



Naphill and Walters Ash School Retention Schedule

Child Protection The retention and use of records relating to child protection matters concerning pupils, and child protection allegations against staff requires specific guidance in this schedule.				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Child Protection	Yes	Education Act 2002, s175, related guidance 'Safeguarding Children in Education', September 2004	D.O.B + 25 years	SECURE DISPOSAL
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance 'Dealing with allegations of Abuse against teachers and Other Staff' November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation if that is longer	SECURE DISPOSAL

Governors				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Minutes Principle set signed Inspection copies	No		Signed set – permanent Inspection copies – date of meeting + 3yrs	Signed set - retain in school for 6 yrs from meeting Inspection copies - SECURE DISPOSAL [If these minutes contain any sensitive personal information they must be shredded]
Agendas	No		Date of meeting	SECURE DISPOSAL
Reports	No		Date of report + 6yrs	Retain in school 6 years from meeting
Instruments of Governance	No		Permanent	Retain in school whilst school open
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)
Complaints File	Yes		Date of resolution of complaint + 6 yrs	Retain in school for the first six years. Review for further

				retention in the case of contentious disputes. SECURE DISPOSAL routine complaints.
Annual Reports required by DfE or County	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.S1 2002 No 1171	Date of report + 10yrs	

Management				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5yrs	Retain in school 5 years from meeting
Reports made by the headteacher or the management team	Yes		Date of report + 3 years	Retain in school 3 years from meeting
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6yrs	SECURE DISPOSAL
Correspondence created by headteachers, deputy headteachers, heads of year and other members of staff with administrative responsibilities	Yes		Date of correspondence + 3 yrs	SECURE DISPOSAL

Professional Development Plans	yes		Closure + 6 yrs	SECURE DISPOSAL
SDP	Yes		Closure + 6 yrs	Review
Annual Reports required by DfE or County	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.S1 2002 No 1171	Date of report + 10yrs	

Pupils				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Admissions Registers	Yes		Three years after the date on which the entry was made	Information is reviewed and the register may be kept permanently
Attendance Registers	Yes		Date of register + 3 years	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Pupil Files	Yes		Retain for the time at NWAS	Transfer to the secondary school (or other primary school) when the child leaves the school.
Special Educational Needs files, reviews and Individual Education Plan	yes		DOB of the pupil + 25 years then review. NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to	SECURE DISPOSAL

			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.	
Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years	SECURE DISPOSAL
Public Examination Results	No		Year of test + 6 Yrs	SECURE DISPOSAL
Internal assessments	Yes		Current yr + 5 yrs	SECURE DISPOSAL
Any other records created in the course of contact with pupils	Yes		Current year + 3 yrs	Review at the end of 3yrs, allocate further retention period or SECURE DISPOSAL
Statement maintained under The Education Act 1006 – Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	D.O.B + 30 yrs	SECURE DISPOSAL unless legal action pending
Proposed EHCP or amended EHCP	Yes	Special Educational Needs and Disability Act 2001 Section 1	D.O.B + 30 yrs	SECURE DISPOSAL unless legal action pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 yrs	SECURE DISPOSAL unless legal action pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 yrs	SECURE DISPOSAL unless legal action 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	D.O.B of the pupil involved in the incident + 25yrs 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 Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
SDP	NO		Current year + 6 years	SECURE DISPOSAL
Schemes of Work	No		Current Year + 1yr	Review at end of year, may retain for longer. SECURE DISPOSAL
Timetable	No		Current Year + 1yr	SECURE DISPOSAL
Class record books	Yes		Retain for the time at NWAS	Transfer to the secondary school (or other primary school) when the child leaves the school.
Mark books	yes		Current Year + 1yr	SECURE DISPOSAL
Record of homework set	no		Current Year + 1yr	SECURE DISPOSAL
Samples of pupils work	no		Current Year + 1yr	SECURE DISPOSAL
Examination results	yes		Current year + 6yrs	SECURE DISPOSAL
SATS papers and results	yes		Current year + 6yrs	SECURE DISPOSAL
Value Added and Contextual data	yes		Current year + 6yrs	SECURE DISPOSAL
SEF	yes		Current year + 6yrs	SECURE DISPOSAL

Personnel				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Timesheets, sick pay	Yes	Financial regulations	Current year + 6 years	SECURE DISPOSAL
Staff personnel files	yes		Date of termination + 7yrs	SECURE DISPOSAL
Interview notes and recruitment records	yes		Date of interview + 6 months	SECURE DISPOSAL
Pre-employment vetting information (including unsuccessful DBS checks)	no	DBS guidelines	Date of check + 6 months	SECURE DISPOSAL by designated member of staff
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.		
Oral warning	no		Date of warning + 6 months	SECURE DISPOSAL
First written warning	no		Date of warning + 6 months	SECURE DISPOSAL
Second written warning	yes		Date of warning + 12 months	SECURE DISPOSAL
Final warning	yes		Date of warning + 18 months	SECURE DISPOSAL
Case closed	yes		If child protection related please see 1.2, otherwise	SECURE DISPOSAL

			SECURE DISPOSAL immediately at the conclusion of the case	
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
Annual appraisal records	No		Current year + 5 yrs	SECURE DISPOSAL
Maternity pay records	yes	Statutory Maternity Pay (General Regulations 1986 (SI 1986/1990), revised 1999 (SI 1999/567)	Current year + 3	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	yes		Current year + 6	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.	

Health and Safety				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Accessibility Plan	no	Disability Discrimination Act	Current plan + 6yrs	SECURE DISPOSAL
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 + 7yrs Child – D.O.B of child + 25 yrs 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.	SECURE DISPOSAL
COSHH	no		Current year + 10 years [Where appropriate an additional retention period may be allocated]	
Incident reports	Yes		Current year + 20 yrs	SECURE DISPOSAL
Policy Statements			Expiry date + 1 yr	SECURE DISPOSAL
Risk Assessments	Yes		Current year + 3 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have			Last action plan + 40 yrs	SECURE DISPOSAL

come in contact with asbestos				
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 yrs	SECURE DISPOSAL
Fire Log book			Current year + 6ys	SECURE DISPOSAL
Administrative				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Employer's Liability Certificate			Closure of school + 40 yrs	SECURE DISPOSAL
Inventories of equipment and furniture			Current year = 6yrs	SECURE DISPOSAL
General file series			Current year + 5 year	Review to see if further retention needed
School brochure/prospectus			Current year + 3yr	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Circulars to staff/parents/children			Current year + 1 yr	SECURE DISPOSAL
Newsletters	Yes		Current year + 1year	Review if further retention needed
Visitors' book			Current year + 2yrs	Review if further retention needed
WANSA			Current year + 6yrs	Review if further retention needed

Administrative				
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Inventories of equipment and furniture			Current year = 6yrs	SECURE DISPOSAL
General file series			Current year + 5 year	Review to see if further retention needed
School brochure/prospectus			Current year + 3yr	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Circulars to staff/parents/children			Current year + 1 yr	SECURE DISPOSAL
Newsletters	Yes		Current year + 1year	Review if further retention needed
Visitors' book			Current year + 2yrs	Review if further retention needed
WANSA			Current year + 6yrs	Review if further retention needed

Finance				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Annual Accounts		Financial Regulations	Current year + 6yrs	Archive
Loans and grants		Financial Regulations	Date of last payment on loan + 12yrs	Review to see if further retention needed
Contracts Under seal Under signature Monitoring records			Contract completion date + 12 years Contract completion date + 6 years Current year + 2yrs	SECURE DISPOSAL
Copy Orders			Current year + 2yrs	SECURE DISPOSAL
Budget reports, budget monitoring			Current year + 3 yrs	SECURE DISPOSAL
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current + 6 yrs	SECURE DISPOSAL
Annual Budget and background papers			Current + 6 yrs	SECURE DISPOSAL
Order books and requisitions			Current + 6 yrs	SECURE DISPOSAL
Delivery documentation			Current + 6 yrs	SECURE DISPOSAL
Debtors' records		Limitation Act 1980	Current + 6 yrs	SECURE DISPOSAL

School Fund – Cheque books			Current + 3 yrs	SECURE DISPOSAL
School Fund –paying in books			Current + 6 yrs then review	SECURE DISPOSAL
School Fund - ledger			Current + 6 yrs then review	SECURE DISPOSAL
School Fund – invoices			Current + 6 yrs then review	SECURE DISPOSAL
School Fund - receipts			Current + 6 yrs	SECURE DISPOSAL
School Fund – bank statements			Current + 6 yrs then review	SECURE DISPOSAL
School Fund – school journey books			Current + 6 yrs then review	SECURE DISPOSAL
Petty cash books		Financial Regulations	Current + 6 yrs	SECURE DISPOSAL

Property				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Title deeds			Permanent	These should follow the property unless the property has been registered at the Land Registry Plans
Maintenance and contractors		Financial regulations	Current year + 6yrs	SECURE DISPOSAL
Plans			permanent	Retain in school whilst operational
Leases			Expiry of lease + 6	SECURE DISPOSAL
Lettings			Current year + 3 yrs	SECURE DISPOSAL
Burglary, theft and vandalism report forms	Yes		Current year + 6years	SECURE DISPOSAL
Maintenance log books			Current year + 6yrs	SECURE DISPOSAL
Contractors reports			Current year + 6yrs	SECURE DISPOSAL

DfE				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
HMI reports			These do not need to be kept	
Ofsted reports and papers			Replace format with recent format/reports	Review to see if further retention required
ISI reports and papers			Replace format with recent format/reports	Review to see if further retention required
Returns			Current year + 6yrs	SECURE DISPOSAL
Circulars from DfE			Retain whilst operationally required	Review to see if further retention required

School Meals				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of Administrative Life
Dinner register			Current + 3ys	shred
School meals summary sheets			Current + 3ys	shred