

Schools Retention Schedule

Ref No.	Title Of Document	Retention Period	Example Of Documents	Notes\Legislation
1	Best Practice			
1.1	Information	Keep up to date. Significant events should be considered for archiving		Good business practice
2	Best Value			
2.1	Guidance and information	To be kept up to date		Good business practice
2.2	Best value general guidance	To be kept up to date		Good Business Practice
2.3	Best value reviews	CY + 6 years		
2.4	Indicators	CY + 5 years		Good business practice
2.5	ISO 9000Best	CY + 3 years		Good business practice
2.6	Performance and assessment process	CY + 5 years	Performance indicators	Good business practice
3	Careers			
3.1	General correspondence files	CY + 2 years		Good business practice
3.2	Information files	Until superseded	Service level agreements	
4	Correspondence			
4.1	General correspondence	CY + 3 years		Good business practice
4.2	Project or person specific	As per main subject		Good business practice
4.3	School Privacy Notices for parents, staff and governors	Until superseded + 6 years		Good business practice
4.4	Evidence of parental/pupil consent relating to activities (including receipt of email circulars/newsletters etc.)	Until the pupil leaves school or until superseded		Good business practice
5	DBS			
5.1	Records relating to DBS checks carried out on the clerk and members of the governing body	Date of DBS + 6 months		Good business practice
5.2	Pre-employment and DBS vetting information – successful candidates (all staff)	Duration of employment + 6 years	Application forms, references and other documents	DBS Update Service Employer's Guide, June 2014 Keeping Children Safe in Education 2018 (Sections 73 and 74)

5.3	Forms of proof of identity collected as part of enhanced DBS disclosure	Where possible this should be done via online portal. If it is necessary to retain copy document add to personnel file and retain as per file.		Good business practice
6	DfES			
6.1	Initiatives	Whilst current + 2 years		
7	Drug Education			
7.1	Drug education papers	Review annually		Good business practice
8	Early Years			
8.1	Early years Audits	CY + 2 years		Good business practice
8.2	Communication	CY + 1 years		Common practice
8.3	Meetings	Retain master set of minutes only		Good business practice
8.4	Questionnaires	CY + 2 years		Good business practice
8.5	Setting files	CY + 6 years	Setting financial	Good business practice
8.6	Surveys	CY + 2 years		Good business practice
9	Education Action Zone			
9.1	Action Zone	Whilst current + 2 years	Initiatives	Good business practice
10	Education Management			
10.1	Management	CY + 6 years		Common practice
10.2	Minutes and reports of management team meetings	CY + 3 years		Consult Local History Officer/Archivist at end of retention period
10.3	Development plans	CY + 3 years	Professional development School development	Common practice
10.4	Competition Notice	Recommend life of the school plus 3 years		School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 Regulation 3. Revokes SIs 1999 No 700, 1999 No 2212 1999 No 2213, 1999 No 2198, 2001 No 1405, 2003 No 1229 2005 No 1801, 2005 No 3342 2006 No 2139, 2007 No 59

11	Education other than school (EOTS)			
11.1	OSTED	OSTED cycle unless child specific, then until 25th birthday		Common practice
11.2	Entry and exit information	CY + 2 years		Common practice
11.3	Home tuition	Until 25 th birthday or cessation of service plus 6 years if later		Common practice
11.4	Inclusion Support Service Policies	Current policy plus 1 year		Good business practice
11.5	LAC quarterly reports	CY + 6 years		Common practice
11.6	Monitoring	CY + 2 years	Evaluation forms, Positive comments	Common practice
11.7	Monthly reports	CY + 6 years		Common practice
11.8	Senior management minutes	Retain master copy only. Destroy copies after master is agreed		Common practice
11.9	Staff handbook	Keep up to date		Consider archiving one copy
11.10	Stage 5 – EWO Report	Keep up to date. Review annually and weed		Common practice
12	Education and Welfare Systems (EWS)			
12.1	Education and welfare systems sub sections	CY + 2 years		Common practice
12.2	Education Psychology			
12.3	Pupil records	Until 25 th birthday	School visits	Common practice
13	Emergency Planning			
13.1	Emergency plans	Review quarterly	Plans	Good business practice
14	Education Maintenance System (EMS)			
14.1	Reports	Keep up to date. Review annually and weed		Common practice
15	Examinations			
15.1	Examinations	CY + 6 years	GCSE/ A Level reports, Key stage test results	Common practice
16	European Social Fund			
16.1	Course Files	CY + 6 years	Documentation	EU Guidelines

17	Extra Curriculum and Miscellaneous activities			
17.1	School journey's	CY + 1 unless major incident involved then until 25 th birthday of the youngest child		Limitation Act 1980 Photographs, scrapbooks etc. may form part of the school archive.
17.2	School magazines	Current year		Consult Local History Officer /Archivist before destruction
17.3	Scrapbooks	CY + 1 year	Photographs, Programmes	Consult Local History Officer /Archivist before destruction
17.4	School history	CY + 5 years		Consult Local History Officer /Archivist before destruction
17.5	Tape recordings	CY + 1 year	Audio tape, video tape	Consult Local History Officer /Archivist before destruction
17.6	Annual speech day reports and prize lists	CY+ 6 years		Consult Local History Officer /Archivist before destruction
17.7	Records of schools societies	CY+3 years		Consult Local History Officer /Archivist before destruction
18	Finance			
18.1	Finance	CY + 6 years	Annual budget, annual statement of accounts, budget files, budget monitoring tabulations, debtors' records.	Limitation Act 1980 VAT Act 1983
18.2	Employer's Liability Insurance Certificate	Closure of the school + 40 years		
18.3	Delegations	Financial delegations CY + 6 years Other delegations CY plus 1 year		Good business practice
18.4	Delivery documentation	CY+ 6 years		
18.5	Head teacher's budget reports	CY + 1 year		
18.6	Integrated School allowance ledger	CY + 6 years		
18.7	Loans	Life of loan + 6 years		Limitation Act 1980 Audit
18.9	Order book and requisitions	CY + 6 years		
18.10	School meals	Unsuccessful CY + 1 year, successful – cessation of service + 1 year	Application for free meals, Travel	Common practice

			applications, uniforms.	
18.11	Dinner registers	CY + 3 years		
18.12	F.S.M. Authorisations	Whilst child attends school		
18.13	School Meals Summary Sheets	CY+ 3 years		
18.14	Tickets	1 term		
18.15	Till Rolls	CY+ 3 years		
18.16	School fund	CY + 6 years	Bank statements, Invoices, Ledger, Paying in books, receipts, Outturn statements,	Education (Outturn Statements) (England) Regulations 2004. SI 2004 No 1279
18.17	Cheque books	CY + 6 years		Some organisations destroy when bank statement has been checked
18.18	School Journey accounts (if separate bank a/c, as for school fund)	CY + 3 years		
18.19	Student grant applications	CY + 3 years		
18.20	Pupil Premium Fund Records	Date the pupil leaves plus 6 years		
19	Further Education			
19.1	Policies			
19.2	FE Student groups			
19.3	Keeping Records for Past European Structural Fund Programmes			Council Regulation (EC) No 1260/1999
20	Governing bodies			
20.1	Grant maintained and other schools	Until superseded		Consult Local History Officer / Archivist before disposal
20.2	Proceedings minutes	Consult Local History Officer / Archivist before disposal		Consult Local History Officer / Archivist before disposal
20.3	Papers from the Dept. of Education	Until superseded		
20.4	Papers from the LEA	Until superseded		
20.5	Papers from the school staff	CY + 6 years		
20.6	Agenda files	Current year		
20.7	Proceedings of the annual parents meeting	CY + 6 years		Consult Local History Officer / Archivist before disposal
20.8	Action Plans	Until superseded or no longer relevant		Consult Local History Officer / Archivist before disposal

20.9	Annual Reports required by the Department of Education and Skills	Recommend 10 years after date of publication		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 Education (School Performance Targets) (England) Regulations 2004 SI 2004 No 2858 Regulation 9 This SI revokes SI 1998 No 1532 SI 2001 No 827 SI 2001 No 2944 SI2002 No 840 SI 2002 No 2105 SI 2003 No 1970 And amends SI 1999 No 2267 Regulation 6 Consult Local History Officer/ Archivist before disposal
20.10	Other policy statements	Until superseded		Consult Local History Officer / Archivist before disposal
20.11	Records of complaints relating to the curriculum	CY+ 6 years		Good business practice
20.12	Governor training manual & Code of Conduct	Until superseded		
20.13	Correspondence files	CY + 6 years		
20.14	Proposals for schools to become, or be established as Grant Maintained schools	CY+ 3 years		Consult Local History Officer / Archivist before disposal
20.15	Opt-out ballot papers	6 months after election		Good business practice
20.16	Records relating to endowments and trusts	6 years after cessation		Consult Local History Officer / Archivist before disposal
20.17	Records relating to the election of parent and staff governors	Date of election + 6 years		Good business practice
20.18	Records relating to the appointment of co-opted governors	If the appointment decision is recorded in FGB minutes any records relating to appointment can be securely destroyed once the governor has finished their term of		Good business practice

		office. If there are allegations concerning children records should be held for 25 years after the end of their term		
20.19	Records relating to the election of Chair and Vice-Chair	Once the decision is recorded in the minutes of the FGB records can be destroyed		Good business practice
20.20	Resignation of Chair or Vice Chair	6 years after date of resignation		School Governance (Procedures) (England) Regulations 2003.
20.21	Records relating to the terms of office of serving governors, including evidence of appointment	Date on which appointment ceases + 6 years		Good business practice
20.22	Register of members and associated members of the governing body	Consult local history officer/Archivist before disposal		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 9 (c)
20.23	Register of attendance	Last meeting + 6 years		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 9 (d)
20.24	Requisition of a meeting of governors	Add to Minutes of that meeting		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 11 (4)
20.25	Minutes of the Meeting of governors	Minutes of the Meeting of governors		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 13
20.26	Agenda	Recommend until the Minutes of the meeting have been approved and signed		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 13 (2) (a)
20.27	Minutes of committees of governing bodies	Retain master copies. Destroy copies after master set approved		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 21 (4) (b)

20.28	Written notice of meeting or agenda	Recommend until the Minutes of the Meeting have been approved and signed		School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 24 (2) (7)
20.29	Web site	Review at regular intervals not exceeding 3 months		Common practice
20.30	Resignation of a governor	Recommend date of resignation + 6 years	Removal of LEA and foundation governors Removal of community governors, partnership governors and sponsor governors	School Governance (Constitution)(England) Regulations 2007 SI 2007 No 957 Regulation 23 <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730
20.31	Instrument of governance of a school (Including Governors Scheme of Delegation and Committee Terms of Reference)	The life of the school or until superseded		School Governance (Constitution) (England) Regulations 2007 SI 2007 No 957 Regulation 30 <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730
20.32	Resignation of member of temporary governing body	Recommend 6 years after date of resignation/removal	Removal of temporary governor	School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulation 22, 23 Revokes SI 2003 No 1558
20.33	Requisition of meeting by three members of temporary governing body	Recommend 6 years after date of requisition		School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulation 24 Revokes SI 2003 No 1558

20.34	Minutes and papers	Recommend life of school		School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulations 44, 51 See also SI 2012 1035 Revokes SI 2003 No 1558
20.35	Request for a school to leave the Federation	Recommend 6 years after date of request.		School Governance (Federations) (England) Regulations 2007. SI 2007 No 960. Regulation 37 See also SI 2012 No 1035 Revokes SI 2004 No 2042
20.36	Recording and reporting the use of force by members of staff (Governing body must ensure a procedure is in place)	Recommend until the 25th birthday of the pupil. Recommend add to staff personnel file		Apprenticeship, Skills, Children and Learning Act 2009 c.22 Section 246 Adds Section 93A to the Education and Inspections Act 2006 c40
20.37	Records relating to the appointment of a clerk to the governing body	Date on which appointment ceases + 6 years		Good business practice
21	Health & Safety			
21.1	H&S Policy Statements	Life of policy + 3 years		
21.2	H&S Risk Assessments	Life of assessment + 3 years. A copy of the assessment in place at the time should be added to any accident report and retained for the life of that report		
21.3	Accident records	Accident book – 3 years after the last entry in the book		Social Security (Claims & Payments) Regs 1973 (SI 628), Reg 23 Social Security Administration Act 1992, Section 8 Limitation Act 1980 Social Security (Claims & Payments) Regs 1987. (SI 1968 – revokes all but Part one of SI 628) Social Security (Claims & Payments)

				Amendment (No 30 Regs) 1993 (SI 2113)
21.4	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)	Date of Incident + 3 years provided all records relating to the incident are held on the relevant personnel file(s) as per H&S Risk Assessment requirements above		Reporting of Diseases and Dangerous Occurrences Regulations 2013 (SI 1471) Reg 12(2) See also www.hse.gov.uk/RIDDOR/
21.5	Control of Substances Hazardous to Health (COSHH)	Date of incident + 40 years		COSHH Regs 2002 (SI 2677), Reg 11. Records under 1994 and 1999 Regs to retained as if 2002 Regs not made. Reg 18(2)
21.6	Process of monitoring areas where persons are likely to come into contact with asbestos	Last action + 40 years		Control of Asbestos at Work Regs 2012 (SI 1012)(No623) Reg 19
21.7	Fire Precautions Log Book	CY + 3 years		
21.8	Premises H&S file showing current state of building, including alterations (wiring, plumbing, building etc.)	Permanent and passed to new owner on sale or transfer of the building		
21.9	Covid-19 related information	CY + 6	Risk Assessments Track & Trace records	Best Practice
22	Independent Schools			
22.1	Policies to <ul style="list-style-type: none"> Show curriculum Prevent bullying Safeguard and promote the welfare of pupils Safeguard and promote health and safety of pupils Promote good behaviour amongst pupils 	To be reviewed and kept up to date		Education (Independent School Standards) (England) Regulations 2010 SI 2010 No 1997 Revokes SI 2003 No 1910 and subsequent amendments
22.2	Staff Register	Recommend employment plus 6 years		Education (Independent School Standards) (England) Regulations 2010 SI 2010 No 1997 Schedule 1-22 Revokes SI 2003 No 1910 and subsequent amendments
22.3	Annual written report of each registered pupil's progress and attainment	Recommend it be kept with the pupils records.		Education (Independent School Standards) (England) Regulations 2010

				SI 2010 No 1997 Schedule 1-24 Revokes SI 2003 No 1910 and subsequent amendments
22.4	Complaints procedure and register	Recommend 3 years from date of complaint		Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 18.1
22.5	Register of checks	To be kept up to date		Non-Maintained Schools (England) Regulations 2015 SI 2015 No 728 Schedule 1-1,18 Revokes SI 2011 No 1627 SI 2015 No 387
22.6	Incident Books and Records <ul style="list-style-type: none"> • Personal Injury • Damage to Property • Disciplinary 	Recommend 3 years from date of complaint if adult until the child's 25 th birthday		Non-Maintained Special Schools (England) Regulations 2015 SI 2015 No 728 Schedule 1-27 Revokes SI2011 No 1627 SI2015 No 387
22.7	Administration of Medication and <ul style="list-style-type: none"> • Medical Treatment • Medicinal or nursing procedures for a disabled child 	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4		Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 3.8/3.9/3.10
22.8	Restraint (use of force restricting liberty of movement)	Recommend to be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained. Section 22.4		Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 12.1
22.9	Major Sanctions	Recommend to be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained. Section 22.4		Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 12.6

22.10	Numbers of staff working in the school	Recommend retain for current year plus 2		Department of Education Residential special schools National Minimum Standards 1 April 2015 Section 15.2
22.11	Risk assessment where only one staff on duty	Recommend to be reviewed at 3 year intervals or sooner if significant changes		Department of Education Residential special schools National Minimum Standards 1 April 2015 Section 15.9
22.12	Monitoring Reports	Recommend for life of school		Department of Education Residential special schools National Minimum Standards 1 April 2015 Section 20.3
22.13	Yearly review by head teacher, governing body, trustees, partnership or organisation responsible for the school	Recommend the life of the school		Department of Education Residential Special Schools National Minimum Standards 1 April 2015
22.14	Childs Record	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained		Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 22.1
22.15	School register – includes <ul style="list-style-type: none"> • Each child resident at school • Dates of admission and departure of each child • Who was responsible for their placement? • Where they were living/accommodated prior to arrival • Where they are living/accommodated on leaving school • Placing authority and legal status • Duty rosters identifying staff working with children by day or night 			Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 22.4
23	Inspection and Monitoring			
23.1	OFSTED	Until superseded and then review		Pass to Local History Officer
23.2	LEA advisory/inspection reports	CY+ 6 years		

23.3	Independent inspectors' reports/papers for inspection	CY+ 6 years		
23.4	Inspection of records of schools falling under the National Care Standards Commission			Records may be inspected by an authorised person. National Care Standards Commission (Inspection of Schools and Colleges) Regulations 2002. SI 2002 No 552 Regulation 4 (Revokes SI 1991 No 975) The Children's Act 1989 Section 87 (3)
23.5	Statements		School inspection reports	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report
23.6	Nursery education inspection report	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	Day care and child minding inspections	Nursery Education (Inspection) (England) Regulations 2005 SI 2005 No 2299 Regulation 5
23.7	Information regarding results for Secretary of State	Recommend current year plus previous		Education (School Performance Information) (England) (Amendment) (NO 2) Regulations 2005 Regulations 5, 6, 7, 8, 9, 10 Amends SI 2001 No 3446
23.8	Notification to parents of a Section 5 inspection	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	Inspection reports, Other notices from Chief Inspectors, LA written statement, Section 136 report and statement	Education Act 2005 Section 6, 11, 13, 14, 15, 136, 137
24	Learner Data (European)			
24.1	Equal Opportunities	CY + 12 years	Quality Assurance	EU Guidelines
25	Liaison with LEA/DfES and funding agencies			
25.1	Attendance returns	CY + 1 year		
25.2	Circulars	Until superseded		

25.3	Education Bulletin	CY + 2 years		
25.4	D of E returns	CY + 6 years	Forms 7, Records of extra district pupils, return of travelers children's	
25.5	Secondary transfer sheets	CY + 1 year		
25.6	September Organisation forms	CY + 1 year		
26	Maintained Schools			
26.1	Maintained Schools Budgets	CY + 6 years		Financing of Maintained Schools (England) Regulations 2004 SI 2004 No 3130
26.2	Publication of scheme	Whilst valid		Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Regulation 30 Consider offering a copy to the Local History Officer or Archivist.
26.3	Register of business interests of the governors and the Head Teacher	Recommend whilst valid plus 12 months		Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 – 16
26.4	Inventories of assets	Whilst valid		Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 – 16
26.5	Statement as to taxation of sums paid or received by a governing body	CY + 6 years		Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 – 16
26.6	Proposal notice for establishment of new school	Recommend life of new school unless not proceeded with then 6 years from date of notice		Education and Inspections Act 2006 Chapter 40 Sections 7, 8
26.7	Intervention warning notice	Recommend life of the school		Education and Inspections Act 2006 Chapter 40 Section 60
26.8	A sustainable modes of travel strategy	Until superseded		Education and Inspections Act 2006 Chapter 40

				Section 76 (Inserts Section 508A into the Education Act 1996)
26.9	Behaviour policy	Until superseded		Education and Inspections Act 2006 Chapter 40 Section 88
26.10	Parenting contract	Whilst relevant		Education and Inspections Act 2006 Chapter 40 Section 97 and The Anti-social Behaviour Act 2003 Section 19
26.11	Proceedings of joint committees	Recommend the life of the collaboration arrangements plus 6 years		Collaboration Arrangements (Maintained Schools and Further Education) (England) Regulations 2007 SI 2007 No 1321 Regulation 8
26.12	Minutes	Recommend the life of the collaboration arrangements plus 6 years		Collaboration Arrangements (Maintained Schools and Further Education) (England) Regulations 2007 SI 2007 No 1321 Regulation 10
27	Old Pupils Association			
27.1	Secretary: minute books	CY+ 6 years		Consult Local History Officer/archivist
27.2	Secretary: correspondence	CY+ 6 years	Secretary Publications	
27.3	Secretary/Treasurer: membership list	Until superseded		
27.4	Treasurer	CY+ 6 years	Annual accounts, account books, other accounts	Consult Local History Officer / Archivist before destruction
28	Parent – Teacher Associations			
28.1	Account records and supporting financial information	CY + 6 years	Annual statement of accounts	
28.2	Tapes	Current year	Audio and video	Consult Local History Officer / Archivist before destruction
28.3	Files	CY + 6 years		Consult Local History Officer / Archivist before destruction
28.4	Minutes	CY + 6 years		Consult Local History Officer / Archivist before destruction

28.5	Newsletters	CY + 6 years		Consult Local History Officer / Archivist before destruction
28.6	Photographs	CY + 6 years		Consult Local History Officer / Archivist before destruction
29	Property			
29.1	Burglary, theft and vandalism report forms	CY+ 6 years		
29.2	Capital grant and loan sanction files	CY+ 12 years		
29.3	Contractors' reports	CY+ 6 years		
29.4	Inventories of furniture and equipment	Until superseded		
29.5	Maintenance log books	Retained while the premises belong to the school then passed to new tenant/owner if building is leased or sold		
29.6	Orders for repairs, maintenance and supplies	CY+ 6 years		
29.7	Plans	Until superseded		Consult Local History Officer / Archivist before destruction
29.8	Records of lettings of school premises	CY+ 6 years		Includes lettings policy
29.9	Records of insurance (policies and schedules)	Until superseded		
29.10	Registers of loans	12 years after repayment of last loan		
29.11	Title Deeds	Current Deeds only		
29.12	Leases of property leased by/to the school	Expiry of the lease + 6 years		
30	Publicity Material			
30.1	Publicity material	Until superseded or out of date		Common practice. Consider archiving one copy of major events
31	Pupils / students			Please refer to note at end of this schedule
31.1	Absence books	CY+ 6 years		
31.2	Absence letters	CY+ 2 years		
31.3	Behaviour file	CY + 1 year		
31.4	Penalty notices	Recommend 6 years after pupil's 18th birthday		Education (Penalty Notices) (England) (Amendment) Regulations 2005 SI 2005 No 2029 Amends SI 2004 No 181 and SI 2004 No 290
31.5	Curricular records	6 years after pupil's 18th birthday. To be transferred from junior to secondary school if appropriate		Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 4

				<p>Revokes</p> <p>SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006</p>
31.6	Head teacher' annual report on each pupil	6 years after pupil's 18th birthday. To be transferred from junior to secondary school if appropriate		<p>Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 6 As amended by SI 2018 No 688</p> <p>Revokes</p> <p>SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006</p>
31.7	Pupil's educational record	6 years after 18th birthday		<p>The Education (School Records) Regulations 1989 SI. 1989 No 1261</p>
31.8	Pupil Files - primary	Retain while attending +1 year		<p>Pass on to new/secondary school. Receiving school may only want to receive statutory data such as attendance/ attainment/ SEND/ Safeguarding</p>
31.9	Pupil Files – secondary	Pupil's 25 th birthday		
31.10	Records of achievement	Whilst child attends school		
31.11	Referral forms	CY + 6 years		Good business practice
31.12	Tuition management	CY + 3 years		Good business practice
31.13	Work profiles	CY + 3 years		Good business practice
31.14	Individual pupil information	6 years after pupil's 18th birthday. To be transferred from junior to secondary school if appropriate		<p>Education (Information About Individual Pupils) (England) 2006 SI 2006 No 2601 Schedules 1, 2 Revokes SI 2005 No 3101</p>
31.15	Notice to keep child away from school	Recommend 6 years from date of 18th birthday		<p>Health Protection (Local Authority Powers) regulations 2010 SI 2010 No 657</p>

				Regulation 2 See also Public Health (Control of Disease) Act 1984. Chapter 22. and the amendments of the 2008 Act
31.16	Head Teacher's Report to School Leavers	6 years after pupil's 18 th birthday To be transferred from junior to secondary school if appropriate		Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 8 As amended by SI 2018 No 688 Revokes SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006
31.17	School Trips – Consent forms where there has been no major incident	End of the academic year in which the trip took place		
31.18	School Trips – Consent forms where there has been a major incident	DoB of pupil involved + 25 years. Note: Permission slips should be retained for all pupils on that trip to demonstrate that rules had been followed for all pupils.		Limitation Act 1980 (Section 2)
32	Registers			
32.1	Child employment	Until 25th birthday		
32.2	Child protection	Until 25th birthday and then review.		Consider IICSA instructions/requirements if applicable
32.3	Class registers	To be preserved for a period of three years after the date on which the entry was made Regulation 14		Education (Pupil Registration) (England) Regulations 2006 SI 2006 No 1751 Regulations 4, 5, 6. Revokes SI 1995 No 2089
32.4	Looked after children	Until 25th birthday		Common practice
32.5	School admissions register	To be preserved for a period of three years after the date on which the entry was made		Education (Pupil Registration) Regulations 1995 SI 1995 No 2089 Regulations 5 and 15

				Consult local history office/ Archivist at end of retention period.
32.6	School Admissions	Until superseded but consider archiving one copy of each year in case of legal challenge		
32.7	Admission Forum	CY + 3 years		Good business practice
32.8	Arrangements	CY + 6 years		Good business practice
32.9	Parental requests	Until 25th birthday of pupil		Good business practice
32.10	Service delivery	Until superseded but consider archiving one copy of each year in case of legal challenge		Good business practice
32.11	Admission authority	Recommend it be added and retained with pupils records		Education and Inspections Act 2006 Chapter 40 Section 50
32.12	Qualifying schemes	Until superseded		School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 SI 2007 No 194 Regulation 4 Revokes SI 2002 No 2903 SI 2002 No 2904 SI 2003 No 2751 SI 2004 No 1515 SI 2004 No 1516 SI 2005 No 2
32.13	School Appeals			
32.14	Admissions	Until 25th birthday		Good business practice
32.15	Exclusions	Until 25th birthday		Good business practice
32.16	School assets			Good business practice
32.17	Asset registers (furniture etc.)	Keep up to date		Good business practice
32.18	Estate management files	CY + 6 years		Good business practice
32.19	Repairs and Maintenance	CY + 6 years		Good business practice
33	School companies			
33.1	Notice required if member wishes to leave company	Recommend date of notice plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 14
33.2	L.A. reasons for refusal to be a member of a School Company	Recommend date of refusal plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 16

33.3	School's designate supervising authority	Whilst relevant plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 17
33.4	Failure to agree	Recommend 6 years from the date of notice to Secretary of State		School Company Regulations 2002 SI2002 No 2978. Regulation 18
33.5	Secretary's of State designation	Whilst relevant plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 19
33.6	Revocation of designation	Recommend 6 years after date of revocation		School Company Regulations 2002 SI2002 No 2978. Regulation 20
33.7	L.A. resignation as supervising authority	Recommend 6 years after date of notice		School Company Regulations 2002 SI2002 No 2978. Regulation 21
33.8	Notification of ceasing to be a School Company	Recommend 12 years after date of notice		School Company Regulations 2002 SI2002 No 2978. Regulation 24
33.9	Notification L.A. is the supervising authority	Recommend whilst relevant plus 12 years		School Company Regulations 2002 SI2002 No 2978. Regulation 25
33.10	Notice to Secretary of State re changes of membership, name or registered number Or if ceases to be relevant local education authority	Recommend date of the notice plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 27
33.11	Audited accounts	CY plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 28 (2)
33.12	Changes to constitution	Whilst relevant		School Company Regulations 2002 SI2002 No 2978. Regulation 28 (3)
33.13	L.A. warning notice of direction	Recommend whilst		School Company Regulations 2002 SI2002 No 2978. Regulation 31
33.14	Direction to governing body to reduce involvement in management	Recommend whilst relevant plus 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 32
33.15	Direction to governing body to resign	Recommend date of notice plus 12 years		School Company Regulations 2002 SI2002 No 2978. Regulation 33
33.16	Revocation of 9.37.1.13 or 9.37.1.14	Recommend a minimum of 6 years		School Company Regulations 2002 SI2002 No 2978. Regulation 34
34	School Council			
34.1	Children's' council	CY+ 3 years		
34.1	Secretary: minutes books	CY+ 3 years		
34.3	Secretary: correspondence and notices	CY+ 3 years		
35	School organisation			
35.1	Administrative and general files	CY+ 6 years		

35.2	Annual calendar of events	Current year		
35.3	Circulars	CY+ 2 years	Circulars to staff. Circulars to pupils	
35.4	Log books	CY+ 6 years		Consult Local History Officer / Archivist before disposal
35.6	Head teachers official diary	CY+ 1 years		
35.7	Newsletters to parents	CY+ 2 years		
35.8	Staff handbook	Until superseded		
35.9	Staff meeting minutes	CY+ 6 years		
35.10	School prospectus	CY+ 3 years		Retain a copy of historical information
35.11	Visitors' book	CY+ 6 years		May be required for evidence
36	Service Level Agreements			
36.1	Service level agreements	Until superseded + 1 year		Good business practice
36.2	Children and Young People's plan	Recommend current plan plus previous		Children and Young People's Plan (England) Regulations 2005 SI 2005 No 2149. Regulation 3
37	Service Plan			
37.1	Service Plan	Current plan + 1 year		Good business practice
38	Special Educational Needs [SEN] and disability			
38.1	Statement maintained under The Education Act 1996 - Section 324	Until 31st birthday		Special Educational Needs and Disability Act 2001 Section 1
38.2	Proposed statement or amended statement	Until 31st birthday		Special Educational Needs and Disability Act 2001 Schedule 1
38.3	Advice and information to parents regarding educational needs	Whilst valid plus 12 years		Special Educational Needs and Disability Act 2001 Section 2
38.4	Order from the Tribunal	6 years after actioned		Special Educational Needs and Disability Act 2001 Section 4
38.5	Notice of review or assessment of educational needs at request of responsible body.	Until 31st birthday		Special Educational Needs and Disability Act 2001 Section 8
38.6	An assessment under The Education Act 1996 - Section 323	Until 31st birthday		Special Educational Needs and Disability Act 2001 Section 8
38.7	Accessibility Strategy	Whilst valid plus 12 years		Special Educational Needs and Disability Act 2001 Section 14

38.8	Consideration of request	Recommend until 31st birthday		Special Educational Needs and Disability Regulations 2014
38.9	Determination on if provision is required or not	Recommend until 31st birthday		Special Educational Needs and Disability Regulations 2014
38.10	Advice and information obtained	Recommend until 31st birthday		Special Educational Needs and Disability Regulations 2014
38.11	EHC plan including reviews and reassessments	Recommend until 31st birthday		Special Educational Needs and Disability Regulations 2014
38.12	Mediation certificate	Recommend until 31st birthday		Special Educational Needs and Disability Regulations 2014
38.13	SEN Information request	Until superseded or whilst relevant		Special Educational Needs and Disability Regulations 2014
38.14	LA local offer	Until superseded or whilst relevant		Special Educational Needs and Disability Regulations 2014
39	Teachers and staff			
39.1	Administrative and technical staff files	Employment +12 years In case of proven allegations to be retained until normal pension age or for a period of 10 years from the date of the allegation if longer		Good business practice
39.2	Disciplinary Proceedings	<ul style="list-style-type: none"> • Verbal Warning – date of warning + 6 months • Written Warning Level 1 – date of warning + 6 months • Written Warning Level 2 – Date of Warning + 12 months • Final Warning – Date of warning + 18 months • Case not found – <u>If child protection related see note at end of this schedule, otherwise dispose of at the conclusion of the case</u> 		Good business practice
39.3	Personnel database	Current information only		GDPR

				Data Protection Act 2018
39.4	Payroll	CY+ 6 yrs or until superseded + 3 years	Includes maternity/ paternity/ bank details etc.	May be referred to for pension rights Main log of pay etc. will be held by payroll provider
39.5	Records relating to any allegation of a child protection nature against a member of staff	Until the staff member's normal retirement age or 10 years from the date of allegation (whichever is longer) the review prior to disposal. Note: allegations found to be malicious should be removed. If allegation is valid it should be retained on file and a copy provided to the person concerned UNLESS the person is part of a case which falls under the IICSA terms of reference. If the case falls under IICSA ToR then file will need to be retained until IICSA enquiry is completed		Keeping children safe in education, 2018 Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children, 2018
39.6	Statutory sick pay notification	CY+ 6 years		
39.7	Supply Teacher Records	CY + 2 years		
39.8	Teachers' files	Employment + 12 years In case of proven allegations to be retained until normal pension age or for a period of 10 years from the date of the allegation if longer		See also the Health and Safety Section
39.9	Training	Attach to personnel file		Good business practice
40	Teaching and the curriculum			
40.1	Annual Curriculum returns	CY+ 3 years		
40.2	GM schools	CY+ 3 years		
40.3	LEA schools	CY+ 3 years		
40.4	Interim and final reports of the National Curriculum Council	Current information only		
40.5	Curriculum development minutes	CY+ 6 years		
40.6	Curriculum development files	CY+ 6 years		

40.7	School syllabus	CY+ 1 year		
40.8	Schemes of work	CY+1 year		
40.9	Timetable	CY+ 1 year		
40.10	Class record books	CY+1 year		
40.11	Mark Books	CY+1 year		
40.12	Record of homework set	CY+1 year		
40.13	Pupils' work	CY+1 year (unless returned to pupil)		
40.14	Examination results	CY+ 6 year		
40.15	Aggregated assessment results	CY + 6		
40.16	LEA schools	CY+5 years		
40.17	GM schools	CY+5 years		
40.18	SATS records	CY+ 6 years		
40.19	PAN	CY+ 6 years		
40.20	Value added records	CY+ 6 years		
41	Transport Education			
41.1	Contracts	Contract + 6 years if under £50,000 Contract + 12 years if more than £50,000 or under seal		Limitation Act 1980
41.2	Costing sheets	Contract + 6 years unless earlier disposal authorised by Audit		Good business practice
41.3	Home to school applications	Service provision + 1 year		Good business practice
41.4	Parent refusal and disciplinary letters	CY + 6 years		Good business practice
41.5	Pass lists	Keep up to date. Review annually and weed as necessary		Good business practice
41.6	Quality checks	CY + 3 years		Good business practice
41.7	Requests	CY + 2 years. If litigation expected then retain until pupils 25th birthday		Good business practice
41.8	Route lists	Keep up to date. Review annually and weed as necessary		Good business practice
41.9	Special educational needs – ad hoc requisitions	Service provision + 1 year		Good business practice
41.10	Transport Schedules	CY + 2 years		Good business practice

41.11	Travel saver applications	Service provision + 1 year		Good business practice
42	Welfare			
42.1	Clothing grants	CY + 6 years		
42.2	Welfare fund grants	CY + 6 years		
43	Work Experience			
43.1	Work experience	CY + 1 year unless major incident involved then until 25th birthday of student. If concerning asbestos/radiation or some other health and safety incident then according to appropriate legislation		Limitation Act 1980 Health and Safety at work Act etc. 1974 and subsequent legislation

31 - Note on Pupil Records

Please note any record containing pupil information may be subject to the requirements of IICSA. Schools should implement any instruction received from IICSA and these instructions will override any guidance in this schedule. If a school is unsure about what records should be retained they should seek the advice of their local authority, their diocese (if applicable) or take legal advice.

39.2 - Note on retention of disciplinary papers

The current ACAS Code on disciplinary and grievance procedures recommends that an employee should be notified how long a warning will remain live however this does not mean that data should be destroyed as soon as any set period has elapsed.

Any proceeding data will be an important record in the employer/employee relationship. Should the employee be accused of similar misconduct in the future and then defend themselves saying such an action was 'unlike them' reference to earlier proceedings could show that the defence shouldn't be given any credence. Alternatively, if that person was dismissed and claimed at a tribunal or appeal hearing that they had 'X years of unblemished service' again the record would be evidence to counter this claim.

Employers should not confuse the expiry of a warning with a requirement to dispose of any reference to the occurrence. One danger is that the disciplinary process often gives the impression that once the warning has expired details of the incident will be removed from the file. Wording of any correspondence should make it clear that while the warning will no longer be active a record of what has taken place will be kept.