



Document Retention Schedule for St Bartholomew's Primary School

This retention schedule contains the recommended retention periods for records created and maintained by St Bartholomew's C of E Primary School. The schedule refers to all information regardless of the media in which it is stored. Some of the retention periods are governed by statute.

1. Governing Body					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff, parents /carers, pupils or governors		Permanent. One copy should be retained with the master set of minutes. All other copies should be disposed of after the mtg	SECURE DISPOSAL
1.2	Minutes of Governing Body Mtgs: Main Set	There may be data protection issues if the meeting is dealing with confidential issues relating to staff; parents /carers, pupils or governors otherwise, No		Date of Mtg + 6 years	Permanent record transferred to School Archives
1.3	Minutes of Governing Body Mtgs: Inspection Copies	No		Date of Mtg + 3 years	If these minutes contain any sensitive, personal information they must be shredded.
1.4	Reports Presented to the Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff parents /carers, pupils or governors		Date of Mtg + 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



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1. Governing Body					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
1.5	Meeting papers relating to the AGM held under Section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date meeting + 6 years	SECURE DISPOSAL
1.6	Instruments of Government including Articles of Association	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.7	Action Plans created to ensure effective management (including governance) of the school	No		Date of Action Plan + 3 years	SECURE DISPOSAL
1.8	Policy documents created and administered by the Governing Body	No		Life of Policy + 3 years	SECURE DISPOSAL
1.9	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + 6 years	SECURE DISPOSAL
1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL



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2. Headteacher + Senior Leadership Team					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
2.1	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies i.e. ctees, gps, working parties	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years Stored electronically	
2.2	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		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
2.3	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 report refers to individual pupils or members of staff		Date of the report + 3 years then review	SECURE DISPOSAL



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2. Headteacher + Senior Leadership Team					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities			Date of correspondence + 3 years then review	SECURE DISPOSAL
2.6	Professional Development Plans (linked to Performance Management practices and protocols)	Yes		Life of plan + 5 years	SECURE DISPOSAL
2.7	School Development Plans and School Strategic Plans	No		Life of plan + 3 years	SECURE DISPOSAL



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3. Operational Administration					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
3.1	School brochure or prospectus	No		Ongoing	STANDARD DISPOSAL
3.2	Circulars / Letters to parents or pupils	No		Current year + 2 years	STANDARD DISPOSAL
3.3	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
3.4	Visitors' Books and Signing in Sheets	No		Current year + 1 year	SECURE DISPOSAL
3.5	Records relating to the creation and management of Parent Teacher Associations	No		Current year + 6 years	SECURE DISPOSAL
3.6	Volunteer and Work Experience Agreements	Yes		Current year + 1 year	SECURE DISPOSAL
3.7	PE / After School Club Registers	Yes		Current year + 1 year	SECURE DISPOSAL



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4. Personnel					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
4.1	All records leading up to the appointment of a new head teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
4.2	All records leading up to the appointment of a new member of staff – <i>unsuccessful candidates</i>	Yes		Date of appointment + 6 months	SECURE DISPOSAL
4.3	All records leading up to the appointment of a new member of staff – <i>successful candidate</i>	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
4.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014; Keeping children safe in Education April 2018 (Statutory Dept. of Education) Sections 73, 74 Guidance from	Duration of Employment + 6 years	SECURE DISPOSAL
4.5	Proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		Termination of Employment + 6 years	SECURE DISPOSAL
4.6	Evidence of Right to Work in UK	Yes	„An Employer"s Guide to Work Checks"; Home Office 2015	Termination of Employment + 6 years	SECURE DISPOSAL
4.7	Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL



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4. Personnel					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
4.8	Extra hours / Supply / Casual Claim forms	Yes		Current year + 6 years	SECURE DISPOSAL
4.9	Annual Performance Management Records	Yes		Current year + 5 years	SECURE DISPOSAL
4.10	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"Keeping children safe in education Statutory guidance for schools and colleges Sept 2018"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note: Allegations that are found to be alicious should be removed from personnel files.	SECURE DISPOSAL
4.11	Disciplinary proceedings: Oral Warning	Yes		Date of warning + 6 months	SECURE DISPOSAL
4.12	Disciplinary proceedings: Written L1	Yes		Date of warning + 6 months	SECURE DISPOSAL
4.13	Disciplinary proceedings: Written L2	Yes		Date of warning + 12 months	SECURE DISPOSAL
4.14	Disciplinary proceedings: Final	Yes		Date of warning + 18 months	SECURE DISPOSAL (If warnings are placed on personal files then they must be weeded from the file)
4.15	Disciplinary proceedings: Case not found	Yes	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case		SECURE DISPOSAL
4.16	References	Yes		Date of leaving + 6 years	SECURE DISPOSAL



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5. Health and Safety					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
5.1	Health and Safety Policy Statements	No		Life of policy + 1 year	SECURE DISPOSAL
5.2	Risk Assessments for trips	Yes		Life of RA + 3 years	SECURE DISPOSAL
5.3	Risk Assessments – class termly	No		Current Year + 1 year	SECURE DISPOSAL
5.4	Risk Assessments - generic	No		Life of RA	SECURE DISPOSAL
5.5	Records relating to accident/ injury at work	Yes		Permanent: held electronically on ASSESSNET database	
5.6	Online Accident Reporting: Adult	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Permanent: held electronically on ASSESSNET database	
5.7	Online Accident Reporting: Child	Yes		Permanent: held electronically on ASSESSNET database	
5.8	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 years	SECURE DISPOSAL



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5. Health and Safety					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
5.9	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
5.10	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
5.12	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL
5.13	Accident Record Book	Yes		Current Year + 1 year	SECURE DISPOSAL



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6. Risk Management, Insurance and Asset Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
6.1	Inventories of furniture and equipment	No		Current + 6 years	SECURE DISPOSAL
6.2	Burglary, theft and vandalism report forms	No		Current + 6 years	SECURE DISPOSAL
6.3	Employers Liability Certificate	No		Held centrally by County Hall	



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7. Accounts and Statements including Budget Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
7.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
7.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
7.3	All records relating to the creation and management of budgets including the Annual Budget statement and background papers i.e. Budget Monitoring Reports	No		Life of budget + 6 years	SECURE DISPOSAL
7.4	Orders / Invoices	Yes	Financial Regulations	Current financial year + 6 years	SECURE DISPOSAL
7.5	Cheque books / paying in books	No		Financial Year ended + 6 years	SECURE DISPOSAL
7.6	Bank statements	Yes		Current financial year + 6 years	SECURE DISPOSAL/SHRED
7.7	Records relating to the identification and collection of debt	No	Limitation Act 1990	Current financial year + 6 years	SECURE DISPOSAL
7.8	IRS monthly returns	No		Current financial year + 6 years	SECURE DISPOSAL/SHRED



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8. Property Management					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
8.1	Title deeds of properties belonging to the school	No		PERMANENT Held by County Hall	
8.2	Plans of property belonging to the school	No		PERMANENT Held by County Hall	
8.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
8.4	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL



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9. Property Maintenance					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
9.1	All records relating to the maintenance of the school carried out by contractors	No		Current + 6 years	SECURE DISPOSAL
9.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current + 6 years	SECURE DISPOSAL



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10. Pupil's					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
10.1	Pupil Registration form – paper copy	Yes		Date of Leaving + 6 years	SECURE DISPOSAL
10.2	Pupil Details held on SIMS electronically	Yes		Date of leaving + 18 years or until aged 25 whichever is earlier	Deleted Electronically
10.3	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. 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 returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.
10.4	Public Examination Results – Pupil Copies	Yes		This information should be added to the pupil file	SECURE DISPOSAL
10.5	Internal Examination Results – Pupil Copies	Yes		This information should be added to the pupil file	SECURE DISPOSAL



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10. Pupil's					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
10.6	Child Protection information held on pupil file	Yes	Keeping children safe in education Statutory guidance for schools and colleges	Date of Birth + 25 years Original copies to destination school and copies kept securely	SECURE DISPOSAL
10.7	CPOMS Records	Yes		Permanent - held electronically	
10.8	Mobile Phone Consent	Yes		Current Academic Year	SECURE DISPOSAL
10.9	Walking / Cycling to School Consent	Yes		Current Academic Year	SECURE DISPOSAL
10.10	Asthma Information	Yes		Held until child leaves school	SECURE DISPOSAL
10.11	Epipen / Jex Pen Information	Yes		Held until child leaves school	SECURE DISPOSAL / HANDED TO PARENT
10.12	School Risk Assessment following injury	Yes			SECURE DISPOSAL
10.13	Home School Agreements	Yes		Current Academic Year	SECURE DISPOSAL
10.14	Local Trip Consent	Yes		Current Academic Year	SECURE DISPOSAL
10.15	School Reports – Electronic Copy	Yes		Held Electronically	
10.16	Administration of Medicine Forms	Yes		Current + 6 years	SECURE DISPOSAL
10.17	Use of Images Consent	Yes		Retain whilst the child remains at the primary school	SECURE DISPOSAL
10.18	ICT Acceptable Use Consent	Yes		Retain whilst the child remains at the primary school	SECURE DISPOSAL



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11. Attendance					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
11.1	Attendance Registers – paper copy	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Date of entry + 1 years	SECURE DISPOSAL
11.2	Attendance Records – electronic	Yes		Held electronically on pupil file	
11.3	Leave of absence forms	No		Date of absence + 1 years	SECURE DISPOSAL



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12. SEN					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
12.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
12.2	EHCP maintained under section 234 of the Education Act 1990 and any amendments made to that EHCP	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years	SECURE DISPOSAL unless file has to be kept through a „legal hold“.
12.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years	SECURE DISPOSAL unless file has to be kept through a „legal hold“.
12.4	Pupil Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years	SECURE DISPOSAL unless file has to be kept through a „legal hold“



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13. Statistics and Management Information					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
13.1	SATs Records: Pupil Results	Yes		The electronic 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. If the school keeps 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/SHRED
13.2	Exam Papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
13.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
13.4	Value Added and Contextual Data (RAISE/ASP)	Yes		Current year + 6 years	SECURE DISPOSAL
13.5	SEF/SSE	Yes		Current year + 6 years	SECURE DISPOSAL



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14. Implementation of the Curriculum					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
14.1	Scheme of Work / Rolling Programme	No		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/SHRED
14.2	Record of Homework set	No		Current year + 1 year	STANDARD DISPOSAL
14.3	Pupil's Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL



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15. Educational Visits Outside the Classroom					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
15.1	Records created by schools to obtain approval to run a Residential Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers" Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of Visit + 14 years	SECURE DISPOSAL
15.2	Trip Packs for non-residential educational trips where there has been no major incident	Yes		Date of trip + 2 years	SECURE DISPOSAL
15.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
15.4	Trip Packs for non-residential educational trips where there has been a major incident	Yes		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
15.5	Parental permission slips for school trips – where there has been a major incident	Yes	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



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16. Home-School Liaison					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
16.1	Day Books/Diaries	Yes		Current year + 2 years then review	SECURE DISPOSAL
16.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	SECURE DISPOSAL
16.3	Referral forms	Yes		While the referral is current	SECURE DISPOSAL
16.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
16.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL/DELETE
16.6	Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL



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17. Leicestershire County Council					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
17.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
17.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
17.3	Census Returns	No		Current year + 5 years	SECURE DISPOSAL
17.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL



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18. Central Government					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
18.1	OfSTED Reports and papers	No		Life of the report the REVIEW	SECURE DISPOSAL
18.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
18.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL



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19. CCTV					
	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record
19.1	Routine Footage	Yes		31 days	DELETED
19.2	Footage stored due to an exceptional incident	Yes		As long as required (determined by outcome, e.g. police investigation)	DELETED