

Records Management Policy

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy was created and ratified by the Wensum Trust Board:	February 2022
Responsible for updating:	Director of Operations & Finance
This policy will be reviewed by the Wensum Trust Board: (unless earlier review is recommended by the Wensum Trust)	February 2025
Policy Version:	V2.0
Signed by the Chair of the Board of Trustees:	

Records Management Policy

The Trust and academies within the Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the academy, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

1. Scope of the policy

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

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

1.3 A small percentage of the Trust's records will be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the County Archives Service.

2. Responsibilities

2.1 The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Chief Executive Officer for the Trust and along with the Head teacher / Principal for each academy within the Trust.

2.2 The person responsible for records management in the academy will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Trust's retention schedule.

3. Relationship with existing policies

This policy has been drawn up within the context of:

- Data Protection policy
- in addition, with other legislation or regulations (including audit, equal opportunities and ethics) affecting the trust.

Retention Schedule

The retention schedule is based on the Information Management Toolkit for Academy, Information Records Management Society.

Retention Schedule

Contents

1. Governance, Funding and Financial Management of the Academy Trust.....	5
1.1 Governance.....	5
1.2 Board of Directors, Members Meetings and Governing Body.....	6
1.3 Funding and Finance.....	8
1.4 Policies, Frameworks and Overarching Requirements.....	12
2. Human Resources.....	13
2.1 Recruitment.....	13
2.2 Operational Staff Management.....	14
2.3 Management of Disciplinary and Grievance Processes.....	14
2.4 Health and Safety.....	15
3. Management of the Academy.....	17
3.1 Admissions.....	17
3.2 Headteacher and Senior Management Team.....	18
3.3 Operational Administration.....	19
4. Property Management.....	21
4.1 Property Management.....	21
4.2 Maintenance.....	21
5. Pupil Management.....	23
5.1 Pupil’s Educational Record.....	23

5.2 Attendance.....	24
5.3 Special Educational Needs	25
6. Curriculum Management.....	26
6.1 Statistics and Management Information	26
6.2 Implementation of Curriculum	26
7. Extra-Curricular Activities	27
7.1 Educational Visits outside the Classroom	27
7.2 Walking Bus.....	27
8. Central Government and Local Authority.....	28
8.1 Local Authority.....	28
8.2 Central Government	28
9. Lettings Administration.....	29
9.1 Lettings Administration.....	29
10. Media and Publications.....	29
10.1 Photographs and Videos	29
10.2 Written Communication	30

1. Governance, Funding and Financial Management of the Academy Trust

1.1 Governance				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
1.1.1	Governance Statement	Life of governance statement + 6 years	Secure disposal (<i>e.g. confidential waste bins or shredding</i>)	
1.1.2	Articles of Association	Life of the Academy / Trust		
1.1.3	Memorandum of Association	Can be disposed of once the Academy / Trust has been incorporated	Secure disposal	
1.1.4	Memorandum of Understanding of Shared Governance among Schools	Life of Memorandum of Understanding + 6 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
1.1.5	Constitution	Life of the Academy / Trust		
1.1.6	Special Resolutions to amend the Constitution	Life of the Academy / Trust		
1.1.7	Written Scheme of Delegation	Life of Written Scheme of Delegation + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
1.1.8	Directors – Appointment	Life of appointment + 6 years	Secure disposal	
1.1.9	Directors – Disqualification	Date of disqualification + 15 years	Secure disposal	Company Directors Disqualification Act 1986
1.1.10	Directors – Termination of Office	Date of termination + 6 years	Secure disposal	
1.1.11	Annual Report – Trustees Report	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
1.1.12	Annual Report and Accounts	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)
1.1.13	Annual Return	Date of report + 10 years	Secure disposal	Companies Act 2006 (<i>section 355</i>)

1.1.14	Appointment of Trustees, Governors and Directors	Life of appointment + 6 years	Secure disposal	
1.1.15	Statement of Trustees Responsibilities	Life of appointment + 6 years	Secure disposal	
1.1.16	Appointment and removal of Members	Life of appointment + 6 years	Secure disposal	
1.1.17	Strategic Review	Date of review + 6 years	Secure disposal	
1.1.18	Strategic Plan or School Development Plan	Date of review + 6 years	Secure disposal	
1.1.19	Accessibility Plan	Life of plan + 6 years	Secure disposal	Limitation Act 1980 (<i>section 2</i>)

1.2 Board of Directors, Members Meetings and Governing Body				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
1.2.1	Board Meeting Minutes	Date of meeting + 10 years	Offer to archives	Companies Act 2006 (<i>section 248</i>)
1.2.2	Board Decisions	Date of meeting + 10 years	Offer to archives	
1.2.3	Board Meeting: Annual Schedule of Business	Current year	Secure disposal	
1.2.4	Board Meeting: Procedures for conduct of meeting	Date procedures superseded + 6 years	Secure disposal	Limitation Act 1980 (<i>section 2</i>)
1.2.5	Minutes relating to any committees set up by the Board of Directors	Date of meeting + 10 years	Offer to archives	
1.2.6	Records relating to the management of General Members' Meetings	Date of meeting + 10 years	Offer to archives	Companies Act 2006 (<i>section 248</i>)

1.2.7	Records relating to the management of the Annual General Meeting	Date of meeting + 10 years	Offer to archives	Companies Act 2006 (<i>section 248</i>)
1.2.8	Agendas for Governing Body meetings	One copy should be retained with the master set of minutes	Secure disposal	
1.2.9	Minutes and papers considered at meetings of the Governing Body and committees	Principal set – life of the Academy Inspection copies – date of meeting + 3 years	Secure disposal	
1.2.10	Reports presented to the Governing Body	Date of report + 6 years, unless minutes refer directly to individual reports then they should be kept for the life of the Academy	Secure disposal or retain with the signed set of minutes	
1.2.11	Meeting papers relating to the annual parents' meeting	Date of meeting + 6 years	Secure disposal	Education Act 2002 (<i>section 33</i>)
1.2.12	Trusts and Endowments managed by the Governing Body	Permanent		
1.2.13	Records relating to companies dealt with by the Governing Body	Date of resolution + 6 years then review for further retention in case of contentious disputes	Secure disposal	
1.2.14	Annual Reports	Date of report + 10 years	Secure disposal	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No. 1171
1.2.15	Register of Directors	Life of the Academy / Trust + 6 years	Secure disposal	Companies Act 2006
1.2.16	Register of Directors' interests	Life of the Academy / Trust + 6 years	Secure disposal	
1.2.17	Register of Directors' residential addresses	Life of the Academy / Trust + 6 years	Secure disposal	Companies Act 2006
1.2.18	Register of gifts, hospitality and entertainments	Life of the Academy / Trust + 6 years	Secure disposal	Companies Act 2006
1.2.19	Register of Members	Life of the Academy / Trust + 6 years	Secure disposal	Companies Act 2006
1.2.20	Register of Secretaries	Life of the Academy / Trust + 6 years	Secure disposal	Companies Act 2006
1.2.21	Register of Trustees interests	Life of the Academy / Trust + 6 years	Secure disposal	

1.2.22	Declaration of Interests Statements (Governors)	Life of the Academy / Trust + 6 years	Secure disposal	
--------	---	---------------------------------------	-----------------	--

1.3 Funding and Finance				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
1.3.1	Statement of financial activities for the year	Current financial year + 6 years	Secure disposal	
1.3.2	Financial planning	Current financial year + 6 years	Secure disposal	
1.3.3	Value for money statement	Current financial year + 6 years	Secure disposal	
1.3.4	Records relating to the management of VAT	Current financial year + 6 years	Secure disposal	
1.3.5	Whole government accounts return	Current financial year + 6 years	Secure disposal	
1.3.6	Borrowing powers	Current financial year + 6 years	Secure disposal	
1.3.7	Budget plan	Current financial year + 6 years	Secure disposal	
1.3.8	Charging and remissions policy	Date of policy + 3 years	Secure disposal	
1.3.9	Audit committee and appointment of responsible officers	Life of the Academy	Secure disposal	
1.3.10	Independent Auditor's report on regularity	Current financial year + 6 years	Secure disposal	
1.3.11	Independent Auditor's report on financial statements	Current financial year + 6 years	Secure disposal	
1.3.12	Funding Agreement with Secretary of State and supplemental funding agreements	Date of last payment + 6 years	Secure disposal	

1.3.13	Funding Agreement – Termination of the funding agreement	Date of last payment + 6 years	Secure disposal	
1.3.14	Funding Records – Capital Grant	Date of last payment + 6 years	Secure disposal	
1.3.15	Funding Records – Earmarked Annual Grant (EAG)	Date of last payment + 6 years	Secure disposal	
1.3.16	Funding Records – General Annual Grant	Date of last payment + 6 years	Secure disposal	
1.3.17	Per pupil funding records	Date of last payment + 6 years	Secure disposal	
1.3.18	Exclusion agreements	Date of last payment + 6 years	Secure disposal	
1.3.19	Funding records	Date of last payment + 6 years	Secure disposal	
1.3.20	Gift Aid and Tax Relief	Date of last payment + 6 years	Secure disposal	
1.3.21	Records relating to loans	Date of last payment on loan + 6 years (<£10,000) Date of last payment on loan + 12 years (>£10,000)	Secure disposal	
1.3.22	Maternity pay records	Current year + 3 years	Secure disposal	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
1.3.23	Records held under Retirement Benefits Schemes	From the end of the year in which accounts were signed + 6 years	Secure disposal	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI1995/3103)
1.3.24	Management of the Teachers' Pension Scheme	Date of last payment + 6 years	Secure disposal	
1.3.25	Records relating to pension registrations	Date of last payment + 6 years	Secure disposal	
1.3.26	Payroll records	Date of payroll run + 6 years	Secure disposal	
1.3.27	Insurance policies	Date of the expiry + 6 years	Secure disposal	

1.3.28	Records relating to the settlement of insurance claims	Date claim settled + 6 years	Secure disposal	
1.3.29	Employer's Liability Insurance Certificate	Closure of the school + 40 years	Secure disposal	
1.3.30	Investment policies	Life of investment + 6 years	Secure disposal	
1.3.31	Management of Endowment Funds	Life of the fund + 6 years	Secure disposal	
1.3.32	Annual accounts	Current year + 6 years	Standard disposal	
1.3.33	Loans and grants managed by the school	Date of last payment on the loan + 12 years then review	Secure disposal	
1.3.34	Student Grant applications	Current year + 3 years	Secure disposal	
1.3.35	All records relating to the creation and management of budgets, including Annual Budget statement and background papers	Life of the budget + 3 years	Secure disposal	
1.3.36	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years	Secure disposal	
1.3.37	Records relating to the collection and banking of monies	Current financial year + 6 years	Secure disposal	
1.3.38	Records relating to the identification and collection of debt	Current financial year + 6 years	Secure disposal	
1.3.39	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	Secure disposal	Limitation Act 1980
1.3.40	All records relating to the management of contracts under signature	Last payment on the contract + 6 years	Secure disposal	Limitation Act 1980
1.3.41	Records relating to the monitoring of contracts	Current year + 2 years	Secure disposal	

1.3.42	Inventories of furniture and equipment	Current year + 6 years	Secure disposal	
1.3.43	Burglary, theft and vandalism report forms	Current year + 6 years	Secure disposal	
1.3.44	Records relating to the leasing of shared facilities, such as sports centres	Current year + 6 years	Secure disposal	
1.3.45	Land and building valuations	Date of valuation + 6 years	Secure disposal	
1.3.46	Disposal of assets	Date asset disposed + 6 years	Secure disposal	
1.3.47	Community school leases for land	Date lease expires + 6 years	Secure disposal	
1.3.48	Commercial transfer arrangements	Date of transfer + 6 years	Secure disposal	
1.3.49	Transfer of land to the Academy Trust	Life of land ownership then transfer to new owner	Secure disposal	
1.3.50	Transfers of freehold land	Life of land ownership then transfer to new owner	Secure disposal	
1.3.51	School Fund – cheque books	Current year + 6 years	Secure disposal	
1.3.52	School Fund – Paying in books	Current year + 6 years	Secure disposal	
1.3.53	School Fund – Ledger	Current year + 6 years	Secure disposal	
1.3.54	School Fund – Invoices	Current year + 6 years	Secure disposal	
1.3.55	School Fund – Receipts	Current year + 6 years	Secure disposal	
1.3.56	School Fund – Bank statements	Current year + 6 years	Secure disposal	
1.3.57	School Fund – Journey Books	Current year + 6 years	Secure disposal	
1.3.58	Free school meals registers	Current year + 6 years	Secure disposal	
1.3.59	School meal registers	Current year + 3 years	Secure disposal	
1.3.60	School meals summary sheets	Current year + 3 years	Secure disposal	

1.4 Policies, Frameworks and Overarching Requirements				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
1.4.1	Data Protection Policy, including any protection notification	Date policy superseded + 6 years	Secure disposal	
1.4.2	Freedom of Information Policy	Date policy superseded + 6 years	Secure disposal	
1.4.3	Information Security Breach Policy	Date policy superseded + 6 years	Secure disposal	
1.4.4	Special Educational Needs Policy	Date policy superseded + 6 years	Secure disposal	
1.4.5	Complaints Policy	Date policy superseded + 6 years	Secure disposal	
1.4.6	Risk and Control Framework	Life of framework + 6 years	Secure disposal	
1.4.7	Rules and Bylaws	Date of rules or bylaws superseded + 6 years	Secure disposal	
1.4.8	Home School Arrangements	Date agreement revised + 6 years	Secure disposal	
1.4.9	Equality Information and Objectives (public sector equality duty) Statement for publication	Date of statement + 6 years	Secure disposal	

2. Human Resources

2.1 Recruitment				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
2.1.1	All records leading up to the appointment of a new Headteacher	Date of appointment + 6 years	Secure disposal	
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months	Secure disposal	
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	All relevant information should be added to the personnel file and all other information retained for 6 months	Secure disposal	
2.1.4	Pre-employment vetting information – DBS checks	A copy of the DBS certificate should be added to the personnel file	Secure disposal	DBS Update Service Employer Guide – June 2014
2.1.5	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure	Documents should be checked, a note made of what was seen, and what has been checked. Documentation can be added to the personnel file if necessary.	Secure disposal	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the UK	Added to personnel file. Kept until termination of employment + 2 years.	Secure disposal	An employer's guide to right to work checks – Home Office – May 2015
2.1.7	Records relating to the employment of overseas teachers	Added to personnel file. Kept until termination of employment + 2 years.	Secure disposal	
2.1.8	Records relating to the TUPE process	Date last member of staff transfers or leaves the organisation + 6 years	Secure disposal	

2.2 Operational Staff Management				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
2.2.1	Personnel file, including employment contract and staff training records	Termination of employment + 6 years	Secure disposal	Limitation Act 1980 (Section 2)
2.2.2	Timesheets	Current year + 6 years	Secure disposal	
2.2.3	Annual appraisal records	Current year + 5 years	Secure disposal	
2.2.4	Records relating to the agreement of pay and conditions	Date pay and conditions superseded + 6 years	Secure disposal	
2.2.5	Training needs analysis	Current year + 1 year	Secure disposal	

2.3 Management of Disciplinary and Grievance Processes				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
2.3.1	Allegation of child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer Allegations found to be malicious should be removed from the personnel file	Secure disposal	Keeping children safe in education Statutory guidance for schools and colleges. Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children
2.3.2	Disciplinary Proceedings			
	Oral warning	Date of warning + 6 months	Secure disposal <i>If placed on personnel file they must be removed from the file and disposed of</i>	
	Written warning – level 1	Date of warning + 6 months	Secure disposal	

			<i>If placed on personnel file they must be removed from the file and disposed of</i>	
	Written warning – level2	Date of warning + 12 months	Secure disposal <i>If placed on personnel file they must be removed from the file and disposed of</i>	
	Final warning	Date of warning + 18 months	Secure disposal <i>If placed on personnel file they must be removed from the file and disposed of</i>	
	Case not found	Conclusion of case <i>If child protection relating then see section 2.3.1</i>	Secure disposal	

2.4 Health and Safety				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
2.4.1	Health and Safety Policy Statements	Life of policy + 3 years	Secure disposal	
2.4.2	Health and Safety Risk Assessments	Life of risk assessment + 3 years	Secure disposal	
2.4.3	Records relating to accident / injury at work	Date of incident + 12 years <i>Further retention period may be required for serious accidents</i>	Secure disposal	
2.4.4	Accident Reporting	Adults: Date of incident + 6 years Children: DOB of the child + 25 years	Secure disposal	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security

				Administration Act 1992 Section 8. Limitation Act 1980.
2.4.5	Control of Substances Hazardous to Health (COSHH)	Current year + 40 years	Secure disposal	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No. 2677 Regulation 11; <i>records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2)</i>
2.4.6	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	Secure disposal	Control of Asbestos at Work Regulations 2012 SI 1012 No. 632 Regulation 19
2.4.7	Process of monitoring of areas where employees and persons likely to have become in contact with radiation	Last action + 50 years	Secure disposal	
2.4.8	Fire Precautions log books	Current year + 6 years	Secure disposal	
2.4.9	Fire risk assessments	Life of risk assessment + 6 years	Secure disposal	Fire Service Order 2005
2.4.10	Incident reports	Current year + 20 years	Secure disposal	

3. Management of the Academy

3.1 Admissions				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
3.1.1	All records relating to the creation and implementation of the School Admissions' Policy	Life of the policy + 3 years then review	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.1.2	Admissions – if the admission is successful	Date of admission + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.1.3	Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014

3.1.4	Register of admissions	Date of entry + 3 years	Review – schools may wish to keep permanently	School attendance: Department advice for maintained schools, Academies, independent schools and local authorities – October 2014
3.1.5	Admissions – Secondary Schools – Casual	Current year + 1 year	Secure disposal	
3.1.6	Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	Secure disposal	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels – December 2014
3.1.7	Supplementary information form, including additional information such as religion and medical conditions	Added to the pupil file for successful admissions Until the appeals process is completed for unsuccessful admissions	Secure disposal	

3.2 Headteacher and Senior Management Team				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
3.2.1	Log books of activity in the school maintained by the Headteacher	Date of last entry + 6 years then review	Offered to Country Archives	
3.2.2	Minutes of senior management team meetings and meetings of other internal administrative bodies	Date of the meeting + 3 years then review	Secure disposal	

3.2.3	Reports created by the Headteacher or management team	Date of the report + 3 years then review	Secure disposal	
3.2.4	Records created by the Headteacher, senior leaders or middle managers	Date of the report + 3 years then review	Secure disposal	
3.2.5	Correspondence created by the Headteacher, senior leaders or middle managers	Date of correspondence + 3 years then review	Secure disposal	
3.2.6	Professional development plans	Life of plan + 6 years	Secure disposal	

3.3 Operational Administration				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
3.3.1	Management of complaints	Date of complaint + 3 years	Secure disposal	
3.3.2	Records relating to the management of contracts with external providers	Date of last payment on contract + 6 years	Secure disposal	
3.3.3	Records relating to the management of software licences	Date licence expires + 6 years	Secure disposal	
3.3.4	General file series	Current year + 5 years then review	Secure disposal	
3.3.5	Records relating to the creation and publication of the school prospectus	Current year + 3 years	Standard disposal	
3.3.6	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year	Standard disposal	
3.3.7	Newsletters and other items with a short operational use	Current year + 1 year	Standard disposal	

3.3.8	Visitors' books and signing in sheets	Current year + 6 years then review	Secure disposal	
3.3.9	Records relating to the creation and management of Parent Teacher Associations	Current year + 6 years then review	Secure disposal	

4. Property Management

4.1 Property Management				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
4.1.1	Title deeds of properties belonging to the trust	Permanent <i>These should follow the property unless the property has been registered with the Land Registry</i>		
4.1.2	Plans of property belonging to the trust	<i>These should be retained whilst the building belongs to the trust and should be passed onto any new owners if the building is leased or sold.</i>		
4.1.3	Leases of property leased by or to the trust	Expiry of lease + 6 years	Secure disposal	
4.1.4	Records relating to the letting of academy premises	Current financial year + 6 years	Secure disposal	
4.1.5	Business continuity and disaster recovery plans	Date the plan superseded + 3 years	Secure disposal	

4.2 Maintenance				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
4.2.1	All records relating to the maintenance of the academy carried out by contractors	Current year + 6 years	Secure disposal	

4.2.2	All records relating to the maintenance of the academy carried out by trust employees including log books	Current year + 6 years	Secure disposal	
-------	---	------------------------	-----------------	--

5. Pupil Management

5.1 Pupil's Educational Record				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
5.1.1	Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005	Primary: retain whilst the child remains at the primary school Secondary: DOB of the pupil + 25 years	Primary: the file should follow the pupil when they leave the school. This will include to another primary school, a secondary school, a pupil referral unit. If a pupil dies whilst at primary school the file should be transferred to the Local Authority to be retained for the statutory retention period. If a pupil transfers to an independent school, is home schooled or leaves the country the file should be transferred to the Local Authority to be retained for the statutory period. Secondary: Secure disposal	The Education (Pupil Information) (England) Regulations 2005 Limitation Act 1980 (Section 2)
5.1.2	Records relating to the management of exclusions	DOB of pupil involved + 25 years	Secure disposal	
5.1.3	Management of examination results	Refer to examination board		

5.1.4	Examination Results – Pupil Copies	Added to the pupil file (both internal and public)	All uncollected certificates should be returned to the examination board	
5.1.5	Child Protection information held on pupil file	Added to pupil file (in a sealed envelope)	Secure disposal (must be shredded)	Keeping children safe in education Statutory guidance for schools and colleges. Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children.
5.1.6	Child Protection information held in separate files	DOB of child + 25 years <i>The principal copy of this information will be found on the Local Authority Social Services record</i>	Secure disposal (must be shredded)	Keeping children safe in education Statutory guidance for schools and colleges. Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children.

5.2 Attendance				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
5.2.1	Attendance Registers	Date of entry + 3 years	Secure disposal	School attendance: Department advice for maintained schools, academies, independent schools and local authorities, October 2014
5.2.2	Correspondence relating to authorised absence	Current academic year + 2 years	Secure disposal	Education Act 1996 (<i>Section 7</i>)

5.3 Special Educational Needs				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	DOB of child + 25 years	Secure disposal	Limitation Act 1980 (<i>Section 2</i>)
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	DOB of child + 25 years (as part of pupil file)	Secure disposal – unless the document is subject to a legal hold	Education Act 1996 Special Educational Needs and Disability Act 2001 (<i>Section 1</i>)
5.3.3	Advice and information provided to parents regarding educational needs	DOB of child + 25 years (as part of pupil file)	Secure disposal – unless the document is subject to a legal hold	Special Educational Needs and Disability Act 2001 (<i>Section 2</i>)
5.3.4	Accessibility Strategy	DOB of child + 25 years (as part of pupil file)	Secure disposal – unless the document is subject to a legal hold	Special Educational Needs and Disability Act 2001 (<i>Section 14</i>)

6. Curriculum Management

6.1 Statistics and Management Information				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
6.1.1	Curriculum returns	Current year + 3 years	Secure disposal	
6.1.2	Examination Results – Schools copy	Current year + 6 years	Secure disposal	
	SATS records – results	Individual pupils: added to pupil file Whole cohorts: Current year + 6 years	Secure disposal	
	SATS records – examination papers	Until the appeals / validation process is complete	Secure disposal	
6.1.3	Published Admission Number (PAN) Reports	Current year + 6 years	Secure disposal	
6.1.4	Value Added and Contextual Data	Current year + 6 years	Secure disposal	
6.1.5	Self-Evaluation Forms	Current year + 6 years	Secure disposal	

6.2 Implementation of Curriculum				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
6.2.1	Schemes of Work	Current year + 1 year	Secure disposal	
6.2.2	Timetable	Current year + 1 year	Secure disposal	
6.2.3	Class Record Books	Current year + 1 year	Secure disposal	
6.2.4	Mark Books	Current year + 1 year	Secure disposal	
6.2.5	Record of homework set	Current year + 1 year	Secure disposal	
6.2.6	Pupil's Work	Returned to the pupil at the end of the year or current year + 1 year if not possible	Secure disposal	

7. Extra-Curricular Activities

7.1 Educational Visits outside the Classroom				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
7.1.1	Records created by the academy to obtain approval to run an Educational Visit outside of the Classroom	Primary: Date of visit + 14 years Secondary: Date of visit + 10 years	Secure disposal	Outdoor Education Advisers' Panel National Guidance, Section 3 <i>Legal Frameworks and Systems</i> and Section 4 <i>Good Practice</i>
7.1.2	Parental consent forms for academy trips where there has been no major incident	Conclusion of the trip	Secure disposal	
7.1.3	Parental consent forms for academy trips where there has been a major incident	DOB of the pupil + 25 years <i>This relates to the DOB of the pupil involved in the incident. Consent forms for all other pupils should also be retained</i>	Secure disposal	Limitation Act 1980 (Section 2)
7.1.4	Records relating to residential trips	Date of birth of youngest pupil involved + 25 years	Secure disposal	

7.2 Walking Bus				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
7.2.1	Walking Bus Registers	Date of the register + 3 years	Secure disposal	

8. Central Government and Local Authority

8.1 Local Authority				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
8.1.1	Secondary Transfer Sheets (Primary)	Current year + 2 years	Secure disposal	
8.1.2	Attendance Returns	Current year + 1 year	Secure disposal	
8.1.3	School Census Returns	Current year + 5 years	Secure disposal	

8.2 Central Government				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
8.2.1	OFSTED reports and papers	Life of the report	Secure disposal	
8.2.2	Returns made to central government	Current year + 6 years	Secure disposal	
8.2.3	Circulars and other information sent from the central government	Until end of operational use	Secure disposal	

9. Lettings Administration

9.1 Lettings Administration				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
9.1.1	Email / other correspondence from hirers	Duration of hire	Secure disposal	
9.1.2	Email / other correspondence from public (non-hirer)	Date of correspondence + 1 year	Secure disposal	
9.1.3	Email / other correspondence from staff	Date of correspondence + 3 years	Secure disposal	
9.1.4	Hire forms / documentation from hirer	Duration of hire	Secure disposal	
9.1.5	Invoices – hirers	Current year + 6 years	Secure disposal	
9.1.6	Invoice reminders – hirers	Current year + 6 years	Secure disposal	

10. Media and Publications

10.1 Photographs and Videos				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
10.1.1	Photograph as part of the school management information system	Primary: retain whilst the child remains at the primary school Secondary: DOB of the pupil + 25 years	Securely archived Secure disposal	

10.1.2	Photographs displayed within the school	Date of leaving + 2 years	Secure disposal	
10.1.3	Photographs / videos on the school website	Date of leaving + 2 years	Secure disposal	
10.1.4	Photographs / videos on social media	<i>In the public domain</i>		
10.1.5	Photographs on printed material (internal)	Date of leaving + 2 years	Secure disposal	
10.1.6	Photographs on printed material (external)	<i>In the public domain</i>		
10.1.7	Photographs / videos on school network	Date of leaving + 2 years	Secure disposal	

10.2 Written Communication				
	Basic file description	Retention Period	Action at the end of the administrative life of the record	Statutory Provisions
10.2.1	Newsletters / other printed material	Date of leaving + 2 years	Secure disposal	
10.2.2	Articles on school website / blogs	Date of leaving + 2 years	Secure disposal	
10.2.4	Articles on social media	<i>In the public domain</i>		