



**Policy Owner**

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# RETENTION SCHEDULE

The main categories of record held by Great Baddow High School and the associated approved retention arrangements

# Great Baddow High School

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## Introduction

The Great Baddow High School Retention Schedule attempts to identify processes which our records support, rather than identifying individual types of records. This is for two reasons:

- To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an e-mail or another electronic document
- To allow flexibility in developing the schedule to cover new processes and amend existing ones over time.

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection law and Freedom of Information legislation.

Records for permanent preservation should be passed to the County's Record Office or other approved place of deposit if the school is unable to store

## Limitation of Scope

Very few types of records have specified time periods for retention in law or in official government guidance. Where such advice exists it is included in this Schedule. Where advice does not exist, it is up to us to decide how long we wish to retain records. This Schedule gathers together retention criteria from a comprehensive best practice review of a wide range of organisations across the country.



## Objectives of the Retention Guidelines

The aims of the Guideline are to:

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage
- Promote improved Records Management practices within Great Baddow High School which gives the public confidence that when information is destroyed it is done so according to well-considered rules.
- Assist in identifying records that may be worth preserving permanently as part of the School archives

## Transfer of Records to a Record Office

Records identified in this schedule as 'permanent' are marked 'Offer to County Archives'. The Archivist may choose to select a sample of the records for permanent preservation in the County Archives; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

This is used to indicate record classes where the Archivist will not usually be interested in retaining the class of records, but may wish to retain where there is a public interest in doing so.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives, and an appropriate closure period agreed. The closure period should comply with Freedom of Information and Data Protection legislation and any internal policy.

Data Protection law provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely; provided specific requirements are met. It is the responsibility of the Archivist to ensure that further processing of personal data is lawful.



## **Destruction of Records**

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Records that are currently (or known to be in the future) the subject of a Freedom of Information, Data Protection, Environmental Information Regulations etc. official request or appeal, must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request/ complaint is an offence.

## **General and Miscellaneous records**

There are some records that do not need to be kept at all that staff may routinely destroy in the normal course of business. However, the retention schedule must still contain reference and instructions referring to them.

This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include:

- 'With compliments' slips
- Catalogues and trade journals
- Telephone message slips
- Non-acceptance of invitations
- Trivial email messages or notes that are not related to our business
- Requests for stock information such as maps, plans or advertising material
- Out-of-date distribution lists
- Working papers which lead to a final report

Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed, and paper faxes after making and filing a photocopy, are also covered.



## Reviewing the Schedule

The schedule will be regularly reviewed and updated to ensure that we are complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that employees can keep track and modify their practices accordingly. The Schedule will be subject to the timetable for general review of all Information Governance policies.

## Explanation of Retention Guideline Headings

### **REF (Reference Number)**

Each identified function or entry has a unique reference number. This number may be applied to records when archiving to ensure that the correct retention period is applied.

### **Title**

The Schedule provides a description of a process or an activity that the records support.

### **Data Protection Issues**

Explains whether the records are likely to contain personal data.

### **Owner/ Co-Ordinator**

Indicates the process or document owner. Any changes should be approved by these individuals or groups.

### **Statutory Provisions**

Details of any legislation, statutory instrument (SI) or other regulatory guidance which provide direction in how long a record should be retained

## Retention Period

This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is created, when a record is closed or tied in to another specified activity such as a date of birth.

## Action to be taken

This field details any action that should be taken once a retention period has expired, the level of secure destruction and will also specify whether a type of record should be transferred to the County Record Office for permanent preservation if the school is unable to store.

## Disposal Definitions

Standard Disposal - These are documents already in the public domain, or which containing NO personal data and can therefore be disposed of as standard waste

Secure Disposal - These are documents containing Sensitive or Personal Data, requiring confidential waste disposal and secure storage

Any Highly Sensitive data should be shredded prior to being disposed of. List is as follows;

race	health	sex life or sexual orientation
ethnic origin	politics	biometrics (used for ID purposes only)
religion	trade union	genetics (e.g. DNA)





Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Governing Body</b>						
1.1.1a	Agendas for Governing Body meetings	Only confidential if names mentioned, which is not normal practice in this school	Clerk to Governors		One copy should be retained with the master set of minutes. All other copies can be disposed of	STANDARD DISPOSAL ( <i>as all confidential content is on pink copies below</i> )
1.1.1b	Agendas – Confidential Matters (Supplementary Pink Papers)	There may be data protection issues if dealing with confidential issues relating to staff/pupils or parents	Clerk to Governors		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
1.1.2a	Minutes of Governing Body meetings: Principal Set (signed)	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	Clerk to Governors		PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service
1.1.2b	Minutes of Governing Body meetings: Inspection Copies	No	Clerk to Governors		Date of meeting + 3 years	If these minutes contain any sensitive, personal information – SECURE DISPOSAL

1.1.3	Reports presented to the Governing body	There may be data protection issues if the report deals with confidential issues relating to staff	Clerk to Governors		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
1.1.4	Instruments of Government including Articles of Association	No	Clerk to Governors		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.5	Trusts and Endowments managed by the Governing Body	No	Clerk to Governors		PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.6	Action plans created and administered by the Governing Body	No	Clerk to Governors		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.7	Policy documents created and administered by	No	Clerk to Governors		Life of the policy + 3 years	STANDARD DISPOSAL ( <i>docs published on website</i> )



	the Governing Body					
1.1.8	Records relating to complaints dealt with by the Governing Body	Yes	Clerk to Governors		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.1.9	Annual Reports created under the requirements of the Education (EFSA requirement for Governor's Annual Reports within annual financial statements)	No	Clerk to Governors	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
1.1.10	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Clerk to Governors		Date proposal accepted or declined + 3 years	SECURE DISPOSAL



1.1.11	Governor File. Information which the school holds about a Governor including contact details, published details and consents for data use	Yes	Clerk to Governors		Date of leaving the role + 1 year	SECURE DISPOSAL
1.1.12	All records leading up to the appointment of a new Head Teacher	Yes	Clerk to Governors		Date of appointment + 6 years	SECURE DISPOSAL
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Ordinator</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action</b>
<b>Management</b>						
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	Headteacher PA & Admin Office		Date of last entry in the book + a minimum of 6 years then review	These could be of Permanent historical value and should be offered to the County Archives Service if appropriate

1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Headteacher PA or Meeting Chair as appropriate		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Senior Leadership Team		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Various		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Various		Date of correspondence + 3 years then review	SECURE DISPOSAL



	administrative responsibilities					
1.2.6	Professional Development Plans ( <i>held on Personnel Files &amp; SIMS</i> )	Yes	HR Officer		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	School Development Plans	No	Headteacher & SLT		Life of the plan + 3 years	Detailed - SECURE DISPOSAL Summary – STANDARD DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Admissions</b>						
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	Headteacher/ Clerk to Governors	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission	Life of the policy + 3 years then review	SECURE DISPOSAL

				appeals panels December 2014		
1.3.2	Admissions – if the admission is successful	Yes	Headteacher PA	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Headteacher PA	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities,	Resolution of case + 1 year	SECURE DISPOSAL



				schools adjudicators and admission appeals panels December 2014		
1.3.4	Register of Admissions	Yes	Headteacher PA	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.3.5	Admissions – Secondary Schools – Mid Year	Yes	Headteacher PA		Current year + 1 year	SECURE DISPOSAL
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes		School Admissions Code Statutory guidance for admission authorities,	Current year + 1 year <i>(Therefore documents should not be held on pupil files)</i>	SECURE DISPOSAL





				governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014		
1.3.7a	Supplementary Information form including additional information such as religion, medical conditions etc.: Sports Selection Form For successful admissions	Yes	Head of P.E.		Paperwork is added to Pupil File and follows this retention rule	SECURE DISPOSAL  Highly Sensitive Data MUST be shredded
1.3.7b	Supplementary Information form including additional information such as religion, medical conditions etc.:	Yes	Head of P.E.		Resolution of case + 1 year <i>(may be combined with Admissions paperwork for records management purposes)</i>	SECURE DISPOSAL  Highly Sensitive Data MUST be shredded



	Sports Selection Form For unsuccessful admissions					
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Operational Administration</b>						
1.4.1	General file series	No	Admin Office		Current year + 5 years then REVIEW	STANDARD DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No	Admin Office & Marketing Officer		Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Admin Office		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No	Admin Office & Marketing Officer		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitors' Books and Signing in Sheets	Yes	Reception Staff		Current year + 6 years then REVIEW	SECURE DISPOSAL

1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No	Business Manager & PTA		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.7	Document Printing – Papercut system	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Network Managers		Papercut system automatically saves copies of every item which is printed. These are automatically disposed of at 14 days.	SECURE DISPOSAL
1.4.8	General & Miscellaneous records – Telephone Messages Notes Report Drafts Original Docs.for scanning Trade Catalogues Circulars	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Various		Once message has been passed on/report submitted/item scanned/catalogue replaced Dispose	STANDARD DISPOSAL, Unless contains individuals name then SECURE DISPOSAL



1.4.9	Deleted e-mails	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Network Managers		Deleted e-mails are automatically disposed of after 30 days.	SECURE DISPOSAL
1.5.0	School photographs, pupil work and results used for promotional material – Display board material, publications, website electronic files containing originals/drafts	Permission obtain via consent.	Various		5 years after pupil or individual has left the school unless of historical permanent value.	SECURE DISPOSAL
1.5.1	Single Central Record File and supporting docs	Yes - where supporting or photo ID is maintained	HR Officer	Keeping Children Safe in Education (DfE, 2019)	Maximum of Termination + 3 months	SECURE DISPOSAL
1.5.2	Library Records	Yes	Librarians		Maximum of when student leaves + 3 months	SECURE DISPOSAL



Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Recruitment</b>						
2.1.1	Recruitment Papers leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	HR Officer		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.2	Recruitment Papers leading up to the appointment of a new member of staff – successful candidate	Yes	HR Officer		All the relevant information should be added to the staff personal file (see below) Employment + 6 years	SECURE DISPOSAL
2.1.3	Recruitment Monitoring Form	No	HR Officer	Forms are anonymous and <b>must not</b> be held on personal files	Anonymised forms/data retained for equality monitoring purposes. Destroy once monitoring is complete	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	No	HR Officer	DBS Update Service Employer Guide June 2014: Keeping children safe	The school does not have to keep copies of DBS certificates. If the school does so the copy <b>must not</b> be retained for more than 6 months	SECURE DISPOSAL

				in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74		
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	HR Officer			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
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	HR Officer	An employer’s guide to right to work checks [Home Office May 2015]		Add to Personnel file and keep for End of Employment + at least 2 years ( as per Home Office requirement)
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Staff Management</b> – All paperwork on termination of employment should be held on personnel files						
2.2.1	Staff Personal File	Yes	HR Officer	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL

2.2.2	Timesheets	Yes	HR Officer		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal/ assessment records	Yes	Line Manager		Current year + 5 years	SECURE DISPOSAL
2.2.4	Training/CPD records Manual Automated	Yes	Line Manager/ Deputy Headteacher		Current year + 6 years	SECURE DISPOSAL
2.2.5	Annual Leave/leave of absence records	Yes	HR Officer		Current year + 6 years	SECURE DISPOSAL
2.2.6	Sickness Records	Yes	HR Officer	Statutory minimum 3 years	Current year + 6 years	SECURE DISPOSAL
2.2.7	Vehicle Documents for Driving on Business	Yes	Finance	Insurance Requirement	Maximum of Termination + 3 months	
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Disciplinary &amp; Grievance Process</b>						

2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	HR Officer	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer.  Allegations that are found to be malicious should be removed from personnel files.  If founded, they are to be kept on the file and a copy provided to the person concerned. *restricted access*	SECURE DISPOSAL These records must be shredded
2.3.2a	Disciplinary Proceedings oral warning	Yes	HR Officer		Termination of Employment + 6 years	SECURE DISPOSAL
2.3.2b	Disciplinary Proceedings written warning	Yes	HR Officer		Termination of Employment + 6 years	SECURE DISPOSAL
2.3.2c	Disciplinary Proceedings final warning	Yes	HR Officer		Termination of Employment + 6 years	SECURE DISPOSAL





2.3.2d	Disciplinary Proceedings case not found	Yes	HR Officer		If the incident is child protection related, then see above otherwise Dispose of at the Conclusion of the case	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Health &amp; Safety</b>						
2.4.1	Health and Safety Policy Statements	No	Clerk to Governors		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No	Business Manager and Heads of Departments.		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3	Records relating to accident/ injury at work – Accident Book	Yes	First Aid Officer		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4a	Accident Reporting Adults	Yes	First Aid Officer	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992	Date of the incident + 6 years - Should be held on Personnel Files and retained current year + 6 years	SECURE DISPOSAL

				Section 8. Limitation Act 1980		
2.4.4b	Accident Reporting Children	Yes	First Aid Officer	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1981	DOB of the child + 25 years. Should be held on Pupil File.	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH) Chemical Stock Lists & Hazardous stock Extracts. Disposal Records	No	Senior Science Technician/ Site Manager/ Technology Faculty/ Diner	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept	Current year + 40 years	SECURE DISPOSAL

				as if the 2002 Regulations had not been made. Regulation 18 (2)		
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos; Asbestos Register	No	Business Manager/Site Manger	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation; Radiation Log and Audit	No	Radiation Protection Supervisor (GBHS) & Essex County Council Radiation Protection Officer		Last action + 50 years	SECURE DISPOSAL
2.4.8	Fire Precautions log books - Fire Register Fire Risk Assessment	No	Business Manager/Site Team		Current year + 6 years	SECURE DISPOSAL

	Evac. Reports Fire Bell Test					
2.4.8	Employer's Liability Insurance Certificate	No	Business Manager		Closure of the school + 40 years	SECURE DISPOSAL
2.4.9	Disaster Recovery – Offsite backup of essential data and systems	Yes	Network Managers		Rolling 4 week period	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
Payroll & Pensions						
2.5.1	Maternity pay/leave records - maternity paternity adoption parental	Yes	HR Officer	Statutory Maternity Pay (General) Regulations 1986 (SI1986/196 0), revised 1999 (SI1999/567 )	Current year + 3 years	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information	Yes	HR Officer	Retirement Benefits Schemes (Information Powers)	Held on Staff Personal File – Normal Pension Age	SECURE DISPOSAL

	Powers) Regulations 1995 Copies of all Opt-in and Opt-out forms Any pension related correspondence			Regulations 1995		
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Asset Management</b>						
3.2.1	Inventories of furniture and equipment	No	Business Manager		Current year + 6 years	STANDARD DISPOSAL
3.2.2	Burglary, theft and vandalism report forms; Insurance Claims	No	Business Manager		Current year + 6 years	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Accounts &amp; Statements</b>						
3.3.1	Annual Accounts	No	Business Managers		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the school	No	Business Managers		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
3.3.3	Student Grant applications/6 <sup>th</sup> Form Bursary	Yes	Finance & 6 <sup>th</sup> Form Admin		Current year + 6 years	SECURE DISPOSAL

3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Business Manager		Life of the budget + 3 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No	Finance		Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No	Finance		Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No	Finance & Sports College Admin		Current financial year + 6 years	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Contracts</b>						
3.4.1	All records relating to the management of contracts under seal;	No	Business Manager	Limitation Act 1980 (Section 2)	Last payment on the contract + 12 years	SECURE DISPOSAL

	Funding Agreement Lease					
3.4.2	All records relating to the management of contracts under signature	No	Business Manager	Limitation Act 1980 (Section 2)	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts; Tenders Quotes	No	Business Manager		Current year + 2 years	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>School Funds</b>						
3.5.1	School Fund - Cheque books	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.2	School Fund - Paying in books	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.3	School Fund – Ledger	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.4	School Fund – Invoices	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.5	School Fund – Receipts	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.6	School Fund - Bank statements	No	Finance		Current year + 6 years	SECURE DISPOSAL
3.5.7	School Fund – Trip/Visit Records	No	Finance		Current year + 6 years	SECURE DISPOSAL

Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>School Meals</b>						
3.6.1	Free School Meals Registers - Electronic Hard Copies	Yes	Business Manager		Current year + 6 years	SECURE DISPOSAL
3.6.2	School Meals Registers Electronic or Hard Copies	Yes	Diner		Current year + 3 years	SECURE DISPOSAL
3.6.3	School Meals Summary Sheets Electronic or Hard Copies	No	Business Manager		Current year + 6 years	SECURE DISPOSAL
3.6.4	Stock Take Records	No	Business Manager		Current year + 6 years	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Property Management</b>						
4.1.1	Title deeds of properties belonging to the school	No	Business Manager & Essex County Council		PERMANENT	These should follow the property unless the property has been registered with the Land Registry
4.1.2	Plans of property belong to the school	No	Business Manager &		These should be retained whilst the building belongs to the school and should be	



			Essex County Council		passed onto any new owners if the building is leased or sold.	
4.1.3	Leases of property leased by or to the school	No	Business Manager & Essex County Council		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	No	Business Manager & Sports College Admin		Current financial year + 6 years	SECURE DISPOSAL
4.1.5	CCTV Register. List of CCTV cameras, locations and review outcomes.	No	Network Managers		The year for which the register is current + 1 year	STANDARD DISPOSAL
4.1.6	CCTV Recordings: Routine automatic recording	Yes	Network Managers		Recordings are overwritten after 30 days	SECURE DISPOSAL
4.1.7	CCTV Recordings for Investigations. Extracts from recordings to support investigations	Yes	Head Teacher/ Business Manager		Retention depends on the type of investigation and who is the investigating body. If it for an external body, the recording can be deleted once a copy is transferred. If it is the organisation's investigation, then it should be retained for the same retention	SECURE DISPOSAL

					period as the investigation records	
4.1.8	CCTV access requests. Records of requests received for copies of CCTV recordings	Yes	Business Manager		Retain for the year to which they relate + 1 year	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Maintenance</b>						
4.2.1	All records relating to the maintenance of the school carried out by contractors	No	Business Manager & Site Manager		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No	Site Manager		Current year + 6 years	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Educational Record</b>						

5.1.1a	<p>Pupil's Educational Record: Primary -</p> <p>The file will be combined into the Pupil Education Record: Secondary as below</p>	Yes	Heads of Year Admin Officer	<p>The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 – <i>Academies are not able to apply this legislation so N/A since 2011</i></p>	Passed from Primary School on Admission to Secondary Education via secure transfer method	See Pupil Education Record: Secondary
5.1.1b	<p>Pupil's Educational Record: Secondary -</p> <p>Pupil files move with the pupil through the school. When they leave all other files are combined into it for ongoing storage purposes</p>		Heads of Year Admin Officer	<p>Limitation Act 1980 (Section 2)</p>	<p>Date of Birth of the pupil + 25 years</p> <p>If a pupil leaves to go to another secondary school their pupil file will follow them (using secure method of transfer)</p>	<p>Paper files are micro fished and then Securely Destroyed.</p> <p>Micro fiche - Securely Destroyed</p> <p>Note - Any Child Protection documentation MUST be shredded</p>
5.1.2a	Examination Results, Public	Yes	Exams/Head of Year Admin		This information should be added to the pupil file, paper and electronic	All uncollected certificates should be returned to the

	Exams - Pupil Copies					examination board.
5.1.2b	Examination Results, Internal Exams – Pupil Copies		Exam/Head of Year Admin		This information should be added to the pupil file, paper and electronic	
5.1.3	Child Protection information held on pupil file – Safeguarding Pupil Files which are then combined into Pupil File when pupil leaves My Concern Any separate files kept	Yes	Safeguarding Lead	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.  DOB of the child + 25 years then review.	SECURE DISPOSAL – these records MUST be shredded
5.2.1	Attendance Registers – Electronically in SIMS	Yes	Student Admin	School attendance: Departmental advice for maintained	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

				schools, academies, independent schools and local authorities 01/10/2014	Held in SIMS, linked to pupils so Date of Birth of the pupil + 25 years	
5.2.2a	Correspondence relating to authorised absence – paper Holiday Medical Appoint. Compassionate		Student Admin	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
5.2.2b	Correspondence relating to authorised absence - electronic		Student Admin	Education Act 1996 Section 7	Scanned and Added to pupil records in SIMS - Date of Birth of the pupil + 25 years	SECURE DISPOSAL
5.2.2c	Correspondence relating to Unauthorised absence – Penalty Notice		Student Admin		Scanned and Added to pupil records in SIMS - Date of Birth of the pupil + 25 years	SECURE DISPOSAL
5.2.2d	Correspondence relating to Unauthorised absence – Parent Letter to Request		Student Admin		Scanned and Added to pupil records in SIMS - Date of Birth of the pupil + 25 years	SECURE DISPOSAL
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Ordinator</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action</b>

<b>Special Educational Needs</b>						
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Ordinator</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action</b>
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	SEN&RBHIS	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years – <i>this file is combined with the pupil file for ongoing retention</i>	SECURE DISPOSAL
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	SEN&RBHIS	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years - <i>this file is combined with the pupil file for ongoing retention</i>	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	SEN&RBHIS	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years - <i>this file is combined with the pupil file for ongoing retention</i>	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	SEN&RBHIS	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years - <i>this file is combined with the pupil file for ongoing retention</i>	SECURE DISPOSAL unless the document is subject to a legal hold
<b>Statistics &amp; Management Information</b>						

6.1.1a	Examination Results (Schools Copy)	Yes	Exams		Current year + 6 years	SECURE DISPOSAL
6.1.1b	KS2 SATS Results – Pupil Files SIMS Pupil Files Paper	Yes	Exams		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school 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
6.1.2	Published Admission Number (PAN) Reports	Yes	Deputy Headteacher		Current year + 6 years	SECURE DISPOSAL
6.1.3	Value Added and Contextual Data	Yes	Deputy Headteacher		Current year + 6 years	SECURE DISPOSAL
6.1.4	Self-Evaluation Forms (SEF)	Yes	Deputy Headteacher		Current year + 6 years	SECURE DISPOSAL
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Ordinator</b>	<b>Statutory Provision</b>	<b>Retention Period</b>	<b>Action</b>
<b>Implementation of Curriculum</b>						
6.2.1	Schemes of Work	No	Deputy Headteacher		Current year + 6 year	SECURE DISPOSAL

6.2.2	Timetable – Held Electronically in SIMS and linked to pupil data so cannot be uncoupled	No	Assistant Headteacher Assessment		Date of Birth of the pupil + 25 years	SECURE DISPOSAL
6.2.3	Mark Books	No	Teaching Staff		Current year + 1 year	SECURE DISPOSAL
6.2.4	Record of homework set Electronic and Manual	No	Teaching Staff		Current year + 1 year	
6.2.5	Pupils' Work	No	Teaching Staff		Where possible pupils' work should be returned to the pupil at the end of the academic year to reduce cost of storage/disposal. If not then current year + 1 year	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>Educational Visits outside the Classroom</b>						
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Educational Visits Co-Ordinator	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a>	Date of visit + 10 years	SECURE DISPOSAL



				specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".		
7.1.2	Parental consent forms for school trips where there has been no major incident - PARCON	Yes	Trip Leader		Conclusion of the trip	SECURE DISPOSAL
7.1.3	Parental permission slips for school trips – where there has been a major incident – PARCON	Yes	Educational Visits Co-Ordinator	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules. had been followed for all pupils	SECURE DISPOSAL
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Orinator</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action</b>
<b>Family Support and Interventions</b>						
7.3.1	Day/Work Books	Yes	Professional Support Workers		Current year + 2 years then review	SECURE DISPOSAL
7.3.2	Reports for outside agencies	Yes	Professional Support		Whilst child is attending school and then destroy	SECURE DISPOSAL

	- where the report has been included on the case file created by the outside agency – Hand over notes Case notes		Workers/Safeguarding Lead		Within this school any handover notes which need to be recorded are added to My Concern and will follow retention period for Child Protection	
7.3.3	Referral forms	Yes	Safeguarding Lead		While the child is attending school and then destroy	SECURE DISPOSAL
7.3.4	Contact database entries - SIMS	Yes	Safeguarding Lead		There should be no need for paper copies but if there are - Current year then review, if contact is no longer active then destroy. SIMS follows pupil file retention period	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/Co Ordinator	Statutory Provisions	Retention Period	Action
<b>LEA</b>						
8.1.1	Secondary Transfer Sheets (Primary) - Admissions Lists	Yes	PA to Headteacher		Current year + 1 year	SECURE DISPOSAL
8.1.2	School Census Returns	No	Business Manager		Current year + 5 years	SECURE DISPOSAL
8.1.3	Circulars and other information sent from the Local Authority	No	As Appropriate		Operational use	SECURE DISPOSAL
Ref.	Title	Data Protection Issues	Owner/ Co Ordinator	Statutory Provisions	Retention Period	Action

<b>Central Government</b>						
<b>Ref.</b>	<b>Title</b>	<b>Data Protection Issues</b>	<b>Owner/Co Ordinator</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action</b>
8.2.1	OFSTED reports and papers	No			Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government	No	Business Manager		Current year + 6 years	SECURE DISPOSAL
8.2.3	Circulars and other information sent from central government	No	As Appropriate		Operational use	SECURE DISPOSAL
<b>Information Governance</b>						
9.1.1	Records of Processing Activity	No	Business Manager		Ongoing record	
9.1.2	Information Governance Report. Annual statement to Governing Body on compliance with Information law, including DPO statement, performance data and audit outcomes	No	Business Manager/ DPO - Essex County Council		Current year + 1 year	SECURE DISPOSAL

9.1.3	Freedom of Information Requests	Yes	Headteacher		Closure + 1 year	SECURE DISPOSAL
9.1.4	Environmental Information Requests	Yes	Headteacher		Closure + 1 year	SECURE DISPOSAL
9.1.5	Subject Access Requests	Yes	Headteacher		Closure + 5 years	SECURE DISPOSAL
9.1.6	ICO Complaints: No further action	Yes	DPO – Essex County Council		Closure + 1 year	SECURE DISPOSAL
9.1.7	ICO Complaints: Action required	Yes	DPO – Essex County Council		Closure + 2 years	SECURE DISPOSAL

