

Data Retention Schedule

Purpose

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the records which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. If there is an administrative need to keep a certain record for longer than that shown in the retention schedule, then the school may do so (documenting the reason for such further retention). The retention schedule refers to all information, regardless of the media in which they are stored.

Benefits

There are a number of benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be “normal processing” under Data Protection Legislation and the Freedom of Information Act 2000. Provided members of staff are managing record series using the retention schedule they cannot be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- Members of staff can be confident about destroying information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection Legislation will be available when required.
- The school is not maintaining and storing information unnecessarily

Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series

What to do with records once they have reached the end of their administrative life

Destruction of records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded or placed in the confidential waste system. The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- No of files
- The name of the authorising officer. This could be kept in an Excel spreadsheet or other database format



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1. Child Protection

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Child protection files	Yes	Education Act 2002, s175 related guidance 'Keeping Children Safe in Education 2021'	Date of birth + 25 years	DESTROY	
Allegation of child protection nature against a member of staff, including where the allegation is unfounded	Yes	Keeping Children Safe in Education 2021	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is longer	DESTROY	



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2. Governors

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Minutes					
<ul style="list-style-type: none"> Principal set (signed) 	No		Permanent	Retain in school for 6 years from date of meeting	Destroy
<ul style="list-style-type: none"> Inspection copies 	No		Date of meeting + 3 years	DESTROY [If these minutes contain any sensitive personal information they should be shredded]	
Agendas	No		Date of meeting	DESTROY	
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Destroy
Annual Parents' meeting papers	No		Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Destroy
Instruments of Government	No		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
Action Plans	No		Date of action plan + 3 years	DESTROY	
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past	Destroy



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				decision making process)	
Complaints files	Yes		Date of resolution of complaint + 6 years	DESTROY BY SHREDDING	
Annual Reports required by the Department for Education	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Retain in school for 10 years from date of report	Transfer to Archives



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3. Management

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Destroy
Reports made by the Principal or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Destroy
Records created by the Principal and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	DESTROY	
Correspondence created by the Principal and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY	
Professional development plans	Yes		Completion of plan + 6 years	DESTROY	
School development plans	No		Completion of plan + 6 years	Retain in the school for 6 years from the date of completion of the plan	Destroy



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4. Pupils

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry	Transfer to the Archives
Attendance registers	Yes		Date of register + 3 years	DESTROY [If these records are retained electronically any back up copies should be destroyed at the same time]	
Pupil record cards	Yes		Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Pupil files	Yes		Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the	



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				school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Children SEN Files (to include original Education Health Care, Reviews (proposed, amended or maintained under The Education Act 1996 – Section 324)	Yes		Closure + 35 years	DESTROY BY SHREDDING unless legal action is pending	
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending	
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending	
Letters authorising absence	No		Date of absence + 2 years	DESTROY	
Absence books	No		Current year + 6 years	DESTROY	
Examination results	Yes				
<ul style="list-style-type: none"> Public 	NO		Year of examinations + 6 years	DESTROY	Any certificates left unclaimed should be returned to the



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					appropriate Examination Board
<ul style="list-style-type: none"> • <i>Internal examination results</i> 			Current year + 5 years	DESTROY	
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY	



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5. Curriculum

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development	No		Current year + 6 years	DESTROY
Curriculum returns	No		Current year + 3 years	DESTROY
School syllabus	No		Current year + 1 year	DESTROY
Schemes of work	No		Current year + 1 year	DESTROY
Timetable	No		Current year + 1 year	DESTROY
Class record books	No		Current year + 1 year	DESTROY
Mark books	No		Current year + 1 year	DESTROY
Record of homework set	No		Current year + 1 year	DESTROY
Pupils' work	No		Current year + 1 year	DESTROY
Examination results	Yes		Current year + 6 years	DESTROY



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6. Personnel					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	DESTROY	
Staff Personal files	Yes		Termination + 25 years	DESTROY	
Interview notes and recruitment records	Yes		Date of interview + 6 months if unsuccessful. If successful place in personnel file	DESTROY	
Pre-employment vetting information (including DBS checks and identity)	No	DBS guidelines	Last date of employment +12 months	DESTROY [by the designated member of staff]	
Disciplinary proceedings:	Yes				
• Oral warning	Yes		Date of warning + 6 months	DESTROY	
• Written warning – level one	Yes		Date of warning + 6 months	DESTROY	
• Written warning – level two			Date of warning + 12 months	DESTROY	
• Final warning			Date of warning + 18 months	DESTROY	
• Case not found			If child protection see section 1, otherwise destroy immediately	DERSTROY	
Records relating to	Yes		Date of	Review at the	



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accident/injury at work			incident + 12 years	end of this period. In the case of serious accidents a further retention period will need to be applied	
Annual appraisal/assessment records	No		Current year + 5 years	DESTROY	
Salary cards	Yes		Last date of employment + 85 years	DESTROY	
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	DESTROY	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	DESTROY	
Proof of identity and right to work collected as part of the process for checking enhanced DBS disclosure	Yes		These should be checked and a copy of what was checked placed on the personnel file.		



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7. Health and Safety

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Accessibility Plans	Yes	Disability Discrimination Act	Current year + 6 years	DESTROY	
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980			
<ul style="list-style-type: none"> Adults 	Yes		Current year + 3 years	DESTROY	
<ul style="list-style-type: none"> Children 	Yes		DOB + 25 years ₁	DESTROY	
COSHH			Current year + 10 years	Review [where appropriate an additional retention period may be allocated]	DESTROY
Incident reports	Yes		Current year + 20 years	DESTROY	
Policy Statements			Date of expiry + 1 year	DESTROY	
Risk Assessments			Current year + 3 years	DESTROY	
Process of monitoring of areas where employees and persons are likely to have come in		Control of Asbestos at Work Regulations 1987	Last action + 40 years	DESTROY	



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contact with asbestos					
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	DESTROY	
Fire Precautions log books			Current year + 6 years	DESTROY	

1 A child may make a claim for negligence for 7 years from their 18 birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.



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8. Administrative					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Employer's Liability certificate			Permanent whilst the school is open	DESTROY once the school has closed	
Inventories of equipment and furniture			Current year + 6 years	DESTROY	
General file series			Current year + 5 years	Retain in school for 5 years	
School brochure/prospectus			Current year + 3 years	DESTROY	
Circulars (staff/parents/pupils)			Current year + 1 year	DESTROY	
Newsletters, ephemera			Current year + 1 year	Retain in school for 1 year	DESTROY
Visitors' book			Current year + 2 years	DESTROY	
PTA/Old Pupils' Associations			Current year + 6 years	Retain in school for 6 years	DESTROY



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9. Finance					
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Annual Accounts		Financial Regulations	Current year + 6 years	DESTROY	
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	DESTROY	
Contracts					
<ul style="list-style-type: none"> under seal 			Contract completion date + 12 years	DESTROY	
<ul style="list-style-type: none"> under signature 			Contract completion date + 6 years	DESTROY	
<ul style="list-style-type: none"> monitoring records 			Current year + 2 years	DESTROY	
Copy orders			Current year + 2 years	DESTROY	
Budget reports, budget monitoring etc			Current year + 3 years	DESTROY	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	DESTROY	
Annual Budget and background papers			Current year + 6 years	DESTROY	
Order books and requisitions			Current year + 6 years	DESTROY	
Delivery Documentation			Current year + 6 years	DESTROY	
Debtors' Records		Limitation Act	Current year + 6 years	DESTROY	
School Fund – Cheque books			Current year + 3 years	DESTROY	
School Fund – Paying in books			Current year + 6 years	DESTROY	
School Fund – Ledger			Current year	DESTROY	



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			+ 6 years		
School Fund – Invoices			Current year + 6 years	DESTROY	
School Fund – Receipts			Current year + 6 years	DESTROY	
School Fund – Bank statements			Current year + 6 years	DESTROY	
School Fund – School Journey books			Current year + 6 years	DESTROY	
Applications for free school meals, travel, uniforms etc.			Whilst child at school	DESTROY	
Student grant applications			Current year + 3 years	DESTROY	
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	DESTROY	
Petty cash books		Financial Regulations	Current year + 6 years	DESTROY	



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10. Property

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Title Deeds			Permanent (i) Non-voluntary aided schools – held at Archives (ii) Voluntary aided schools – held by trustees	These should follow the property	
As-built plans			Permanent	Retain in school whilst operational then	Transfer to Archives
Draft plans			3 years	DESTROY	
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY	
Leases			Expiry of lease + 6 years	DESTROY	
Lettings			Current year + 3 years	DESTROY	
Burglary, theft and vandalism report forms			Current year + 6 years	DESTROY	
Maintenance log books			Last entry + 10 years	DESTROY	
Contractors' Reports			Current year + 6 years	DESTROY	



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11. Local Authorities

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Secondary transfer sheets	Yes		Current year + 2 years	DESTROY	
Attendance returns	Yes		Current year + 1 year	DESTROY	
Circulars from LA	Yes		Whilst required operationally	Review to see if further retention period is required	DESTROY



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12. DfE

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
HMI Reports			These do not need to be kept any longer	DESTROY	
OFSTED reports and papers			Replace former report with any new inspection report	Retain in school while operationally required	DESTROY
Circulars from DfE			Whilst operationally required	Retain in school while operationally required	DESTROY



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13. School Meals

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
Dinner register			Current year + 3 years	DESTROY	
School meals summary sheet			Current year + 3 years	DESTROY	

Review

This policy will be reviewed on an annual basis as a minimum. Next review date 01.02.2023



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