



Registered Charity 1171812

# Records Management and Retention Procedures

Summary	
Policy Reference Number	020
Category	Risk Management
Authorised by	Full Trust Board
Responsibility of	Business Manager
Status	Updated December 2024
Next Review Date	December 2025

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## Introduction

The UK GDPR regulation requires that we keep personal information for no longer than it is necessary for the purpose that it was processed. This procedure has been implemented to ensure we meet this requirement.

Where a trust holds personal information, it will always do so for a purpose that is necessary for it to function effectively. Where it is determined that particular data is 'no longer necessary', it will be destroyed with the guidelines below ensuring the recordkeeping requirements set out in the Data Protection Act (DPA) 1998 are met.

(a) Hard copy records will be placed in approved confidential waste bags.

(b) Electronic records – irretrievably delete records where possible or archive information which will be 'put beyond use'. This means the trust will be:

1. Unable to use the personal data to inform any decision in respect of any individual
2. Not be able to give any other organisation access to the personal data
3. Surround the personal data with appropriate security

The schedule below is arranged by type of record, with the 'Retention Period' column specifying how long the records are kept for and the 'Final Action' column describes how they should be disposed of.

On an annual basis the Trust will review the records that it holds against this schedule.

## Schedule of Records Retention

Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Trustees</b>					
Trustee application forms – successful applicants	Yes	Paper based/lockable filing cabinet or Electronic/password protected		End of term of office + 1 year	Destroy as confidential waste or delete securely if electronic
Trustee application forms – unsuccessful applicants	Yes	Paper based/lockable filing cabinet or Electronic/password protected		Date of election + 6 months	Destroy as confidential waste or delete securely if electronic
Records relating to complaints dealt with by the Trustee Board	Yes	Paper based/lockable filing cabinet or Electronic/password protected		Date of resolution of complaint + 7 years	Destroy as confidential waste or delete securely if electronic
Records for all full governing body, committee and panel meetings, including: a) agendas b) any report, statutory policy (including Admissions Policy) or other paper considered at governing body meeting c) signed minutes	Yes, if meeting deals with staff matters	Paper based/lockable filing cabinet or Electronic/password protected	School Governance (England) Regulations (2013)	Permanent	

Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Individual Pupil Records</b>					
MIS data	Yes	Integris/password protected		25 years from date of birth	Deleted from database
Examination Results	Yes	Paper based/lockable filing cabinet or Electronic/password protected		7 years from student leaving school	Destroy as confidential waste or delete securely if electronic

Pupil records including reports, performance records	Yes	Provision Map/password protected, electronic or paper based/lockable filing cabinet	Limitation Act 1980	25 years from date of birth	Archived on leaving date and deleted securely or destroy as confidential waste
SEN Records/medical records Includes: <ul style="list-style-type: none"> <li>• SEN reviews</li> <li>• Individual Education Plans (IEPs) / pupil profiles</li> <li>• Health questionnaires</li> <li>• Parental consent forms</li> <li>• Health care plans</li> <li>• Records of medicine administered</li> <li>• Work experience agreement</li> </ul>	Yes	Provision Map/password protected or Paper based/lockable filing cabinet		25 years from date of birth	Archived on leaving date and deleted securely or destroy as confidential waste
Activity Trip consent form signed by parent/guardian where no incident occurs	Yes	Paper based/lockable filing cabinet or Electronic/password protected		Date of event plus 1 year	Destroy as confidential waste or delete securely if electronic
Activity Trip consent form signed by parent/guardian where a major incident occurs	Yes	Paper based/lockable filing cabinet or Electronic/password protected	Limitation Act 1980	Date of birth of child involved in incident plus 22 years	Destroy as confidential waste or delete securely if electronic
Admission forms, including photo permissions, permission to go off site	Yes	Paper based/lockable filing cabinet or Electronic/password protected		When pupil leaves school	Destroy as confidential waste or delete securely if electronic

Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Human Resources</b>					
Interview notes and recruitment records (including any preemployment vetting information) for unsuccessful candidates	Yes	Paper based/lockable filing cabinet or Electronic/password protected		Date of Interview + 1 year (unless we have authority to keep the person's details on record should future opportunities come up)	Destroy as confidential waste or delete securely if electronic
Pre-employment vetting information (successful DBS checks)	Yes	Paper based/lockable filing cabinet or Electronic/password protected	DfE 'KCSIE' guidance (regularly updated)	Maximum of date of check + 6 months	Destroy as confidential waste or delete securely if electronic
Staff personnel files	Yes	Paper based/lockable filing cabinet or Electronic/password protected	Limitation Act (1980)	End of employment + 7 years	Destroy as confidential waste or delete securely if electronic
Staff sickness records	Yes	Paper based/lockable filing cabinet or Electronic/password protected		End of employment + 7 years as staff personnel files	Destroy as confidential waste or delete securely if electronic
Disciplinary Proceedings (non-safeguarding/child protection related)	Yes	Paper based/lockable filing cabinet or Electronic/password protected		End of employment + 7 years as staff personnel files	Destroy as confidential waste or delete securely if electronic
Disciplinary Proceedings (safeguarding/child protection related)	Yes	Paper based/lockable filing cabinet or Electronic/password protected	DfE 'KCSIE' guidance (regularly updated)	Until normal pension age, or for 10 years from date of allegation, whichever is longer	Destroy as confidential waste or delete securely if electronic
Records of industrial tribunals, disciplinary panes, appeals	Yes	Paper based/lockable filing cabinet or Electronic/password protected	Limitation Act can apply	End of employment + 7 years	

SSP Records	Yes	Stored securely by payroll provider portal/password protected		7 years from first date of leave	Destroy as confidential waste or delete securely if electronic
Staff maternity or paternity pay records	Yes	Stored securely by payroll provider portal/password protected	Statutory Maternity Pay Regulations (1986 – as amended)	4 years from the end of the tax year in which the leave ends	Destroy as confidential waste or delete securely if electronic

Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Finance</b>					
Annual accounts	No	Electronic/password protected		Current year + 6 years	Delete securely
Annual budget and background papers	No	Electronic/password protected		Current year + 6 years	Delete securely
Budget reports and budget monitoring records	No	Electronic/password protected		Current year + 3 years	Delete securely
Records covered by various financial regulations (including: invoices, any records relating to banking)	No	Electronic/password protected	Financial regulations	Current financial year + 6 years	Delete securely
Contracts: under signature		Electronic/password protected	Limitation Act (1980)	Contract completion date + 7 years	Delete securely
Payroll records	Yes	Carter and Coley porta	Financial regulations	Current year + 6 years	
Records relating to individuals' pension details	Yes	Electronic/password protected	Financial regulations	End of employment + 7 years	Delete securely

Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Health and Safety</b>					
Fire logs (records of drills and tests)	Yes	Electronic/password protected	Limitation Act (1980)	Current year + 6 years	Delete securely
Maintenance for any work equipment, ladders, PAT etc	No	Electronic/password protected		Current year + 10 years	Delete securely
Health and Safety Inspection records		Electronic/password protected		Current year + 10 years	Delete securely
Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Property</b>					
Title Deeds for all properties belonging to the school	No	Paper based/lockable filing cabinet or Electronic/password protected		Permanent	Retain in school whilst operational
Plans of all properties belonging to the school	No	Paper based/lockable filing cabinet or Electronic/password protected		Permanent	Retain in school whilst operational
Leases of properties leased to the school	No	Paper based/lockable filing cabinet or Electronic/password protected		Expiry of lease + 7 years	Destroy as confidential waste or delete securely if electronic
Records relating to the letting of school premises	No	Paper based/lockable filing cabinet or Electronic/password protected		Current year + 3 years	Destroy as confidential waste or delete securely if electronic
All maintenance records for the school	No	Paper based/lockable filing cabinet or Electronic/password protected		Current year + 6 years	Destroy as confidential waste or delete securely if electronic
Inventories of equipment and furniture	No	Electronic/password protected		Current year + 6 years	Delete securely
Insurance documents	No	Paper based/lockable filing cabinet or Electronic/password protected		Whilst current + 2 years	Destroy as confidential waste or delete securely if electronic
Grants expenditure records	No	Paper based/lockable filing cabinet or Electronic/password protected		Current + 6 years	Destroy as confidential waste or delete securely if electronic



Type of Record/Document	DPA Applies?	Storage and Security	Statutory Provision	Retention Period	Final Action
<b>Examinations (Private and Trust)</b>					
Access arrangements information	Yes	Paper based/lockable filing cabinet or Electronic/password protected		<b>Trust</b> – in line with retention schedule for CRLT students <b>Private</b> – until the end of the exam cycle plus 2 years	Destroy as confidential waste or delete securely if electronic
Alternative Site Arrangements	No	Paper based/lockable filing cabinet or Electronic/password protected		End of exam cycle	Destroy as confidential waste or delete securely if electronic
Attendance registers/seating plans	Yes	Paper based/lockable filing cabinet or Electronic/password protected		End of exam cycle	Destroy as confidential waste or delete securely if electronic
Certificates	Yes	Paper based/lockable filing cabinet or Electronic/password protected		Until collected by candidate	
Entry Forms	Yes	Paper based/lockable filing cabinet or Electronic/password protected		End of exam cycle	Destroy as confidential waste or delete securely if electronic

\*please refer to examinations Data Protection Policy for more information