

MAT RETENTION SCHEDULE

1. MANAGEMENT OF THE SCHOOLS						
1.1 GOVERNING BODY						
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Responsible for secure disposal
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	Secure Disposal	LAB Clerk
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			If the school is unable to store these then they should be offered to the County Archives Service	LAB Clerk
	Principal Set (signed)			Permanently		N/A
	Inspection Copies			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.	LAB Clerk
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff		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	LAB Clerk
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL	LAB Clerk
1.1.5	Instruments of Government including Articles of Association	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	LAB Clerk

1.1.6	Trusts and Endowments managed by the Governing Body	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	LAB Clerk
1.1.7	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL	LAB Clerk
1.1.8	Policy documents created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL	LAB Clerk
1.1.9	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	LAB Clerk
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL	LAB Clerk
1.1.11	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	LAB Clerk
1.2. PRINCIPALS AND SENIOR MANAGEMENT TEAM						
1.2.1	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL	SBM
1.2.2	Reports created by the Principal or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	SBM

1.2.3	General Records created by principals, deputy principals, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the report refers to individual pupils or members of staff		Current academic year + 6 years	SECURE DISPOSAL	SBM
1.2.4	General Correspondence created by Principals, deputy Principals, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the report refers to individual pupils or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL	SBM
1.2.5	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL	SBM
1.2.6	Schools Development Plan	No		Life of the plan + 6 years	SECURE DISPOSAL	SBM
1.3 ADMISSION PROCESS						
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL	OM, Admission Footings Co-ordinator Family
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014(Limitation Act 1980)	Date of admission + 1 year (until the child is 21 of age)	SECURE DISPOSAL	OM, Admission Footings Co-ordinator Family

1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL	OM, Admission Co
1.3.4	Register of admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.	OM, Admission Co
1.3.5	Supplementary Information form including additional information such as religion, medical conditions etc	Yes				OM, Admission Co
	For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL	OM, Admission Co
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL	OM, Admission Co
1.4 OPERATIONAL ADMINISTRATION						
1.4.1	General Records & Files	No		Current year + 3 years then REVIEW	SECURE DISPOSAL	OM
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL	OM
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL	OM
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL Schools may wish to keep newsletters for longer or permanently	OM
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL	OM

1.4.6	Records relating to the creation and management of Parent Forums	No		Current year + 6 years then REVIEW	SECURE DISPOSAL	OM
2. HUMAN RESOURCES						
2.1 RECRUITMENT						
2.1.1	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 13 months	SECURE DISPOSAL	OM /MAT admin)
2.1.2	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	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	HR/OM
2.1.3	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Kept in staff file 6 years after termination of employment	SECURE DISPOSAL	HR/OM
2.1.4	2.1.6 Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ⁴	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Kept in staff file 6 years after termination of employment	SECURE DISPOSAL	HR/OM
2.2 OPERATIONAL STAFF MANAGEMENT						
2.2.1	Staff personal files	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL	OMs
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL	OM's
2.2.3	Annual Appraisals/Assessment Records	Yes		Current year + 6 years	SECURE DISPOSAL	Principals
2.2.4	Any Data seen by HR only such as E&D information	Yes		Termination of Employment + 6 years for successful employees - Termination of employment + 12 months for unsuccessful candidates	SECURE DISPOSAL	HR
2.2.5	Payroll Information	Yes	Taxes Management 1970	Wages and salaries records - termination of employment + 6 years	SECURE DISPOSAL	Payroll officer
2.2.6	Staff Photos for ID purposes are kept in staff files	Yes		Termination of Employment + 6 years	SECURE DISPOSAL	OMs

2.2.7	Staff Photos for Marketing Purposes	Yes		Termination of Employment + 6 years	SECURE DISPOSAL	Comm's Officer OM
2.3 MANAGEMENT OF DISCIPLINARY AND GRIEVANCE PROCESSES						
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	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 or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If founded they are to be kept on the file	SECURE DISPOSAL These records must be shredded	Principal, HR
2.3.2	Disciplinary Proceedings	Yes		Termination of employment + 6 years All disciplinary proceedings will be kept in HR only accessed files in case of legal proceedings	SECURE DISPOSAL [If warnings are placed on personal files they will be kept on the personal file until expiry date - after which they must be weeded from the file and only HR will retain a copy until termination of employment + 6 years]	HR
2.3.3	Grievances	Yes		Person making the grievance (records retained on their file Retention Period Termination of Employment + 6 year – Subject of the Grievance if upheld (record kept Termination of employment + 6 years	SECURE DISPOSAL [If grievances are not upheld they will be removed from personal files and only HR will retain a copy until termination of employment + 6 years]	HR
2.4 HEALTH AND SAFETY						
2.4.1	Health and Safety Policy Statements	No		Permanently	SECURE DISPOSAL	SBM FM
2.4.2	Health and Safety Risk Assessments	No		Life of RA + 3 years	SECURE DISPOSAL	SBM FM
2.4.3	Records relating to accidents/injury at work	Yes	RIDDORS 1995	Date of incident + 3 years Unless the incident involved a child or young person Up to 21 years of age	SECURE DISPOSAL	SBM

2.4.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		SECURE DISPOSAL	SBM
	Adults	Yes		Date of the incident + 6 years (unless it involves a Hazardous Substances)	SECURE DISPOSAL	SBM
	Children	Yes		DOB of the child + 25 years (up to 21 years of age)	SECURE DISPOSAL	SBM
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	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	FM
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last Action + 40 years	SECURE DISPOSAL	FM
2.4.7	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	FM
2.4.8	Process of monitoring areas where employees and person are likely to be in contact with lead	No		Last Action + 40 years	SECURE DISPOSAL	FM
2.4.9	Fire Precautions log books	No		Current Year + 6 Year	SECURE DISPOSAL	FM
2.5 PAYROLL AND PENSIONS						

2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current Year + 6 Year	SECURE DISPOSAL	Payroll HR
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Taxes Management 1970 - Retirement benefits schemes (information powers) Regulations 1995	Current Year + 6 Year	SECURE DISPOSAL	Payroll HR
3. FINANCIAL MANAGEMENT OF THE SCHOOLS						
3.1 RISK MANAGEMENT AND INSURANCE						
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL	TBM SBM
3.2 ASSET MANAGEMENT						
3.2.1	Inventories of furniture and equipment	No	Section 221 Companies Act 1985	Current year + 6 Years	SECURE DISPOSAL	FM /IT
3.2.2	Burglary, theft and vandalism report forms	No	Section 221 Companies Act 1985	Current year + 6 Years	SECURE DISPOSAL	SBM
3.3 ACCOUNTS AND STATEMENT INCLUDING BUDGET MANAGEMENT						
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL	TBM
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	SBM
3.3.3	Student Grant applications	Yes		Current year + 6 years	SECURE DISPOSAL	SBM
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 6 years	SECURE DISPOSAL	SBM TBM
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current Financial Year + 6 years	SECURE DISPOSAL	SBM
3.3.6	Records relating to the collection and banking of monies	No		Current Financial Year + 6 years	SECURE DISPOSAL	SBM
3.3.7	Records relating to the identification and collection of debt	No		Current Financial Year + 6 years	SECURE DISPOSAL	SBM
3.4 CONTRACT MANAGEMENT						

3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	SBM TBM
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	SBM TBM
3.4.3	Records relating to the monitoring of contracts	No		Current year + 6 years	SECURE DISPOSAL	FM
3.6 SCHOOL MEALS MANAGEMENT						
3.6.1	Free school meals register	Yes		Current year + 3 years	SECURE DISPOSAL	OM
3.6.2	School meals register	Yes		Current year + 3 years	SECURE DISPOSAL	OM
3.6.3	School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL	OM
4. PROPERTY MANAGEMENT						
4.1 PROPERTY MANAGEMENT						
4.1.1	Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry		N/A
4.1.2	Plans of property belong to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.		N/A
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL	CEO
4.1.4	Records relating to the letting of school premises	No		Current year + 6 years	SECURE DISPOSAL	SBM
4.2 MAINTENANCE						
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL	FM
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL	FM
5. PUPIL MANAGEMENT						
5.1 PUPIL EDUCATIONAL RECORDS						

5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	See below	SECURE DISPOSAL	Family FootingsOM
	Primary	No		Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit <p>• If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.</p> <p>Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority</p>	Admission Co-ord OM Family Footings
	Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL	Family FootingsOM
5.1.2	Examination Results – Pupil Copies	Yes				
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.	Exams Officer
	Internal			This information should be added to the pupil file		
This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child						

5.1.3	Child Protection information held on pupil file	Yes	<p>“Keeping children safe in education Statutory guidance for schools and colleges September 2016”.</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”</p>	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.	SECURE DISPOSAL – these records MUST be shredded	Safeguarding lead
5.1.4	Child protection information held in separate files	Yes	<p>“Keeping children safe in education Statutory guidance for schools and colleges September 2016”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”</p>	<p>DOB of the child + 25 years then review</p> <p>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 Local Authority Social Services record - Unless transferred to new establishment</p>	SECURE DISPOSAL – these records MUST be shredded	Safeguarding lead
PS:						
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three (3) years after the date on which the entry was made.	SECURE DISPOSAL	OM
5.2.2	Correspondence relating to authorized absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL	OM
5.3. SPECIAL EDUCATIONAL NEEDS						

5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.	OM Family Footings
5.3.2	Statement maintained under section 234 of the Education Act 1990 and	Yes	Education Act 1996 Special Educational Needs and Disability	Date of birth of the pupil + 25 years [This would normally be retained on	SECURE DISPOSAL unless the document is subject to a legal hold	OM Family Footings and Admissions
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold	OM Family Footings and Admissions
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold	OM Family Footings and Admissions
6. CURRICULUM MANAGEMENT						
6.1 STATISTICS AND MANAGEMENT INFORMATION						
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL	Exams Officer
6.1.2	Examination Results	Yes		Current year + 6 years	SECURE DISPOSAL	Exams Officer
	SATS records – Results	Yes		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results.	SECURE DISPOSAL	Exams Officer

	Examination Papers	Yes		These could be kept for current year + 6 years to allow suitable comparison The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	Exams Officer
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL	Principal
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL	Principal
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL	Principal
6.2 IMPLEMENTATION OF CURRICULUM						
6.2.1	Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	Curric Lead T &L
6.2.2	Timetable	No		Current year + 1 year		Curric Lead T &L
6.2.3	Class Record Books	No		Current year + 1 year		Curric Lead T &L
6.2.4	Mark Books	No		Current year + 1 year		Curric Lead T &L
6.2.5	Record of homework set	No		Current year + 1 year		Curric Lead T &L
6.2.6	Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL	Teacher
7. EXTRA CURRICULAR ACTIVITIES						
7.1 EDUCATIONAL VISITS OUTSIDE THE CLASSROOMS						
7.1.1	Records created by schools	No	Outdoor Education	Date of visit + 14 years	SECURE DISPOSAL	Ed Visit Co-ord OM
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	SECURE DISPOSAL	Ed Visit Co-ord OM

7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.	Ed Visit Co-ord OM
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the Incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL	Ed Visit Co-ord
7.2 FAMILY LIAISON OFFICERS AND HOME SCHOOL LIAISON OFFICERS						
7.2.1	Day Books	Yes		Current year + 2 years then review	SECURE DISPOSAL	Family Footings
7.2.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	SECURE DISPOSAL	Family Footings
7.2.3	Referral forms	Yes		While the referral is current	SECURE DISPOSAL	Family Footings
7.2.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Family Footings
7.2.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL	Family Footings
7.2.6	Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL	Family Footings
8. CENTRAL GOVERNMENT AND LOCAL AUTHORITIES						
8.1 LOCAL AUTHORITIES						
8.1.1	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL	OM
8.1.2	School Census Returns	No		Current year + 5 years	SECURE DISPOSAL	SBM
8.1.3	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL	All
8.2 CENTRAL GOVERNMENT						
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL	Principal
8.2.2	Returns made to central government	No		Current year + 6 Years	SECURE DISPOSAL	P or SBM
8.2.3	Circulars and other information sent	No		Operational use	SECURE DISPOSAL	ALL