



# GREENWOOD ACADEMIES TRUST

## Records Management Policy

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## Introduction

Under Section 46 of the Freedom of Information Act 2000, all schools are required to follow a Code of Practice on managing their records. Under section 7 of the Code of Practice on the Management of Records, it states that:

*“Authorities should have in place a records management policy, either as a separate policy or as part of a wider information or knowledge management policy.”*

The Greenwood Academies Trust recognises that, by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Trust and its Academies. Records provide evidence for protecting the legal rights and interests of the Trust and its Academies and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

### 1. Scope of the Policy

- 1.1 This policy applies to all records created, received or maintained by staff of the Trust in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received and then stored in hard copy or electronically.
- 1.3 A small percentage of the Trust's records may be selected for permanent preservation as part of the Trust's archives and for historical research. This should be done in liaison with the local county archives centre.

### 2. Responsibilities

- 2.1 The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Corporate Affairs Director and, at an Academy level, the Principal.
- 2.2 The person responsible for records management in the Trust and in an individual Academy will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 Information will be managed in line with the Records Retention Schedule. This will help to ensure that it can meet Freedom of Information requests and respond to requests to access personal data under data protection legislation (Subject Access Requests 'SARS').

- 2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:
- Manage the Academy's records consistently in accordance with the Academy's policies and procedures;
  - Properly document their actions and decisions;
  - Hold personal information securely;
  - Only share personal information appropriately and do not disclose it to any unauthorised third party; and
  - Dispose of records securely in accordance with the school's Records Retention Schedule.
- 2.5 Information will be assessed and when it is no longer required, necessary or is to be destroyed or deleted in line with the retention schedule.
- 2.6 The security of data and appropriate measures will be implemented to protect breach, loss or unauthorised sharing of the information

# Retention Schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series 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.

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is 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 General Data Protection Regulation (GDPR) 2018 and the Freedom of Information Act 2000.

1. Governance					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1	Minutes - Trust Board and all sub-committees	May have names and personal issues unless redacted		Date of meeting + 10 years	Offer to Archives/SECURE DISPOSAL
1.2	Agendas			One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
1.3	Reports	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Date of report + 10 years	SECURE DISPOSAL or retain with the signed set of the minutes
1.4	Instruments of Government including Articles of Association	No		Life of the Academy	SECURE DISPOSAL
1.5	Trusts and Endowments	No		Life of the Trust or Endowment + 6 years	SECURE DISPOSAL

1.6	Policy Documents	No		Life of Policy + 3 years	SECURE DISPOSAL or retain in Academy whilst policy is operational (this includes if the expired policy is part of a past decision making process)
1.7	Complaints Files	Yes		Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint is resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years	SECURE DISPOSAL
1.8	Trust Annual Reports	No		Date of report + 10 years	SECURE DISPOSAL
1.9	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

## 2. Management

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1	Log Books of activity in the Academy maintained by the Principal	There may be data protection issues if the log book refers to individual pupils or members of staff		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
2.2	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)	Personal information will be included		Academic Year + 1 year	SECURE DISPOSAL
2.3	Consents relating to school activities as part of GDPR compliance	Personal information will be included		Consents should be retained for as long as the consent is relied on.	SECURE DISPOSAL

2.4	Minutes of the Senior Management Team and other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of meeting + 3 years then review	SECURE DISPOSAL
2.5	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 records refer to individual pupils or members of staff		Current academic year + 3 years then REVIEW	SECURE DISPOSAL
2.6	Professional development plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
2.7	Academy development plans	No		Life of the plan + 3 years	SECURE DISPOSAL
<b>Admissions &amp; Exclusions</b>					
2.8	All records relating to the creation and implementation of the Academy Admissions Policy	No personal information included	Schools Admissions Code Sept 2021	Life of the policy + 7 years then review - 15(2) of the regulation refers to the 7 preceding years	SECURE DISPOSAL
2.9	Admissions - if the admission is successful	Yes	Schools Admissions Code Sept 2021	Date of admission + 1 year	SECURE DISPOSAL
2.10	Admissions - if the appeal is unsuccessful	Yes	Schools Admissions Code Sept 2021	Resolution of case + 1 year	SECURE DISPOSAL
2.11	Register of Admissions	Yes	School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made.  Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	REVIEW Academies may wish to consider keeping the admission register permanently, as they often receive enquiries from past pupils to confirm the dates they attended.
2.12	Proofs of address supplied by parents as part of the admissions process	Yes	Schools Admissions Code Sept 2021	Current year + 1 year	SECURE DISPOSAL

2.13	Supplementary Information form including additional information such as religion, medical conditions etc.	Personal information will be included	Schools Admissions Code Sept 2021		
	For successful admissions			This information should be added to the pupil file	AS PER PUPIL FILE
	For unsuccessful admissions			Until appeals process is completed	SECURE DISPOSAL
2.14	Records relating to the management of exclusions	Personal information will be included		Date of birth of the pupil involved + 25 years (pupil file). An additional copy must be retained with the Academy until the pupil's 25 <sup>th</sup> birthday (electronic or hard copy).	SECURE DISPOSAL

### 3. Pupils

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
<b>CHILD PROTECTION</b>					
3.1	Child Protection information held on pupil file	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"	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



3.2	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, or 10 years from the date of the allegation, whichever is the longer then REVIEW.	SECURE DISPOSAL These records must be shredded. Note - 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.
3.3	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	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	
3.3a	<b>- Primary</b>			Retain whilst the pupil remains at the primary Academy  In the case of exclusion, it may be appropriate to transfer the record to the Pupil Referral Unit.	The file should follow the pupil when they leave the primary school. This will include: <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.  If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority where the file should be stored for the remainder of its statutory retention.
3.4b	<b>- Secondary</b>		Limitation Act 1980 (Section 2)	DOB of the pupil + 25 years	SECURE DISPOSAL
3.5	Admission Registers	Yes	School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made.	Retain in the Academy for 6 years from the date of the last entry then consider transfer to the Archives

				Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	
3.6	Attendance Registers	Yes	School Attendance (Pupil Registration) (England) Regulations 2024	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made.  Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	SECURE DISPOSAL (If these records are retained electronically, any back-up copies should be destroyed at the same time)
3.7	Correspondence relating to any absence (authorised or unauthorised)	Potential personal information	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
<b>Special Educational Needs</b>					
3.8	Special Educational Needs files, reviews and EHCPs, statements, communication with parents and/or accessibility needs	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 yrs (i.e. to 25 <sup>th</sup> birthday)	It is possible to retain SEN information for longer than this period if you think it may be needed, for example, in any legal dispute. However there should be a sound rationale for retaining information on a case by case basis. The default should be that information is destroyed on the 26th birthday.
3.9	Accessibility strategy	Personal information included	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] unless the document is subject to a legal hold then the date legal action ceases + 6 years	SECURE DISPOSAL
3.10	Advice and information provided to parents regarding educational needs	Personal information	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] unless the document is subject to a legal hold then date legal action ceases + 6 years	SECURE DISPOSAL

Extra-Curricular Activities					
3.11	Parental consent forms for Academy trips - where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
3.12	Parental consent forms for Academy trips - where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	D/O/B 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
3.13	Records created by Academies to obtain approval to run an Educational Visit the classroom	No	Limitation Act 1980	Date of visit + 15 years	SECURE DISPOSAL
3.15	Records relating to residential trips	Personal information held	Limitation Act 1980	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer	SECURE DISPOSAL
3.14	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an Incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting.	SECURE DISPOSAL (If these records are retained electronically any back-up copies should be destroyed at the same time)
Photographs					
3.15	Pupil images	Yes	Refer to 'Pupil images on the System' - Sharepoint	The time the pupil remains at the Academy and has given permission for use or for a reasonable time after the pupil has left as long as the image is used for its original purpose.	SECURE DISPOSAL

4. Curriculum					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.1	Academy Development Plan	No		Current year + 3 years	SECURE DISPOSAL
4.2	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 SECURE DISPOSAL
4.3	Timetable	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
4.4	Class record books	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
4.5	Mark Books	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
4.6	Record of homework set	No		Academic year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
4.7	Pupils' work	Personal information		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not Academy policy then current year + 1yr	SECURE DISPOSAL
Examinations					
4.8	Examination Results - Pupil copies	Personal information included			
	<u>Public</u>			This information should be added to the pupil file.	Academies should follow the instructions of the Examination Board about disposing of uncollected certificates

	<u>Internal</u>			This information should be added to the pupil file.	Internal
4.9	Examination Results – Academy copies	Yes		Current year + 6 years	SECURE DISPOSAL
4.10	SATs records Examination papers	Personal information included		The papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
4.11	SATs Records Results			The SATs results should be recorded on the pupils' educational file and will therefore be retained until the pupil reaches the age of 25 years.	SECURE DISPOSAL The Academy may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
<b>Education Management Information</b>					
4.12	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
4.13	Curriculum Returns	No		Current year + 3 years	SECURE DISPOSAL
4.14	Self -Evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL
	Self-Evaluation Forms - External moderation	Yes		Until superseded	SECURE DISPOSAL
	Self-Evaluation Forms - Internal moderation	Yes		Academic year plus one academic year	SECURE DISPOSAL

## 5. Personnel Records held in the Academy or within the Academy Trust

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 3 years	SECURE DISPOSAL
5.2	Staff Personal files including employment contract and staff training records	Yes	Limitation Act 1980 (Sec 2)	Termination of employment + 6 years	SECURE DISPOSAL
5.3	Absence Records	Yes		Current year + 3 years	SECURE DISPOSAL
5.4	Sickness absence monitoring	Yes		Categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003). Current year + 3 years is the norm.	SECURE DISPOSAL
5.5	All records leading up to the appointment of a new Head Teacher/Principal	Yes		Length of appointment + 6 years	SECURE DISPOSAL
5.6	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
5.7	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL

5.8	Records relating to the employment of overseas teachers	Yes		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
5.9	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	
5.10	Pre-employment vetting information (including DBS checks)	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from D of E) Sections 73, 74	The Academy does not have to keep copies of DBS certificates. If it does so the copy must NOT be retained for more than 6 months	SECURE DISPOSAL
5.11	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL
5.12	Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter, please contact your safeguarding children officer for further advice.		
5.12a	- oral warning			Date of warning + 6 months	SECURE DISPOSAL
5.12b	- written warning – Level 1			Date of warning + 6 months	SECURE DISPOSAL
5.12c	- written warning – Level 2			Date of warning + 12 months	SECURE DISPOSAL
5.12d	- final warning			Date of warning + 18 months	SECURE DISPOSAL

5.12e	- case not found			If child protection related please see 1.2, otherwise SECURE DISPOSAL immediately at the conclusion of the case	SECURE DISPOSAL
5.13	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	SECURE DISPOSAL
5.14	Records relating to accident/injury at work	Yes		Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc, then date of incident +15 years (Negligence)	SECURE DISPOSAL
5.15	Annual appraisal/assessment records	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	SECURE DISPOSAL
5.16	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + years	SECURE DISPOSAL
5.17	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL
5.18	Staff Training Records- general, including proof of completion, certificates and awards.			Current +2 years	
5.19	Staff Training where the training leads to Continuing Professional Development	Yes		Length of time required by the professional body	SECURE DISPOSAL
5.20	Staff Training except where dealing with children, e.g. First Aid or Health and Safety	Yes		This should be retained on the personnel file	



5.21	Payroll Records	Yes		Date payroll run + 6 years	SECURE DISPOSAL
5.22	Payroll Reports	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
5.23	Car Allowance claims	Yes	Taxes Management Act 1970; Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL

## 6. Health and Safety

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL
	Health and Safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)	No		Pass to new owner on sale or transfer of building	
6.2	Accident Reporting				
6.2a	- Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years	SECURE DISPOSAL - the official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format

6.2b	- Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of last entry in the accident book + 3 years. The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. The incident reporting form may be retained. Do not keep completed entries in the book. They must be removed and kept in a locked location.	SECURE DISPOSAL
6.3	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)	COSHH sheets should be kept whilst the substance is in use + 6 years .  COSHH policy documents should be kept until the policy is superseded + 6 years	SECURE DISPOSAL
6.4	Records relating to accident/injury at work including incident reports	Yes		Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)	SECURE DISPOSAL
6.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Yes	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on personnel file.	SECURE DISPOSAL
6.6	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
6.7	Health and Safety Risk Assessments	Yes		Life of risk assessment + 3 years	SECURE DISPOSAL
6.8	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 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL

6.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Yes	The Ionising Radiations Regulation 2017	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has, or would have, reached the age of 75 years but in any event for at least 30 years from when the record was made.	SECURE DISPOSAL
6.10	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
6.11	Fire Risk Assessments	No	Fire Service Order 2005	Life of the risk assessment + 3 years	

## 7. Administrative

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1	Employer's Liability certificate	No		Closure of the Academy + 40yrs	SECURE DISPOSAL
7.2	Insurance Policies – Employer's Liability	No	Employer's Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy.	
7.3	Claims made against insurance policies - damage to property	Yes		The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy.	
7.4	Claims made against insurance policies - personal injury	Yes		Case concluded + 6 years	
7.5	Inventories of equipment and furniture			Current year + 6 years	SECURE DISPOSAL

7.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations			Current year + 6 years then REVIEW	SECURE DISPOSAL
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8. Finance					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.1	Annual Accounts		Financial Regulations	Current year + 6 years	Standard Disposal
8.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years then REVIEW	SECURE DISPOSAL
8.3	Contracts				
8.3a	- all records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
8.3b	- all records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
8.3c	- records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
8.4	Copy Orders			Current year + 2 years	SECURE DISPOSAL
8.5	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
8.6	Invoice, receipts, order books, requisitions and other records covered by the Financial Regulations	No		Current year + 6 years	SECURE DISPOSAL

8.7	Annual Budget and background papers			Current year + 6 years	SECURE DISPOSAL
8.8	Delivery Documentation			Current year + 6 years	SECURE DISPOSAL
8.9	Records relating to the identification and collection of debt		Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
8.10	Records relating to the collection and banking of monies	No		Current financial year + 6 yrs	SECURE DISPOSAL
8.11	Academy Fund - Cheque books			Current year + 6 years	SECURE DISPOSAL
8.12	Academy Fund - Paying in books			Current year + 6 years	SECURE DISPOSAL
8.13	Academy Fund - Ledger			Current year + 6 years	SECURE DISPOSAL
8.14	Academy Fund - Invoices			Current year + 6 years	SECURE DISPOSAL
8.15	Academy Fund - Receipts			Current year + 6 years	SECURE DISPOSAL
8.16	Academy Fund - Bank statements			Current year + 6 years	SECURE DISPOSAL
8.17	Academy Fund - Academy Journey books			Current year + 6 years	SECURE DISPOSAL
8.18	Student Grant applications			Current year + 3 years	SECURE DISPOSAL
8.19	Free School Meals registers	Yes		Current year + 3 years	SECURE DISPOSAL
8.20	Academy meals registers	Yes		Current year + 3 years	
8.21	Petty cash books			Current year + 6 years	SECURE DISPOSAL

9. Property					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
9.1	Title Deeds	No		PERMANENT – Transfer to new owner	Permanent; these should follow the property unless the property has been registered at the Land Registry
9.2	Plans of the Property belonging to the Academy. This includes any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features	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.	Retain in Academy whilst operational. Pass to next owner.
9.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
9.4	Leases of property leased by or to the Academy	No		Expiry of lease + 6 years	SECURE DISPOSAL
9.5	Records relating to the letting of Academy premises	No		Current year + 6 years	SECURE DISPOSAL
9.6	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
9.7	All records relating to the maintenance of the Academy carried out by employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
9.8	All records relating to the maintenance of the Academy carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL

## 10. Department for Education / Local Authority

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
10.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
10.2	HMI Reports			These do not need to be kept any longer	
10.3	OFSTED reports and papers	No		Life of the report then REVIEW	Review to see whether a further retention period is required
10.4	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
10.5	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL
10.6	School census returns	No		Current year + 5 years	SECURE DISPOSAL

## 11. Family Liaison Officers and Home Academy Liaison Assistants

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
11.1	Day Books	Yes		Current year + 2 years then REVIEW	SECURE DISPOSAL
11.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending the Academy, then destroy	SECURE DISPOSAL
11.3	Referral forms	Yes		While the referral is current	SECURE DISPOSAL

11.4	Contact data sheets	Yes		Current year then review; if contact is no longer active then destroy	SECURE DISPOSAL
11.5	Contact database entries	Yes		Current year then review; if contact is no longer active then destroy	DELETE
11.6	Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL

## 12. Early Years Provision

### 12.1 Records to be kept by Registered Persons - All Cases

	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)
12.1.1	The name, home address and date of birth of each child who is looked after on the premises.	Yes		Closure of setting + 50 years (this could be required to show whether or not an individual child attended the setting in a child protection investigation)
12.1.2	The name, home address and date of birth of a parent of each child who is looked after on the premises.	Yes		If this information is kept in the same book or on the same form as in 6.1.1, then the same retention period should be used as in 6.1.1. If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact).
12.1.3	The name, home address and date of birth of any person who will be looking after children on the premises.	Yes		See 16.4.5 below
12.1.4	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them.	Yes		The regulations state that these records should be kept for two (2) years (SI20031996 7). If these records are likely to be needed in a child protection setting (see 16.1.1 above) then the records should be retained or closure of setting + 50 years.



## Public

12.1.5	A record of accidents occurring on the premises and incident books relating to other incidents.	Yes		D/O/B of the child involved in the accident or the incident + 25 years. If an adult is injured, then the accident book must be kept for seven (7) years from the date of the incident.
12.2.1	The name and address and telephone number of the registered person and every other person living or employed on the premises	Yes		See 16.4 below
12.2.2	A statement of the procedure to be followed in the event of a fire or accident	No		Procedure superseded + 7 years
12.2.3	A statement of the procedure to be followed in the event of a child being lost or not collected	No		Procedure superseded + 7 years
12.2.4	A statement of the procedure to be followed where a parent has a complaint about the service being provided by the registered person	No		Until superseded
12.2.5	A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect.	No		Closure of setting + 50 years  (These could be required to show whether or not an individual child attended the setting in a child protection investigation)