

ABBHEY COLLEGE, RAMSEY

RECORDS MANAGEMENT POLICY AND RETENTION SCHEDULE¹

Document Control

Committee:	Operations Committee
Approved By Committee On:	31 st January 2023
Review Cycle:	2 Years
Date of Next Review:	Spring 2025
Staff member responsible for drafting and reviewing the policy:	Data Manager and HR

¹ This policy has been adapted from a policy originally developed by CMAT.

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1. Aims and Introduction

Abbey College 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 institution. Records provide evidence for protecting the legal rights and interests of Abbey College, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. Abbey College has adopted the Information Management Toolkit for Schools created by IRMS (Information and Records Management Society) and adheres to its principles and guidance.

Section 46 of the Freedom of Information Act 2000 requires schools 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.”

Educational records include information about students and former students:

- processed by, or on behalf of, the governing body or a teacher
- originating from or supplied by local authority employees (for certain schools)
- originating from or supplied by teachers or other employees of the school.

This document covers:

- Scope
- Responsibilities
- Relationships with existing policies

2. Scope of the Policy

This policy applies to all records that are created, received or maintained by staff of the school in the course of carrying out its functions.

- 2.1. Records are defined as all those documents which facilitate the business carried out by Abbey College and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the school's records may be selected for permanent preservation as part of the institution's archives and for historical research.

- 2.2. Records processed by a teacher solely for the teacher's own use will be excluded from pupils' educational records.

Schools must also keep curricular records on every pupil. Curricular records form a 'subset' of a pupil's educational record. They are a formal record of a pupil's academic achievement, skills, abilities and the progress they make at a school. They must be updated at least once a year.

3. Responsibility

- 3.1. Under the UK General Data Protection Regulation (UKGDPR), Trusts and Academies are responsible for ensuring that the collation, retention, storage and security of all personal information they produce and hold meets the provisions of the UKGDPR. This includes:

- a. personal information appearing in a pupil's educational record
- b. any other information they hold which identifies individuals, including pupils, staff and parents

- 3.2. Abbey College is registered as a data controller with the Information Commissioner's Office (ICO). Abbey College 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 Headteacher. The Data Protection Officer will give

guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

- 3.3. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

4. Disclosure of Records

The Pupil Information Regulations (<http://www.legislation.gov.uk/ukxi/2005/1437/made> and/or <http://www.legislation.gov.uk/ukxi/2013/2094/contents/made>) describe the material that is exempt from disclosure to parents. This relates to information that the pupil couldn't lawfully be given under the Data Protection Act 2018. It also relates to information which s/he wouldn't have right of access to under that Act, or by virtue of any order made under section 30(2) or section 38(1) of the Act. This includes material which may cause serious harm to the physical or mental health or condition of the pupil or someone else. A school may not fulfil a parent's request for these records if there is a court order in place which limits a parent's exercise of parental responsibility. This affects the parent's entitlement to receive such information.

5. Transferring of Records to a Student's New School

Principals must ensure the statutory requirements for the transfer of records between schools are fulfilled, including the completion of the common transfer file (CTF). This is noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1437.

Academies are not subject to these regulations; however, they are expected to adhere to the following protocols, as a matter of good practice.

If a pupil moves to another school in England, Wales, Scotland or Northern Ireland, the pupil's CTF and educational record must be transferred securely to the new school.

The means of transfer to a school outside England must be in line with the arrangements for transfer between schools in England. Information must be transferred within 15 school days of any request from the pupil's new school. The pupil's CTF should be sent to the new school either:

- a. through the school to school (s2s) secure file transfer system
- b. over a secure network that can only be accessed by the LA, the governing body or a teacher at any school within that LA. If the new school is unknown, the Department for Education recommends that the school should still complete the CTF and load it onto s2s. Where a CTF has not been received for a new pupil a request can be made to the LA to search for the files on s2s.

Some Local Authorities transfer student paper files between schools. However, for transfers to other LAs it is recommended that records are signed for.

Requests to transfer a pupil file outside the EU area because a pupil has moved into that area, must be referred to the Local Authority for further advice.

6. Recording and Systems

Information created by Abbey College must be managed against the same standards regardless of the media in which it is stored. Maintenance of Record Keeping Systems and record keeping practices are listed in Appendix A for:

- Students
- Staff
- Governors
- Financial
- Estates and Facilities Manager
- Health & Safety

- Sundry

7. Electronic Records

- 7.1. The legal obligation to properly manage records, including compliance with Data Protection legislation, applies equally to electronic records. The main considerations for the management of electronic records are therefore the same as those for manual records. They include:
- Staff must be able to use and access electronic information effectively.
 - Adequate measures must be in place to ensure all information is stored securely and only available to authorised persons.
 - A school must be able to demonstrate a record's authenticity by ensuring information cannot be altered when declared a record.
 - A system must be in place for disposing of electronic records in line with policy once they are no longer needed.
- 7.2. In addition to the above, sufficient backup/recovery processes must be in place. There must also be a process through which links are created from electronic records to any associated manual records. This is to ensure a full record can be considered when necessary, i.e when decision making, providing access or considering a record for disposal.
- 7.3. Abbey College co-operates with a range of Local Authorities, dependent on the location of the schools, by ensuring that sensitive information about staff and pupils is disseminated to the authority by using the DFE s2s system and the school's DfE number.

8. The Safe Disposal of Information Using the Retention Schedule

Files should be disposed of in line with the attached retention schedule (see Appendix A). When records have reached their retention period, data must be disposed of securely and confidentially.

All records containing personal information, or sensitive policy information must be made unreadable and cannot be reconstructed. This includes paper records and all other media. Electronic data should be archived on electronic media and deleted appropriately at the end of the retention period.

Do not dispose of personal records with the regular waste or a skip. Where an external contractor is used for shredding records, it is recommended that all records must be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a certificate of destruction. Staff working for the external provider should have been trained in the handling of confidential documents.

9. Monitoring and Review

This policy has been reviewed and approved by the Operations Committee. The Records Management Policy will be reviewed every 2 years.

10. Appendices

Appendix A Maintenance of Record Keeping Systems

Appendix A: a Managing Student Records

The pupil record should be seen as the core record charting an individual pupil's progress through the Education System. The pupil record should accompany the pupil to every school they attend and should contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file (although it may spread across more than one file cover).

1. File covers for student records

It is strongly recommended that Academies use a consistent file cover for the pupil record. This assists the Academy to ensure consistency of practice when receiving records from a number of different Academies. By using pre-printed file covers all the necessary information is collated and the record looks tidy and reflects the fact that it is the principal record containing all the information about an individual child.

2. Recording information

A student or their nominated representative has the legal right to see their file at any point during their education and even until the record is destroyed (when the pupil is 25 years of age or 35 years from date of closure for pupils with special educational needs). This is their right of subject access under the UKGDPR May 2018. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. The following information should appear within the file:

Where a file is already in existence on transfer this will be used for the remainder of the time the student is educated within Abbey College.

- Surname
- Forename
- DOB
- Special Educational Needs Yes/No [This is to enable the files of children with special educational needs to be easily identified for longer retention]
- Emergency contact details
- Gender
- Preferred name

On the Data Collection form the following information is accessible and is transferred on to the MIS:

- Ethnic origin [although this is "sensitive" data under the Data Protection Act 2018, the Department for Education require statistics about ethnicity]
- Language of home (if other than English)
- Names of parents and/or guardians with home address and telephone number (and any additional relevant carers and their relationship to the child)
- Name of the school, and the date of admission and the date of leaving through an 'off roll' form.
- Any other medical involvement e.g. speech and language therapist, paediatrician

3. Items which should be included in the student record and where possible linked on the MIS

- Parental consent for photographs to be taken (or not). Paper record in student file.
- Year record
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child

- Any information about a statement and support offered in relation to the statement
- Any relevant medical information (should be stored in the file in an envelope)
- Child protection reports/disclosures are stored with the CP Team
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the student

The following are subject to shorter retention periods and if they are placed within the file, will involve reviewing after 1 year once the pupil leaves the school.

- Admission forms (application) with inaccurate contact information
- Absence notes
- Parental permission forms for trips/outings [in the event of a major incident all the parental permission forms should be retained with the incident report not in the pupil record]
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)

4. Responsibility for the pupil record once the pupil leaves the school

The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the pupil record until the pupil reaches the age of 25 years. This retention is set in line with the Limitation Act 1980 which allows that a claim can be made against an organisation by a minor for up to 7 years from their 18th birthday.

5. Safe destruction of the pupil record

The pupil record should be disposed of in accordance with the safe disposal of records guidelines.

6. Transfer of a pupil record outside the EU area

If you are requested to transfer a pupil file outside the EU area because a pupil has moved into that area, please contact the Local Education Authority for further advice.

7. Storage of pupil records

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the file. Equally, electronic records should have appropriate security. Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

Basic File Description	Retention Period [Operational]	Action at end
Admissions Process		
All records relating to the creation and implementation of the Academies Admissions' Policy	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission is successful	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	SECURE DISPOSAL
Register of Admissions	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made.	REVIEW Academies may wish to consider keeping the admission register permanently as often Academies receive enquiries from past pupils to confirm the dates they attended the school.
Admissions – Secondary Schools – Casual	Current year + 1 year	SECURE DISPOSAL
Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	SECURE DISPOSAL
Supplementary Information form including additional information such as religion, medical conditions etc. <u>For successful admissions</u>	This information should be added to the pupil file	SECURE DISPOSAL
<u>For unsuccessful admissions</u>	Until appeals process completed	SECURE DISPOSAL
Student's Educational Records		
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 <u>Primary</u>	Retain whilst the child remains in the primary phase.	The file should follow the pupil when he/she leaves the primary phase. This will include: <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • If the pupil dies whilst at primary school the file should be archived and to be retained for the statutory retention period. (DOB+25 Years) If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be archived and to be retained for the statutory retention period. DOB+25 Years)
<u>Secondary</u>	Date of Birth of the pupil + 25 years	As above & then SECURE DISPOSAL

Examination Results – Pupil Copies: Public	This information should be added to the pupil file	All uncollected certificates should be retained for 12 months and then destroyed. SECURE DISPOSAL.
Internal	This information should be added to the pupil file	
Child Protection information held on pupil file	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the file.	SECURE DISPOSAL – these records MUST be shredded
Child protection information held in separate files	DOB of the child + 25 years then review 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	SECURE DISPOSAL – these records MUST be shredded
Special Education Needs		
Special Educational Needs files, reviews and Individual Education Plans	Date of Birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any student 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.
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement.	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
Advice and information provided to parents regarding educational needs	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
Accessibility Strategy	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

Attendance		
Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made	SECURE DISPOSAL
Correspondence relating to authorized absence	Current academic year + 2 years	SECURE DISPOSAL

Examinations			
Record Type	Record Description (where required)	Retention Information	Action at end of retention period
Access Arrangements Information	Any hard copy information kept by the Exams Office relating to access arrangements for students	Retain in secure storage for a minimum period of 2 years from the student leaving school	SECURE DISPOSAL
Attendance Registers		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Awarding body administrative information	Any hard copy publication	Retain until the current academic year update is provided	Recycling
Candidates' work	NEA work returned to the centre after awarding body moderation	Retain in secure storage until after deadline for EAR or the resolution of any outstanding enquiry/appeal for that exam series. Work then returned to subject staff. Subject staff to keep all non-moderated work for the same period of time.	Returned to candidate or safe disposal
Certificates		Retained for minimum of 12 months from date of issue.	SECURE DISPOSAL
Certificate destruction information	Record of all unclaimed certificates that have been destroyed	Retained for 4 years from date of destruction	SECURE DISPOSAL

Certificate issue information	Record of certificates that have been issued to students	Retained for minimum of 4 years	SECURE DISPOSAL
Confidential materials delivery and tracking logs	Log of confidential materials delivered by awarding bodies and issued to authorised staff. Logs of materials taken in/out of secure storage	Retain until all exams in that series has been completed Until EAR deadline has passed for exam series	SECURE DISPOSAL
Dispatch Logs/Record of posting	Proof of dispatch of all exam script packages and coursework sent to examiners/moderators	Retain until published result date for that series	SECURE DISPOSAL
Entry Information	Any hard copy relating to candidate entries	Retain until after published result date for that series	SECURE DISPOSAL
Exam Question papers	Question papers for timetabled written exams	Issue to teaching staff after the published finish time of the exam only when all students have completed the exam or awarding body instructions if longer	SECURE DISPOSAL
Exam Room Checklists/Invigilator Arrangements		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Exam Room Incident Logs	Records of any incidents or irregularities in exam rooms	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Exam Stationery	Any awarding body stationery	When considered surplus or is out of date	SECURE DISPOSAL
Examiner & Moderator Reports		Given to head of department/subject leaders upon receipt	SECURE DISPOSAL

Finance information	Any financial record relating to exams	If applicable return to Finance Office (copy invoices etc.), otherwise retain until after end of academic year	SECURE DISPOSAL
JCQ publications		Retain until end of current academic year update is provided	Recycling
Overnight Supervision information	Copy of JCQ forms	Retain for JCQ inspection purposes for relevant exam series and until after published results day	SECURE DISPOSAL
Post Results Services: consent records	Copies of candidate consent	EAR consent for at least 6 months following outcome of enquiry/any appeal ATS consent for at least 6 months from date consent given	SECURE DISPOSAL
Post Results Services: requests/outcomes records and tracking logs		Requests for minimum of 6 months from date of request Outcome of EAR to be kept for minimum of 6 years. Tracking logs for 6 months	SECURE DISPOSAL
Post Results: Scripts provided by awarding bodies		To be passed immediately to candidate or staff member on receipt from awarding body	SECURE DISPOSAL
Private Candidate information	Any hard copy information relating to private candidate entries	Retain until certificates have been received and candidate contacted for collection	SECURE DISPOSAL
Resolving exam clash information		Retain until after date of clash exams	SECURE DISPOSAL
Results Information	Any records with candidate results	Retain for a minimum of year of exam plus 6 years	SECURE DISPOSAL

Seating Plans		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Special Consideration information	Any hard copy information requesting and supporting an application for special consideration	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Suspected Malpractice reports/outcomes		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	SECURE DISPOSAL
Transfer of Credit information		Retain until the issue of the A' Level result	SECURE DISPOSAL
Transferred Candidate information		Retain until transfer arrangement confirmed by the awarding body and examinations have taken place	SECURE DISPOSAL
Very Late Arrival reports/outcome		Retain until results publication date	SECURE DISPOSAL

Appendix A: b Staff

Basic File Description	Retention Period [Operational]	Action at end
All records leading to appointment of new Principal	Date of Appointment + 6 years	SECURE DISPOSAL
All records leading to appointment of new staff – unsuccessful candidate	Date of Appointment + 6 months	SECURE DISPOSAL
All records leading to appointment of new staff – successful candidate	All relevant info added to personal file & all other info retained for 6 months	SECURE DISPOSAL
Pre-employment vetting info – evidence proving right to work in UK	Add to personal file. If kept separately then the Home Office requires that documents are kept for termination + 2 years	SECURE DISPOSAL

Staff Personal File	Termination of Employment + 6 years	SECURE DISPOSAL
Timesheets	Current + 6 years	SECURE DISPOSAL
Annual appraisal/assessment records	Current + 5 years	SECURE DISPOSAL
Management of Disciplinary and Grievance Processes		
Safeguarding/Child Protection	Until retirement age or 10 years from date of allegation, whichever is longer then REVIEW . <i>Allegations that are found to be malicious should be removed from files.</i> If found they are to be kept on file and a copy provided to the person concerned.	SECURE DISPOSAL These records must be shredded
<u>Disciplinary Proceedings:</u>		
oral warning	Date of warning + 6 months	SECURE DISPOSAL [if warnings are placed on file they must be weeded from file]
written warning – level 1	Date of warning + 6 months	
written warning – level 2	Date of warning + 12 months	
case not found	If CP related see above otherwise dispose at conclusion of case.	SECURE DISPOSAL
Payroll and Pensions		
Maternity Pay Records	Current Year + 3 years	SECURE DISPOSAL
Retirement Benefits Scheme (Information Powers) Regulations 1995	Current Year + 6 years	SECURE DISPOSAL

Basic File Description	Retention Period [Operational]	Action at end
Agendas for Governing Body meetings	One copy should be retained with the master set of minutes. All other copies can be disposed of.	SECURE DISPOSAL
Minutes of Governing Body meetings: Principal Set (signed)	PERMANENT	
Minutes of Governing Body meetings: Inspection copies	Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.
Reports presented to the Governing Body	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.
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years.	SECURE DISPOSAL
Instruments of Government including Articles of Association	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
Trusts and Endowments managed by the Governing Body	PERMANENT	
Action plans created and administered by the Governing Body	Life of the action plan + 3 years	SECURE DISPOSAL
Policy documents created and administered by the Governing Body	Life of the policy + 3 years	SECURE DISPOSAL
Records relating to complaints dealt with by the Governing Body	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined + 3 years	SECURE DISPOSAL

Finance		
Basic File Description	Retention Period [Operational]	Action at end
Risk Management and Insurance		
Employer's Liability Insurance Certificate	Closure of Academy + 40 years	SECURE DISPOSAL
Asset Management		
Inventories of furniture and equipment	Current + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism reports	Current + 6 years	SECURE DISPOSAL
Accounts and Statements Including Budget Management		
Annual Accounts	Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the Trust/Academy	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
Student Grant applications	Current year + 3 years	SECURE DISPOSAL
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	Current financial year + 6 years	SECURE DISPOSAL
Contract Management		
All records relating to the management of contracts under seal	Last payment on the contract + 12 years	SECURE DISPOSAL

All records relating to the management of contracts under signature	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	Current year + 2 years	SECURE DISPOSAL
School Fund		
Cheque Book	Current year + 6 years	SECURE DISPOSAL
Paying in Book	Current year + 6 years	SECURE DISPOSAL
Ledger	Current year + 6 years	SECURE DISPOSAL
Invoices	Current year + 6 years	SECURE DISPOSAL
Receipts	Current year + 6 years	SECURE DISPOSAL
Bank Statements	Current year + 6 years	SECURE DISPOSAL
Journey Book	Current year + 6 years	SECURE DISPOSAL
School Meals Management		
Free Schools Meal Register	Current year + 6 years	SECURE DISPOSAL
Schools Meal Register	Current year + 3 years	SECURE DISPOSAL
Schools Meal Summary Sheet	Current year + 3 years	SECURE DISPOSAL

Appendix A:e Estates and Facilities Manager

Basic File Description	Retention Period [Operational]	Action at end
Property Management		
Title deeds of properties belonging to the Trust	PERMANENT These should follow the property unless the property has been registered with the Land Registry.	
Plans of property belong to the Trust	These should be retained whilst the building belongs to the Trust and should be passed onto any new owners if the building is leased or sold.	
Leases of property leased by or to the school	Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	Current financial year + 6 years	SECURE DISPOSAL
Maintenance		
All records relating to the maintenance in the Trust carried out by contractors	Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance in the Trust carried out by Trust employees including maintenance log books	Current year + 6 years	SECURE DISPOSAL

Appendix A: f Health & Safety.

Records, generally, are retained for a minimum of 3 years to ensure compliance for potential civil liability claims. For each category of record there are different requirements for the data processed:

Incident Recording (including F2508) and Investigation Forms ⇔ Name, address, gender, DOB, signature

Educational Visits ⇔ Student name, address, gender, DOB, passport details, personal health, allergies, signature, emergency contact numbers, employees contact numbers

Critical incident management ⇔ Employee name, contact number, email address

Health and Safety training register/log ⇔ Employee name

Basic File Description	Retention Period [Operational]	Action at end
Health and Safety Policy	Life of policy + 3 years	SECURE DISPOSAL
Health and Safety Risk	Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work	Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident Reporting :Adult	Date of the incident + 6 years	SECURE DISPOSAL
Accident Reporting :Children	DOB of the child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)	Current year + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books	Current year + 6 years	SECURE DISPOSAL
Visitors Book and Contractors Sign in	Current year + 2 years	SECURE DISPOSAL

Basic File Description	Retention Period [Operational]	Action at end
Principal and Senior Leadership Team		
Log books of activity in the school maintained by the Head Teacher	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 Archives Service if appropriate
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Principal or the Leadership Team	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
Records created by Principal, Deputy Principal, Heads of House and other members of staff with administrative responsibilities	Current academic year + 6 years then review.	SECURE DISPOSAL
Correspondence created by Principal, Deputy Principal, Heads of House and other members of staff with administrative responsibilities	Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional Development Plans	Life of the plan + 6 years	SECURE DISPOSAL
Development Plans / Improvement Plans	Life of the plan + 3 years	SECURE DISPOSAL
Statistics and Management Information		
Curriculum returns	Current year + 3 years	SECURE DISPOSAL
Examination Results (Schools Copy)	Current year + 6 years	SECURE DISPOSAL
SATs: Results	The SATS results should be recorded on the student's educational file and will therefore be retained until the student reaches the age of 25 years. 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	SECURE DISPOSAL
Examination Papers	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL

Published Admission Number (PAN) Reports	Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data, KPIs	Current year + 6 years	SECURE DISPOSAL
Self Evaluation Forms	Current year + 6 years	SECURE DISPOSAL
Implementation of the Curriculum		
Schemes of Work	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
Timetable	Current year + 1 year	
Class Record Books	Current year + 1 year	
Mark Books	Current year + 1 year	
Record of Homework Set	Current year + 1 year	
Student's Work	Where possible students' work should be returned to the student at the end of the academic year if this is not the Academy's policy then current year + 1 year	SECURE DISPOSAL
Local Authority		
Secondary Transfer Sheets (Primary)	Current year + 2 years	SECURE DISPOSAL
Attendance Returns	Current year + 1 year	SECURE DISPOSAL
School Census Returns	Current year + 5 years	SECURE DISPOSAL
Circulars and other information sent from the Local Authority	Operational use	SECURE DISPOSAL
Central Government		
OFSTED reports and papers	Life of the report then REVIEW	SECURE DISPOSAL
Returns made to central government	Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from central government	Operational use	SECURE DISPOSAL
Subject Access Request		

Completed form or similar	Date of request + 12 months	SECURE DISPOSAL
Proof of Identity	Date of request + 12 months	SECURE DISPOSAL
Details shared with subject	Date of request + 12 months	SECURE DISPOSAL
Data Breaches		
Data Breach records and outcomes	Date of request + 3 Years (Adult) DOB & 25 Years (Child)	SECURE DISPOSAL
FOI Requests		
Data Search and Outcomes	Date of last communication + 6 months	SECURE DISPOSAL
CCTV		
CCTV Records/Footage	Date of recording + maximum of 3 months Unless exported for evidential purposes in line with our ICO registered purposes (detection and prevention of crime)	SECURE DISPOSAL
Academy Leisure		
Membership Data	End of membership + 7 years	SECURE DISPOSAL
Covid19 Testing		
Issue of test kits	Date of issue + 12 months	SECURE DISPOSAL
Negative Results	Date of result + 12 months	SECURE DISPOSAL
Positive Results	Date of result + 12 months	SECURE DISPOSAL