

# DATA RETENTION SCHEDULE

**Date of issue:** 29/05/2020

We hold a great deal of information, much of which is confidential about students, parents, carers, guardians, staff and governors. This schedule outlines the length of time that a record will be retained, after which it will be destroyed.

**Due to the ongoing Independent Inquiry into Child Sexual Abuse (IICSA) neither student or employee records should be destroyed until further notice.**

**This rule applies where the retention period is highlighted green.**

Area	Record	Retention period
<b>Student records</b>	Students' academic records, reports and IEPs	DOB of pupil +25 years
	Child Protection files	Until the child turns 26
	Attendance registers	Date of register +3 years
	Admissions registers	Date of last entry + 6 years
	Any other records created in the course of contact.	Date of last entry + 3 years
	Special Educational Needs files	Until the child turns 26
	Student Files	Until the child turns 26
	Parental permission slips for school trips - no incident	End of trip
	Parental permission slips for school trips -major incident	DOB of pupil involved +25 years
	Applications for FSM	Whilst child at school
	Free school meals registers	Current year + 6 years
<b>Employee records</b>	Personnel files including proof of ID and qualifications	Termination of employment + 7 years
	Interview notes	Date of interview + 6 months
	Pre-employment vetting	Date of check + 6 months
	Disciplinary proceedings	As per disciplinary procedure
	Appraisal	Current year + 5 years
	Training records	Current year + 2 years
<b>Health and Safety records</b>	Accident reporting : Adults Children	Date of incident + 7 years DOB + 25 years
	Incident reports	Current year + 20 years
	COSHH records	Current year + 10 years
	Policy	Date of expiry + 1 year
	Fire Log Books	Current year + 6 years
	Risk Assessments	Current year + 3 years
	Asbestos monitoring	Last action + 40 years
	Radiation monitoring	Last action + 50 years
Claims made against insurance - personal injury	Case concluded + 6 years	
<b>Senior Leadership Team</b>	Minutes of meetings	Date of meeting + 5 years
	Development plans	Closure + 6 years
<b>Governance</b>	Minutes of meetings	Permanent
	Reports	Date of report + 6 years
	Agendas	Date of meeting



**Curriculum**

Timetable	Current year + 1 year
Syllabus	Current year + 1 year
Markbooks	Current year + 1 year
Students work (it may be necessary to extend this period for examination work)	Current year + 1 year
Public examination results	Year of exam + 6 years
Curriculum development	Current year + 6 years
Curriculum returns	Current year + 3 years
Schemes of work	Current year + 1 year
Class record books	Current year + 1 year
Record of homework set	Current year + 1 year
Pupil work	Current year + 1 year
SATS records	Current year + 6 years
PAN reports	Current year + 6 years
Value Added reports	Current year + 6 years
Public examination results	Year of exam + 6 years
Internal exam results	Current year + 5 years
<b>General</b>	
Prospectus	Current year + 3 years
Newsletters	Current year + 1 year
Visitors book	Current year + 2 years
Policies	Expiry date
Complaints	Date of resolution + 6 years
<b>Finance / payroll</b>	
PAYE, NI returns, P60, monthly payroll records, updates to payroll data, pension returns, annual NI and PAYE returns, P35, P11D,	Current year + 6 years
Annual accounts	Current year + 6 years
Sick pay records	Current year + 6 years
Maternity Pay records	Current year + 3 years
Invoices, receipts and other records covered by Regs	Current year + 6 years
Bank statements	Current year + 6 years
Cheque books	Current year + 6 years
Bank reconciliations	Current year + 6 years
Fees invoices	Current year + 6 years
Returnable deposits	Until the student leaves
Direct debits	Current year + 1 year
Contracts under seal	Contract completion + 12 years
Contracts under signature	Contract completion + 6 years
Budget reports, monitoring	Current year + 3 years
Budget preparation	Current year
Petty cash records	Current year + 6 years
DFE returns	Current year + 6 years
Copy orders	Current year + 2 years
Debtor records	Current year + 6 years
School fund records	Current year + 6 years
Employers liability insurance	Minimum of 6 years



## Property

Title deeds	Permanent
Plans	Permanent
Leases	End of lease + 3 years
Inventories (equipment)	Current year + 6 years
Contractors reports	Current year + 6 years
Lettings	Current year + 3 years
Burglary, theft and vandalism	Current year + 6 years
Maintenance log books	Last entry + 10 years
Claims made against insurance - damage to property	Case concluded + 3 years

