISPOSAL
Inventories of furniture and equipment	Yes		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	Yes		Current year + 6 years	SECURE DISPOSAL
School brochure / Prospectus	Yes		Current year + 3 years	SECURE DISPOSAL
Circulars (staff, parents, pupils)	Yes		Current year +1 year	SECURE DISPOSAL
Newsletter / ephemera	Yes		Current year +1 year	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Visitor's book			Current year + 2 years -online system.	SECURE DISPOSAL
PTA, Old pupils' Associations			Current year + 6 years	SECURE DISPOSAL

FINANCE

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts	Yes		Current year + 6 years	SECURE DISPOSAL
Loans and grants managed by the school	Yes		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
Student Grant applications	No		Current year + 3 years	SECURE DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Yes		Life of the budget + 3 years ??? why not 6?	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	Yes		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	Yes		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	Yes		Current financial year + 6 years	SECURE DISPOSAL

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	Yes	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	Yes		Current year + 2 years	SECURE DISPOSAL
School Fund – Cheque books	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Paying in books	Yes		Current year + 6 years	SECURE DISPOSAL
School Fund – Ledger	Yes		Current year + 6 years	SECURE DISPOSAL
School Fund – Invoices	Yes		Current year + 6 years	SECURE DISPOSAL
School Fund – Receipts	Yes		Current year + 6 years	SECURE DISPOSAL
School Fund – Bank statements	Yes		Current year + 6 years	SECURE DISPOSAL
School Fund – Journey Books	No		Current year + 6 years	SECURE DISPOSAL
Free School Meal Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meal Registers	Yes		Current year + 3 years	SECURE DISPOSAL
School Meal Summary Sheets	Yes		Current year + 3 years	SECURE DISPOSAL
Petty Cash Books	Yes		Current year + 6 years	SECURE DISPOSAL

PROPERTY

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title deeds of properties belonging to the school	No		Permanent – kept by the LA	These should follow the property unless the property has been registered with the Land Registry
Plans of property belonging to the school	No		Retain whilst the building belongs to the school kept by the LA	Pass to new owner if the building is leased or sold
Leases of property leased by or to the school	Yes		Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	Yes		Current financial year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by contractors	Yes		Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees including maintenance log books	Yes		Current year + 6 years	SECURE DISPOSAL

LOCAL AUTHORITY

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
School Census Returns	Yes		Current year + 5 years	SECURE DISPOSAL
Circulars and other information sent from the Local Authority	Yes		Operational use	SECURE DISPOSAL

Dfe

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
OFSTED reports and papers	Yes		Life of the report and then REVIEW	SECURE DISPOSAL
Returns	Yes		Current year + 6 years	SECURE DISPOSAL
Circulars from Dfe	Yes		Operational use	SECURE DISPOSAL

COMPANIES

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