**St Peter’s Church of England (Aided) Primary School**

**Data Retention Policy**

**The Governing Body of St Peter’s Church of England (Aided) Primary School
adopted this policy on** 17th March 2021

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Chair of Governors)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Head Teacher*)

Review every 2 years

This Data Retention Policy sets out the minimum amount of time a Leicestershire school needs to keep certain records and the action which should be taken when that information is of no further administrative use.

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule, which should list the types of documents the school hold, how long they can be kept for and how they should be destroyed. Members of staff are encouraged 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.

The retention schedule refers to all information, regardless of the media in which they are stored. Data will be processed to in line with the requirements and protections set out in the UK General Data Protection Regulation (GDPR).

**What to do with records once they have reached the end of their administrative life**

1. **Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All paper records containing personal information or sensitive policy information should be shredded before disposal (if possible).

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

* File reference (or other unique identifier)
* File title (or brief description)
* Number of files
* The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

1. **Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives. A list of the records sent to archives should be created to include the information above.

Please contact the Information Systems Manager, Leicestershire County Council on 0116 305 5783

1. **Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

1. **Useful Contacts**

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| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| **1. Safeguarding** |
| Child Protection files | Yes | DOB + 25 years | **SHRED**Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example). Where a child is removed from roll to be educated at home, the file should be copied to the Local Authority. |
| Allegation of a child protection nature against a member of staff, including where the allegation isunfounded | Yes | Until the person's normal retirement age, or 10 years from the date of the allegation if that's longer | **SHRED**Employment Practices Code: Supplementary Guidance 2.13.1Records of Disciplinary and Grievance"Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals”.Summary record to be retained on confidential personnel file, and a copy given to the person concerned. |
| **2. Governors** |
| Minutes* *Principal* set

*(signed)* | No | Permanent | Retain in school for 6 years from date of meeting. **Transfer to Archives** |
| * *Inspection copies*
 | No | Date of meeting + 3 years | **DESTROY**[If these minutes contain any sensitive personal information they should be shredded) |
| Agendas | No | Date of meeting | **DESTROY** |
| Reports | No | Date of report+ 6 years | Retain in school for 6 years from date of meeting. **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| Annual Parents' meeting papers | No | Date of meeting + 6 years | Retain in school for 6 years from date of meeting. **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| Trusts and Endowments | No | Permanent | Retain in school whilst operationally required. **Transfer to Archives** |
| Action Plans | No | Date of action plan + 3 years | **DESTROY** It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Policy documents | No | Expiry of policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) **Transfer to Archives** (the appropriate archivist will then take a sample for permanent preservation) |
| Complaints files | Yes | Date of resolution of complaint + 6 years | Retain in school for the first six years. Review for further retention in the case of contentious disputes. Destroy routine complaints. **Complaints alleging possible harm to a young person by a member of staff are covered in** **section 1 above.** |
| Annual Reports required by the DCSF | No | Date of report + 1O years | **Transfer to Archives** (the appropriate archivist will then take a sample for permanent preservation) |
| Proposals for schools to become, or be established as Specialist Status schools | No | Current year+ 3 years | **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| **3. Management** |
| Log Books(Books where the Head Teacher or another member of staff keeps of records of what happens in the school, this may include details of events,photographs and other information] | Yes | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry.**Transfer to the Archives**From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils and members of staff will become subject to the Data Protection Act 1998. |
| Minutes of the SLT and other internaladministrative bodies | Yes | Date of meeting + 5 years | Retain in the school for 5 years from meeting. **Transfer to Archives** **(**The appropriate archivist will then take a sample for permanent preservation) |

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| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Reports made by the Head Teacher or the SLT | Yes | Date of report + 3 years | Retain in the school for 3 years from meeting. **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| Records created by Head Teachers, Deputy Head Teachers and other members of staff with administrative responsibilities (Except child protection records which are dealt with in section 1 above) | Yes | Closure of file + 6 years | **DESTROY**If these records contain sensitive information they should be shredded |
| Correspondence created by Head Teacher, Deputy Head Teacher, and other members of staff with administrative responsibilities | No | Date of correspondence + 3 years | **DESTROY**If these records contain sensitive information they should be shredded |
| Professional development plans | Yes | Closure+ 6 years | **SHRED** |
| School development plans | No | Closure+ 6 years | Review Offer to the Archives |
| **4.Pupils** |
| Admission Registers | Yes | Date of last entry in the book (or file)+ 6 years | Retain in the school for 6 years from the date of the last entry. **Transfer to** **the Archives** |
| Attendance registers | Yes | Date of register + 3 years | **DESTROY** (If these records are retainedelectronically any back-up copies should be destroyed at the same time) |

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| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Pupil record cards | Yes | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. |
| Pupil files | Yes | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. |
| Special Educational Needs case files, reviews and Individual Education Plans | Yes | 35 years from closure (the Local Authority should have a copy so compare the file to ensure duplicates are not being retained) | **SHRED** |
| Letters authorising absence | No | Date of absence + 2 years | **SHRED** |
| Absence books | Yes | Current year+ 6 years | **SHRED** |
| * *Public*
* *Internal examination results*
 | NoYes | Year of examinations+ 6 yearsCurrent year + 5 yearsIf these records areretained on the pupil file or in their National Record of Achievement they need only be kept for as long asoperationally necessarv. | **DESTROY**Any certificates left unclaimed should be returned to the appropriate Examination Board**DESTROY** |
| Any other records created in the course of contact with pupils | Yes/No | Current year+ 3 years | Review at the end of 3 years and either allocate a further retention period or **DESTROY** |
| Statement maintained under The Education Act 1996 - Section 324 | Yes | DOB + 30 years | **DESTROY** unless legal action is pending |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Proposed statement or amended statement | Yes | DOB+ 30 years | **DESTROY** unless legal action is pending |
| Advice and information to parents regarding educational needs | Yes | Closure + 12 years | **DESTROY** unless legal action is pending |
| Accessibility Strategy | Yes | Closure + 12 years | **DESTROY** unless legal action is pending |
| Children SEN Files | Yes | Closure + 35 years | **DESTROY** unless legal action is pending |
| **5. Curriculum** |
| Curriculum development | No | Current year + 6 years | **DESTROY** |
| Curriculum returns | No | Current year + 3 years | **DESTROY** |
| School syllabus | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| 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 new retention period or **DESTROY** |
| Timetable | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| Class record books | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| Mark Books | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| Record of homework set | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| Pupils' work | No | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or **DESTROY** |
| Examination results | Yes | Current year + 6 years | **DESTROY** (These records should be shredded) |
| Value added records | Yes | Current year + 6 years | **DESTROY** (These records should be shredded) |

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| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| **6. Human Resources** |
| Timesheets, sick pay | Yes | Current year + 6 years | **SHRED** |
| Staff Personal files | Yes | Termination + 7 years | **SHRED** |
| Interview notes and recruitment records | Yes | Date of interview + 6 months | **SHRED** |
| Pre-employment vetting information (including unsuccessful DBS checks) | No | Date of check + 6 months | **SHRED**This information should be placed on the personnel file if the applicant is successful and managed according to the guidelines |
| Disciplinary proceedings for all matters **except** those relating to child protection issues (see section 1above):* *oral warning*
* *written warning* -

*level one** *written warning* -

*level two** *final warning*
* *case not found (except child protection allegations see section 1 above)*
 | Yes | Date of warning + 6 monthsDate of warning + 6 monthsDate of warning + 12 monthsDate of warning + 18 months |  **SHRED** If this is placed on a personal file, it must be weeded from the file.**SHRED** If this is placed on a personal file, it must be weeded from the file.**SHRED** If this is placed on a personal file, it must be weeded from the file.**SHRED** If this is placed on a personal file, it must be weeded from the file. **DESTROY** immediately at the conclusion of the case |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Records relating to accident/injury at work | Yes | Date of incident + 12years | Review at the end of this period. In the case of serious accidents a further retention period will need to be applied |
| Annual appraisal/assessment records | No | Current year + 5 years | **SHRED** |
| Salary cards | Yes | Last date of employment+ 6 years | The information should be transferred to the superannuation department at the appropriate time who will maintain the master record **SHRED** |
| Maternity pay records | Yes | Current year, + 3yrs | **SHRED** |
| Records held under Retirement Benefits Schemes (InformationPowers) Regulations 1995 | Yes | Last payment + 6 years | **SHRED** |
| **7. Health and Safety** |
| Accessibility Plans |  | Current year+ 6 years | **DESTROY** |
| Accident Reporting* *Adults – Accident Book*
* *Adults – Internal Reports*
* *Children*
 | YesYesYes | Last entry in the accident book+ 3 yearsCurrent year+ 3 years DOB + 25 years. | **SHRED****SHRED** **SHRED**A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied. |
| COSHH |  | Current year+ 10 years | Review (where appropriate an additional retention period may be allocated) |
| Incident reports | Yes | Current year+ 20 years | **SHRED** |
| Policy Statements |  | Date of expiry + 1 year | **DESTROY** |
| Risk Assessments |  | Date assessment superseded + 3 years | **DESTROY** |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Process of monitoring of areas where employees and persons are likely to have come in contact with **asbestos** |  | Last action + 40 years | **DESTROY** |
| Process of monitoring of areas where employees and persons are likely to have come in contact with**radiation** |  | Last action + 50 years | **DESTROY** |
| Fire Precautions log books |  | Current year + 6 years | **DESTROY** |
| **8. Administrative** |
| Employer's Liability certificate |  | Permanent whilst the school is open | Retain for 40 years after school has closed |
| Inventories of equipmentand furniture |  | Disposal of last item + 6years or date superseded + 6 years | **DESTROY** |
| General file series |  | Current year + 5 years | Review to see whether a further retention period is required **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| School brochure/ prospectus |  | Current year + 3 years | **Transfer to Archives**(The appropriate archivist will then take a sample for permanent preservation) |
| Circulars |  | Current year + 1 year | **DESTROY** |
| Newsletters, ephemera |  | Current year + 1 year | Review to see whether a further retention period is required **Transfer to Archives**(The appropriate archivist will then take a sample for permanent preservation) |
| Visitors' book |  | Current year + 2 years | Review to see whether a further retention period is required **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| PTA |  | Current year + 6 years | Review to see whether a further retention period is required **Transfer to Archives**(The appropriate archivist will then take a sample for permanent preservation) |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| **9. Financial** |
| Annual Accounts |  | Current year + 6 years | **Offer to Archives** |
| Loans and grants |  | Date of last payment on loan + 12 years | Review to see whether a further retention period is required **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| Contracts* *under seal*
* *under signature*
* *monitoring records*
 |  | Contract completion date + 12 yearsContract completion date + 6 yearsCurrent year+ 2 years | **SHRED****SHRED****SHRED** |
| Copy orders |  | Current year + 2 years | **SHRED** |
| Budget reports, budget monitoringetc |  | Current year + 3 years | **SHRED** |
| Invoice, receipts and other records covered by the FinancialRegulations |  | Current year + 6 years | **SHRED** |
| Annual Budget andbackground papers |  | Current year + 6 years | **SHRED** |
| Order books and requisitions |  | Current year + 6 years | **SHRED** |
| DeliveryDocumentation |  | Current year + 6 years | **SHRED** |
| Debtors' Records |  | Current year + 6 years | **SHRED** |
| School Fund-Cheque books |  | Current year + 3 years | **SHRED** |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| School Fund- Paying in books |  | Current year + 6 years | **SHRED** |
| School Fund-Ledger |  | Current year + 6 years | **SHRED** |
| School Fund – Invoices |  | Current year + 6 years | **SHRED** |
| School Fund - Receipts |  | Current year + 6 years | **SHRED** |
| School Fund - Bankstatements |  | Current year + 6 years | **SHRED** |
| School Fund - School Journeybooks |  | Current year + 6 years | **SHRED** |
| Applications for free school meals, travel, uniforms etc |  | Whilst child at school | **SHRED** |
| Student grantapplications |  | Current year + 3 years | **SHRED** |
| Free school meals registers | Yes | Current year + 6 years | **SHRED** |
| Petty cash books |  | Current year + 6 years | **SHRED** |
| **10. Property** |
| Title Deeds |  | Permanent.These should follow the property | **Offer to Archives** |
| Plans |  | Permanent. | **Offer to Archives** Retain until superseded then offer to archives before destruction |
| Maintenance and contractors |  | Current year + 6 years | **DESTROY** |
| Leases |  | Expiry of lease + 6 years | **DESTROY** |
| Lettings |  | Current year + 3 vears | **DESTROY** |
| Burglary, theft and vandalism report forms |  | Current year + 6 years | **SHRED** |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| Maintenance logbooks |  | Last entry + 10 years | **DESTROY** |
| Contractors' Reports |  | Current year + 6 years | **DESTROY** |
| **11. Local Authority** |
| Secondary transfer sheets (Primary) | Yes | Current year + 2 years | **SHRED** |
| Attendance returns | Yes | Current year + 1 year | **DESTROY** |
| Circulars from LA |  | Whilst operationally required | Review to see whether a further retention period is required **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| **12. DCSF** |
| HMI reports |  |  | These do not need to be kept any longer **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| OFSTED reports and papers |  | Replace former report with any new inspection report | Review to see whether a further retention period is required **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| Census returns(SIMS does notretain an electronic copy) |  | Current year + 6 years | **DESTROY** |
| Circulars from DCSF |  | Whilst operationally required. Review to see whether a further retention period is required | **Transfer to Archives** (The appropriate archivist will then take a sample for permanent preservation) |
| **13. Connexions** |
| Service level agreements |  | Until superseded | **SHRED** |
| Work Experienceagreement |  | DOB of child + 18 years | **SHRED** |
| **14. School Meals** |
| Dinner Register |  | Current year + 3 years | **SHRED** |
| School Meals Summary Sheets |  | Current year + 3 years | **SHRED** |
| **Function Description** | **Data****Protection issues** | **Retention period operational** | **Action at end of administrative life of the record** |
| **15. Arts in Education** |
| Pupil Reports |  | 6 years from event | **SHRED** |
| Pupil registration forms |  | 6 years from registration | **SHRED** |