

Locating a Record Series

This retention schedule has been split into sections to reflect the different areas and functions which produce records in a school. Click on each tab at the bottom of the screen to switch between each sheet.

The records in each section are listed under sub-headings, which reflect the general functions and activities that occur within that section. You can use these sub-headings to easily browse the schedule and locate the records associated with each activity.

A record series is a group of records that relate to and inform each other. For example, an employee's application form, references, DBS check, tax form, contract and correspondence relating to their employment are different types of records, but come together as a record series as their personnel file. Grouping records together in this way makes managing them easier, as the individual records can be treated as a whole and in the same way. Retention periods are therefore usually provided for record series, rather than different types of records.

The retention schedule contains the following column headings:

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|---------------------------|--|
| Record Series | A basic description of the type of records or file. |
| Notes on Retention | Any statutory provisions, legislation or specific business need that inform how long the records should be kept for. |
| Retention Period | How long the records should be kept for and from what point this should be calculated. |
| Action | What to do once the records reach the end of their retention period. |
| Personal data? | Whether the records contain personal data or not. |

Retention periods should be applied regardless of the format or media the records are in. If a record series is made up of paper records, digital files, and information held within databases, these should all be treated in the same way and have the same retention period applied as is given for that record series.

Applying a Retention Period

Once you have located the record series you want and found its assigned retention period, you will then need to apply this. If the records are out of their retention period, you should carry out the action given in the retention schedule. This may be to destroy/delete the records, transfer them elsewhere, or you may have to review the records to see if their retention period needs to be extended.

Sedlescombe Church of England Primary School Records Retention Schedule - Governing Body

| Record Series | Notes on Retention | Retention Period | Action | Personal data? |
|---|--|---|--|----------------|
| Governing Body Management | | | | |
| Instruments of government | Consult local archive office before disposal | Life of the school | Consult local archive before disposal. | No |
| Scheme of delegation and terms of reference | | Until superceded or no longer relevant | Standard Disposal | No |
| Records relating to election of chair and vice chair | | Once the outcome of the election has been recorded in the minutes the records can be destroyed. | Secure Disposal | Yes |
| Agendas standard copies | | Date of the meeting | Standard Disposal | No |
| Minutes standard copies | | Date of the meeting | Secure Disposal | Potential |
| Governing Body meeting agendas & minutes - principal copy | | Agendas should where possible be kept with the minutes. Minutes should be kept for a minimum of 10 years from the date of the meeting. If possible they may be kept for the life of the school. | Consult local archive before disposal. | Potential |
| All records relating to conversion of schools to academy status | | Life of the school | Consult local archive before disposal | No |
| Reports made to Governors' meetings which are referred to in the minutes. | | Records should be kept for a minimum of 10 years from the date of the meeting. If possible they may be kept for the life of the school. | Consult local archive before disposal | Potential |

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|---|--|--|-------------------|-----------|
| Records relating to complaints made to and investigated by the Governing Body or Headteacher. | | Major complaint current year plus six years | Secure Disposal | Potential |
| | | Complaint involving negligence current year plus fifteen years | | |
| | | Complaint involving Child Protection or Safeguarding current year plus forty years | | |
| Correspondence sent and received by the Governing Body or Headteacher | | Current year plus three years. | Secure Disposal | Potential |
| Governor Management | | | | |
| Governors' Code of Conduct | | This is expected to be reviewed regularly. One copy of each version should be kept for the life of the school. | Standard Disposal | No |
| Records relating to appointment and terms of office of serving governors | | Date appointment ceases plus six years. | Secure Disposal | Yes |
| Register of business interests | | Date appointment ceases plus six years. | Secure Disposal | Yes |
| Governor personnel files | | Date appointment ceases plus six years | Secure Disposal | Yes |
| Register of attendance at FGB meetings | | Date of last meeting attended plus six years | Secure Disposal | Yes |
| Paperwork relating to the appointment of a clerk | | Date appointment ceases plus six years | Secure Disposal | Yes |
| Records relating to DBS checks carried out on the clerk and members of the Governing Body | | Date of DBS check plus six months | Secure Disposal | Yes |

Sedlescombe Church of England Primary School Records Retention Schedule - School Management

| Record Series | Notes on Retention | Retention Period | Action | Personal data? |
|---|--------------------|--|---|----------------|
| Headteacher and Senior Management Team | | | | |
| Senior Management Team meetings agendas & minutes | | Date of last meeting plus a minimum of three years and review and destroy is no longer required | Secure Disposal | Potential |
| Reports created by the Head Teacher or the Management Team | | Date of last meeting plus a minimum of three years and review and destroy is no longer required | Secure Disposal | Potential |
| Operational Administration | | | | |
| Records relating to the creation and publication of the school prospectus | | Current year plus three years | Standard Disposal. Consider keeping a copy as part of the school archive. | No |
| School Privacy Notices | | Until superceded plus six years | | No |
| School Newsletters | | Current academic year plus one year | School may choose to keep one copy as part of a school archive | No |
| Staff meeting minutes, weekly diary and staff circulars | | Current academic year plus one year | Standard Disposal. Consider keeping a copy as part of the school archive | No |
| Consents relating to GDPR compliance e.g. to receive newsletters | | Consent will last whilst the pupil attends school it will therefore be destroyed when the pupil leaves | Secure Disposal | Yes |
| Visitor log book / management system | | Last entry plus six years | Secure Disposal | Yes |

| Human Resources - Recruitment | | | | |
|--|--|---|-----------------|-----|
| Appointment of member of staff - unsuccessful candidates | | Date appointment of successful candidate plus six months | Secure Disposal | Yes |
| Appointment of member of staff - successful candidates | | Add personnel file and retain until end of employment plus six years, except in cases of negligence or child abuse then a minimum of fifteen years. | Secure Disposal | Yes |
| Pre-employment vetting checks | DBS Update Service Employer Guide 2014; KCSIE 2018 (Statutory Guidance DoE) Sections 73 & 74 | Application forms, references and other documents for duration of employment plus six years | Secure Disposal | Yes |
| Evidence proving right to work in the UK - successful candidates | An Employer's Guide to Right to Work Checks (Home Office, May 2015) | Must be kept in the staff personnel file and kept for duration of employment plus six years | Secure Disposal | Yes |
| Human Resources - Staff Management | | | | |
| Personnel file | Limitation Act 1980 (section 2) | Termination of employment plus six years, unless the employee is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will be retained until IICSA enquiries are complete. | Secure Disposal | Yes |
| Staff appraisal/assessment records | | Current year plus six years | Secure Disposal | Yes |
| Staff training where training leads to continuing professional development | | Length of time required by professional body | Secure Disposal | Yes |
| Staff training where training not related to children e.g. first aid / health and safety | | Retained on the personnel file and retained in line with personnel file | Secure Disposal | Yes |

| Human Resources - Payroll and Pensions | | | | |
|--|---|---|---|-----|
| Staff bank details | If employment ceases end of employment plus six years | Until superceded plus three years | Secure Disposal | Yes |
| Tax forms (e.g. P45/ P60) | Taxes Management Act 1970 Income and Corporation Taxes 1988 | Current year plus three years | Secure Disposal | Yes |
| Payslips | Taxes Management Act 1970 Income and Corporation Taxes 1988 | Current year plus six years | Secure Disposal | Yes |
| Payroll Reports | Taxes Management Act 1970 Income and Corporation Taxes 1988 | Current year plus six years | Secure Disposal | Yes |
| Maternity Payment | | Current year plus three years | Secure Disposal | Yes |
| Pension Payroll | Taxes Management Act 1970 Income and Corporation Taxes 1988 | Current year plus six years | Secure Disposal | Yes |
| Financial Management | | | | |
| Annual Accounts | | Current year plus six years | Standard Disposal | No |
| Records relating to creation and management of budgets including background papers | | Life of budget plus three years | Secure Disposal | No |
| Purchase Orders (POs), invoices and receipts | | Current financial year plus six years | Secure Disposal | Yes |
| Risk Management & Insurance: Employer's Public Liability Certificate | | Closure of the school plus forty years. Can be kept electronically. | Secure Disposal and passed to the LA if the school closed | No |
| Asset Management: Inventories of furniture and equipment | | Current year plus six years | Standard Disposal | No |

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|--|--|--|-----------------|-----------|
| School Fund cheque books and paying in books | | Current year plus six years | Secure Disposal | No |
| School Fund invoices and receipts | | Current year plus six years | Secure Disposal | Yes |
| School Fund Bank Statements | | Current year plus six years | Secure Disposal | No |
| School Fund Audited Accounts | | Current year plus six years | Secure Disposal | No |
| Health and Safety | | | | |
| Health and Safety Policy | | Life of policy plus three years | Secure Disposal | Potential |
| Health and Safety Risk Assessments | | Life of risk assessment plus three years. As long as any risk assessment relating to an accident report is kept with the accident report form. | Secure Disposal | Yes |
| Accident book/log/forms involving a person under the age of 18 | Social Security (Claims & Payments) amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows information to be kept electronically | Current academic year plus three years. Must be kept secure with restricted access. Data Protection Act 2018 and GDPR. | Secure disposal | Yes |
| COSHH Control of Substances Hazardous to Health | COSHH 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 & 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2) | Date of incident plus forty years | Secure Disposal | Yes |
| Fire Log Book | | Current year plus three years | Secure Disposal | No |

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|---|--|--|-----------------|----|
| Health & Safety File to show current state of building including all alterations passed on if change of ownership | | Passed on to new owner on sale or transfer of building | | |
| Property Management | | | | |
| Title Deeds | | Follow the property unless the property has been registered with the Land Registry | | |
| Property Leases | | Expiry of lease plus six years | Secure Disposal | No |
| Building Plans | | These should be retained by the school unless the building is sold and they should be passed to the new owner | | |
| Records relating to building maintenance carried out by contractors | | These should be retained by the school unless the building is sold and then they should be passed to the new owner | | |
| Records relating to building maintenance carried out by the school | | These should be retained by the school unless the building is sold and then they should be passed to the new owner | | |

Sedlescombe Church of England Primary School Records Retention Schedule - Pupil Management

| Record Series | Notes on Retention | Retention Period | Action | Personal data? |
|---------------------------|---|--|---|----------------|
| Admissions | | | | |
| School Admissions Policy | School Admissions Code Statutory Guidance for admissions authorities, governing bodies, local authorities, schools' adjudicators and admissions appeal panels December 2014 | Life of the policy plus three years then review | Secure Disposal | No |
| Admissions - successful | School Admissions Code Statutory Guidance for admissions authorities, governing bodies, local authorities, schools' adjudicators and admissions appeal panels December 2014 | Date of admission plus one year | Secure Disposal | Yes |
| Admissions - unsuccessful | School Admissions Code Statutory Guidance for admissions authorities, governing bodies, local authorities, schools' adjudicators and admissions appeal panels December 2014 | Resolution of any appeal plus one year | Secure Disposal | Yes |
| Register of Admissions | School Admissions Code Statutory Guidance for admissions authorities, governing bodies, local authorities, schools' adjudicators and admissions appeal panels December 2014 | Every entry in the admissions register must be preserved for a period of three years after date entry was made | Can keep as a permanent record of who attended the school as an archive | Yes |

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|--|---|--|----------------------------------|-----------|
| Proof of address for admissions process | School Admissions Code Statutory Guidance for admissions authorities, governing bodies, local authorities, schools' adjudicators and admissions appeal panels December 2014 | Current year plus one year | Secure Disposal | Yes |
| Pupil Records | | | | |
| Pupil educational record - primary | The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 as amended by SI 2018 No 688 | Retain whilst the child remains at the primary school. File should follow the pupil to a new primary school, secondary school, pupil referral unit. | Secure Disposal | Yes |
| Child protection information/records held in a separate file | KCSIE 2018 Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children 2018. | Date of Birth of the child plus 25 years and then review | Secure Disposal MUST be Shredded | Yes |
| Special Educational Needs records (including reviews, Education, Health and Care Plans, and information provided to parents) | Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14. | Date of birth of the pupil plus thirty one years (EHCP is valid until the individual reaches the age of 25 - the retention period adds on 6 years from the end of the plan in line with the Limitation Act). | Secure Disposal | Yes |
| Attendance | | | | |
| Attendance registers | School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 | 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 | Yes |
| Correspondence relating to any absence (authorised or unauthorised) | Education Act 1996 Section 7 | Current academic year plus two years. | Secure Disposal | Potential |

Sedlescombe Church of England Primary School Records Retention Schedule-Curriculum & Extra-Curricular Activities

| Record Series | Notes on Retention | Retention Period | Action | Personal data? |
|---|--------------------|---|-----------------|----------------|
| Implementation of Curriculum | | | | |
| Schemes of work | | Current academic year plus one academic year and then review retention schedule | Secure Disposal | No |
| Timetables | | Current academic year plus one academic year | Secure Disposal | No |
| Class Record / Assessment Books | | Current academic year plus one academic year | Secure Disposal | Yes |
| Record of homework set | | Current academic year plus one academic year | Secure Disposal | No |
| Pupils' Work | | Pupil's work should be returned to the pupil at the end of the academic year but if needed academic year plus one academic year | Secure Disposal | Yes |
| Statistics, Results and Returns | | | | |
| Curriculum returns | | Current academic year plus three years | Secure Disposal | No |
| SATs Results (Pupil Copy) | | Results should be recorded on pupil's educational file and will be retained until the pupil reaches 25 years | Secure Disposal | Yes |
| SATs Results (School Copy) | | Current academic years plus six years | Secure Disposal | Yes |
| Published Admission Number (PAN) | | Current academic year plus six | Secure Disposal | Yes |
| Value Added & Contextual Data, School comparison data | | Current academic year plus six years | Secure Disposal | Yes |
| Self-Evaluation Forms | | Current academic year plus three years | Secure Disposal | Yes |

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|---|---------------------------------|---|-----------------|-----|
| Internal Moderation | | Current academic years plus one academic year | Secure Disposal | Yes |
| External Moderation | | Until superceded | Secure Disposal | Yes |
| School Trips | | | | |
| Parental consent forms/permission slips for non residential trip - no major incident | | If no incident dispose of at the end of the academic year. | Secure Disposal | Yes |
| Parental consent forms/permission slips for residential trip - or major incident occurred | Limitation Act 1980 (Section 2) | Date of birth of the pupil involved in the incident plus twenty five years. Permission slips for all pupils need to be retained to show rules were followed for all children on the trip | Secure Disposal | Yes |
| School Support Organisations | | | | |
| Records relating to the creation and management of Parent Teacher Associations | | Current year plus six years and then review | Secure Disposal | No |
| Records relating to Parent Teacher Association events | | Current year plus three years | Secure Disposal | No |
| Family/Home School Liaison (Home School Books) | | Current year plus one year and then review | Secure Disposal | Yes |
| Referral Forms | | While the referral is current | Secure Disposal | Yes |

Sedlescombe Church of England Primary School Records Retention Schedule - Central Government & Local Authority

| Record Series | Notes on Retention | Retention Period | Action | Personal data? |
|--|--------------------|------------------------------------|-----------------|----------------|
| Local Authority | | | | |
| School census returns | | Current year plus five years | Secure Disposal | Yes |
| Attendance returns | | Current year plus one year | Secure Disposal | Yes |
| Circulars and other information sent from local authority | | Operational Use | Secure Disposal | No |
| Central Government | | | | |
| OFSTED reports and papers | | Life of the report and then review | Secure Disposal | No |
| Returns made to Central Government | | Current year plus six years | Secure Disposal | Potential |
| Circulars and other information sent from central government | | Operational Use | Secure Disposal | No |