

# Heathfield Community College Retention Schedule



This document is based on the recommendations the model schools retention schedule published by the Information & Records Management Society (IRMS - click [here](#) for more detail). However, it has been adapted to suit the needs of Heathfield Community College.

## Using the Retention Schedule

The Retention Schedule is divided into 8 sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

There are sub headings under each section to help guide you to the retention period you are looking for. Each entry has a unique reference number.

## Disclaimer

The retentions periods specified in this document are only valid moving forward from the date of publication (July 2018). It is possible that, prior to this date, our records may be incomplete as the College was working to a different set of more informal standards. Therefore, we may have gaps in our historical records and will not be able to supply a full set of data should there be a Freedom of Information (or similar) request.

Where a retention period is specified as a period of time, this should be taken to mean that amount of time PLUS the time to the end of the academic year in which the data retention period expires. The data may be deleted exactly on time but, for practical reasons, we may not be able to do so until the end of the academic year.

## 1. Management of the School

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Head teacher and the senior leadership team, the admissions process and operational administration.

1.1 Governing Body - Overseen by Clerk to the Governors						
Basic Description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions	
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	NA	One copy should be retained with the master set of minutes <b>indefinitely</b> and stored securely on site. All other copies can be disposed of	SECURE DISPOSAL <sup>1</sup>	NA
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	NA	As 1.1.1	As 1.1.1	See 1.1.2.1-2
1.1.2.1	Principal Set (signed)	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	NA	PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service	NA

<sup>1</sup> In this context: Secure Disposal should be taken to mean disposal using confidential waste bins, or shredding using a cross cut shredder

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1.1 Governing Body - Overseen by Clerk to the Governors						
Basic Description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions	
1.1.2.2	Inspection Copies <sup>2</sup>	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	NA	Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.	NA
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff	NA	Reports should be kept for a minimum of 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	NA
1.1.4	Instruments of Government including Articles of Association	No	NA	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school permanently closes.	NA

<sup>2</sup> These are the copies which the clerk to the governors may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

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1.1 Governing Body - Overseen by Clerk to the Governors						
Basic Description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions	
1.1.5	Trusts and Endowments managed by the Governing Body	No	NA	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	NA
1.1.6	Action plans created and administered by the Governing Body	No	NA	Life of the action plan + 3 years	SECURE DISPOSAL	NA
1.1.7	Policy documents created and administered by the Governing Body	No	NA	Life of the policy + 10 years	SECURE DISPOSAL	NA
1.1.8	Records relating to complaints dealt with by the Governing Body	Yes	NA	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	See 5.1.3 & 5.3.1
1.1.9	Annual Reports under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL	See 5.1.3 & 5.3.1

<b>1.1 Governing Body - Overseen by Clerk to the Governors</b>						
Basic Description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions	
1.1.10	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	NA	Date proposal accepted or declined + 3 years	SECURE DISPOSAL	NA
1.1.11	Governor details & related details held on GovernorHub	There may be issues if items listed above are stored here and not deleted in line with the retention schedules laid out above	NA	Individual governors - until the end of their tenure + 6 months Communications data - as highlighted for the individual items detailed above	SECURE DISPOSAL	See 5.1.3 & 5.3.1

Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.

<b>1.2 Head Teacher and Senior Leadership Team - Overseen by the Head Teacher</b>						
Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions	
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	NA	Date of last entry in the book + a minimum of 6 years then review (unless CP or SEN related)	These could be of permanent historical value and should be offered to the County Archives	See 5.1.3 & 5.3.1

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					Service if appropriate	
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies eg Depts.	There may be data protection issues if the minutes refers to individual pupils or members of staff	NA	Date of the meeting + 3 years then review (unless CP or SEN related)	SECURE DISPOSAL	See 5.1.3 & 5.3.1
<b>1.2 Head Teacher and Senior Leadership Team - Overseen by the Head Teacher</b>						
	<b>Basic file description</b>	<b>Data Prot' Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the admin life of the record</b>	<b>Exceptions</b>
1.2.3	Reports created by the Head Teacher or the Leadership Team	There may be data protection issues if the report refers to individual pupils or members of staff	NA	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	See 5.1.3 & 5.3.1
1.2.4	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 records refer to individual pupils or members of staff	NA	Current academic year + 6 years then review (unless CP or SEN related)	SECURE DISPOSAL	See 5.1.3 & 5.3.1
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff	There may be data protection issues if the correspondence refers to individual pupils or members of staff	NA	Date of correspondence + 3 years then review (unless CP or SEN related)	SECURE DISPOSAL	See 5.1.3 & 5.3.1

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	with administrative responsibilities					
1.2.6	Professional Development Plans	Yes	NA	Life of the plan + 6 years	SECURE DISPOSAL	NA
1.2.7	School Dev' Plans	No	NA	Life of plan + 3 years	SECURE DISPOSAL	NA
1.2.	Privacy notices	No	NA	As Educ' record of Y7 pupils on issue	SECURE DISPOSAL	NA

## 1.3 Admissions Process - Overseen by the Admin Office Manager / College MIS Data Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL	NA
1.3.2	Admissions (forms)- if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission until student off roll + 9 years OR if student does not arrive to attend keep from the receipt of the form + 3 years	SECURE DISPOSAL	See 5.1.3 & 5.3.1
1.3.3	Admissions - if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools	See ESCC retention Schedule whilst admissions go through them	SECURE DISPOSAL	NA

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			adjudicators and admission appeals panels December 2014			
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	See 5.1.1	REVIEW Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.	NA
<b>1.3 Admissions Process - Overseen by the Admin Office Manager / College MIS Data Manager</b>						
	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
1.3.5	Admissions - Secondary Schools - Casual	Yes		See 1.3.2	SECURE DISPOSAL	NA
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	NA whilst admissions go through ESCC	SECURE DISPOSAL	NA
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc	Yes	NA	See 1.3.1	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
1.3.7.1	For successful admissions	Yes	NA	See 1.3.2	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1



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1.3.7.2	For unsuccessful admissions	Yes		See 1.3.3	SECURE DISPOSAL	NA
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## 1.4 Operational Administration - Overseen by the Admin Office Manager in lieu of the DHT with responsibility for the operational running of the College

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at end of life of the admin record	Exceptions
1.4.1	Records relating to the creation and publication of the school brochure or prospectus	No	NA	Print copies = indefinitely Digital Copies = Current year + 3 years	STANDARD DISPOSAL	NA
1.4.2	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	NA	Current year + 10 year	STANDARD DISPOSAL	NA
1.4.3	Newsletters and other items with a short operational use	No	NA	Current year + 10 year	STANDARD DISPOSAL	NA
1.4.4	Visitors' Books and Signing in Sheets	Yes	NA	Current year + 3 years then REVIEW	SECURE DISPOSAL	See 2.4 & 3.4
1.4.5	Records relating to Parent Teacher Associations and/or Old Pupils Assoc'n's	No	NA	Current year + 6 years then REVIEW	SECURE DISPOSAL	NA - see separate item for Alumni 6.2.11
1.4.6	Consent & record keeping for minibus driving tests	Yes	NA	Kept on staff file as per 2.2.1. Old records destroyed every 3 years. ESCC & the examiner keep copies for different periods	SECURE DISPOSAL	NA
1.4.7	CCTV Records	Yes	ICO CCTV Code of Practice	21 days	Recordings are recorded over	If there is an on-going investigation / SAR / FOI request
1.4.8	Voicemail	Yes	NA	Kept on staff file as per 2.2.1. Old records are destroyed as permits are renewed every 3 years. ESCC & the examiner also keep copies for different time periods	Records are manually deleted by individual users	If there is an on-going investigation / SAR / FOI request

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## 2. Human Resources

This section deals with all matters of Human Resources management within the school.

### 2.1 Recruitment - Overseen by HR Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.1.1	All records leading up to the appointment of a new head teacher	Yes	NA	Date of appointment + 6 years	SECURE DISPOSAL	NA
2.1.2	All records leading up to the appointment of a new member of staff, incl schools direct - unsuccessful candidates	Yes	NA	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	NA
2.1.3	All records leading up to the appointment of a new member of staff, including schools direct - successful candidate	Yes	NA	Should be added to the staff personal file & kept in line with the personal file. See 2.2.1	SECURE DISPOSAL	NA
2.1.4	Pre-employment vetting information - DBS Checks	No	DBS Update Service Employer Guide June 2014: & July 2015 (DfE Guidance) Sections 73, 74	Copy of DBS certificate is kept in the personal file. See 2.2.1	SECURE DISPOSAL	NA
2.1.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes	NA	This should be placed on the member of staff's personal file. See 2.2.1	SECURE DISPOSAL	NA
2.1.6	Pre-employment vetting information - Evidence proving the right to work in the United Kingdom	Yes	An employer's guide to right to work checks [Home Office May 2015]	Should be added to the Staff Personal File. See 2.2.1	SECURE DISPOSAL	NA

## 2.2 Operational Staff Management - Overseen by HR Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 7 years	SECURE DISPOSAL	NA
2.2.2	Timesheets	Yes	NA	Current + 7 years	SECURE DISPOSAL	NA
2.2.3	Annual appraisal / CPL records	Yes	NA	Current + 7 years	SECURE DISPOSAL	NA
2.2.4	References for future employers / mortgages etc..	Yes	NA	Current + 7 years	SECURE DISPOSAL	NA
2.2.5	NQT assessments & judgements	Yes	<a href="http://www.gov.uk">Statutory guidance on NQT inductions</a> .. www.gov.uk	Current + 10 years	SECURE DISPOSAL	NA
2.2.6	Email records	Yes	NA	3 years	SECURE DISPOSAL	See 2.3.1

## 2.3 Management of Disciplinary and Grievance Processes - Overseen by HR Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.3.1	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 March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until 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 malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded	NA

## 2.3 Management of Disciplinary and Grievance Processes - Overseen by HR Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.3.2	Disciplinary Proceedings <sup>3</sup>	Yes	NA	See below	See below	NA
2.3.2.1	oral warning	Yes	NA	See 2.2.1	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file] SECURE DISPOSAL	NA
2.3.2.2	written warning - level 1	Yes	NA	See 2.2.1		NA
2.3.2.3	written warning - level 2	Yes	NA	See 2.2.1		NA
2.3.2.4	final warning	Yes	NA	See 2.2.1		NA
2.3.2.5	case not found	Yes	NA	Dispose of at the conclusion of the case		See 2.3.1

## 2.4 Health and Safety - Overseen by Facilities Manager / Health & Safety Co-ordinator

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.4.1	Health and Safety Policy Statements	No	NA	Life of policy + 20 years	SECURE DISPOSAL	NA
2.4.2	Health and Safety Risk Assessments	No	NA	Indefinite	SECURE DISPOSAL	NA
2.4.3	Records relating to accident/injury at work / injury on site	Yes	NA	Date of incident + 30 years	SECURE DISPOSAL	NA

<sup>3</sup> Where the warning relates to child protection issues see 2.3.1. If the disciplinary proceedings relate to a child protection matter we will consult the Designated Safeguarding Lead (DSL) for further advice before securely disposing of the record

## 2.4 Health and Safety - Overseen by Facilities Manager / Health & Safety Co-ordinator

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.4.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security administration Act 1992 Section 8. Limitation Act 1980	Date of incident + 30 years	SECURE DISPOSAL	NA
2.4.4.1	Adults		NA	Date of the incident + 12 years	SECURE DISPOSAL	NA
2.4.4.2	Children		NA	Date of the accident + 30 years	SECURE DISPOSAL	NA
2.4.5	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	NA
2.4.6	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	NA
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	NA	Last action + 50 years	SECURE DISPOSAL	NA
2.4.8	Fire Precautions logs	No	NA	Current yr + 6 yrs	SECURE DISPOSAL	NA

## 2.5 Payroll and Pensions - Overseen by HR Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	NA as processed by ESCC. Otherwise in the personal file & See 2.2.1	SECURE DISPOSAL	NA
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	NA	NA as processed by ESCC. Otherwise in the personal file & See 2.2.1	SECURE DISPOSAL	NA

## 3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

### 3.1 Risk Management and Insurance - Overseen by Finance Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.1.1	Employer's Liability Insurance	No	NA	Closure of the school + 40 years in the ESCC archive	SECURE DISPOSAL	NA

## 3.2 Asset Management - Overseen by Facilities Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.2.1	Inventories of furniture and equipment	No	NA	Operational use only	SECURE DISPOSAL	NA
3.2.2	Burglary, theft and vandalism report forms	No	NA	Current year + 6 years	SECURE DISPOSAL	NA

## 3.3 Accounts and Statements including Budget Management - Overseen by Finance Manager

	Basic file description <sup>4</sup>	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.3.1	Annual Accounts	No	NA	Current year + 7 years	STANDARD DISPOSAL	NA
3.3.2	Loans	No	NA	Date of last payment + 12 years then REVIEW	SECURE DISPOSAL	NA
3.3.2	Grants managed by the school	No	NA	Current year + 6 years	SECURE DISPOSAL	NA
3.3.3	Student Grant / Bursary applications	Yes	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.3.4	Records relating to creating and managing budgets including the Annual Budget statement and background papers	No	NA	Life of the budget + 3 years	SECURE DISPOSAL	NA
3.3.5	Invoices, receipts, order books and requisitions, delivery notices, credit notes	No	NA	Current financial year + 3 years	SECURE DISPOSAL	NA
3.3.6	Records relating to the collection and banking of monies, petty cash	No	NA	Current financial year + 3 years	SECURE DISPOSAL	NA
3.3.7	Records relating to the identification and collection of debt, debtor accounts	No	NA	Current financial year + 3 years	SECURE DISPOSAL	NA

<sup>4</sup> At the time of writing (July 2018), the FMS software does not allow deletion of electronic records – the software supplier is being contacted regarding rectification



## 3.4 Contract Management - Overseen by Finance Manager / Facilities Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL	NA
3.4.2	Contracts under signature, incl' iPads	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	NA
3.4.3	Records relating to the monitoring contracts	No	NA	Operational use only	SECURE DISPOSAL	if concerned: current yr + 2 yrs

## 3.5 School Fund / Other Parent Payment Systems - Overseen by Finance Manager<sup>5</sup>

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.5.1	School Fund - Cheque books	No	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.5.2	School Fund - Paying in books	No	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.5.3	School Fund - Ledger, cashbook	No	NA	Current year + 6 years	SECURE DISPOSAL	NA
3.5.4	School Fund - Invoices	No	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.5.5	School Fund - Receipts	No	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.5.6	School Fund - Trip payments	No	NA	Record of consent. See above & 7.1.2-3, whichever's longer	SECURE DISPOSAL	NA
3.5.7	School Fund - Bank statements	No	NA	Current year + 7 years	SECURE DISPOSAL	NA
3.5.7	School Fund - Journey Books	No	NA	Current year + 3 years	SECURE DISPOSAL	NA
3.5.8	Cloud based payments system	Yes	NA	In cloud app. Current year + 7 yrs	SECURE DISPOSAL	NA

<sup>5</sup> The PFM software where these records are kept electronically allows deletion. The electronic record may be deleted sooner than the retention schedule allows if hard copies are still available

## 3.6 School Meals Management - Overseen by Welfare Officer

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
3.6.1	Free School Meals Registers	Yes	NA	Current year + 7 years	SECURE DISPOSAL	NA
3.6.2	School Meals Registers / digital purchase records	Yes	NA	Records kept digitally in payment software. Current year + 7 years	SECURE DISPOSAL	NA
3.6.3	School Meals Summary Sheets / digital purchase records	No	NA	As above	SECURE DISPOSAL	NA

## 4. Property Management

### 4.1 Property Management - Overseen by Facilities Manager / ESCC

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
4.1.1	Title deeds of properties belonging to the school	No	NA	PERMANENT. These should follow the property unless the property has been registered with the Land Registry	SECURE DISPOSAL	NA
4.1.2	Plans of property belong to the school	No	NA	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	SECURE DISPOSAL	NA
4.1.3	Leases of property leased by or to the school	No	NA	Expiry of lease + 6 years	SECURE DISPOSAL	NA
4.1.4	Records relating to the letting of school premises	No	NA	Current financial year + 6 years	SECURE DISPOSAL	NA

## 4.2 Maintenance - Overseen by Facilities Manager

	File descr'n	DP Issues	Statutory Provisions	Retention Period	End of admin life Action	Exceptions
4.2.1	All records relating to the maintenance of the school carried out by contractors	No	NA	Current year + 6 years	SECURE DISPOSAL	NA
4.2.2	All records relating to maintenance of school carried out by employees incl' log books	No	NA	Current year + 6 years	SECURE DISPOSAL	NA

## 5. Pupil Management

### 5.1 Pupil's Educational Records - Overseen by MIS Data Manager / Designated Safeguarding Lead (DSL)

	File descr'n	DP Issues	Statutory Provisions	Retention Period	End of admin life Action	Exceptions
5.1.1	Pupil's Ed' Rec' incl' images	Yes	The Education (Pupil Info') reg's 2005 SI 2005 No. 1437. Limitation Act 1980 (S 2)	DOB of the pupil + 25 years	SECURE DISPOSAL	See 5.3.1-5
5.1.2	Exam Results	Yes	As above			NA
5.1.2.1	Public Exams	Yes	As above	Add to the pupil file	Uncollected certificates returned to exam board	NA
5.1.2.2	Internal Exams	Yes	As above	Add to the pupil file		NA
5.1.3	CP info' held on pupil file <sup>6</sup>	Yes	"Keeping children safe in education Statutory guidance for schools and colleges"	CP issues placed in a locked cabinet and then keep for DOB + 35 years	SECURE DISPOSAL	NA
5.1.4	CP info' held in separate files	Yes	As above	DOB + 35 years then review	SECURE DISPOSAL	NA
5.1.5	6 <sup>th</sup> Form Open Evening / App's	Yes	None	1 term if not enrolled	SECURE DISPOSAL	NA
5.1.6	Email records	Yes	None	3 years.	SECURE DISPOSAL	CP / SEND see 5.3.1-5
5.1.7	CP records held in MyConcern	Yes	"Keeping children safe in education Statutory guidance for schools and colleges"	DOB + 25 years then review	SECURE DISPOSAL	NA

<sup>6</sup> Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

## 5.2 Attendance - Overseen by MIS Data Manager / AHT with responsibility for Attendance

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period	Action at the end of the admin life of the record	Exceptions
5.2.1	Attendance Registers	Yes	School attendance: Dep't'l advice for maintained schools October 2014	Until off roll + 5 /years	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
5.2.2	Trend analysis files	Yes	Education Act 1996 Section 7	Current yr + 2yrs	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
5.2.3	Exclusion forms and analysis files	Yes	NA	See 5.1.1	SECURE DISPOSAL	Medical records - off roll + 1 yr & 5.1.3-5 & 5.3.1
5.2.4	24x student text scheme	Yes	NA	Until off roll + 6 months	SECURE DISPOSAL	NA
5.2.5	After school clubs database & analysis	Yes	DfE Safeguarding guidance	Current year + 2 years	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.2.10	Events attendance records	Yes	DfE Safeguarding guidance & Health & Safety guidance	Up to 1 year	SECURE DISPOSAL	NA

## 5.3 Special Educational Needs, Looked After Children & Safeguarding - Overseen by SENDCo / DSL

	Basic file description	DP Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
5.3.1	Special Educational Needs files, reviews and Individual Education Plans / EHCPs	Yes	Limitation Act 1980 (Section 2)	35 years after off roll (up to age 19 on site and then at ESCC archive)	REVIEW & SECURE DISPOSAL if not kept	NA
5.3.2	Statement re S234 of the Education Act 1990	Yes	Education Act 1996 SEND Act 2001 S 1	As above	SECURE DISPOSAL unless subject to a legal hold	NA
5.3.3	Advice and information provided to parents regarding educational need	Yes	Special Educational Needs and Disability Act 2001 Section 2	As above	As above	NA

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5.3.4	Accessibility strategy	Yes	As above	As above	As above	NA
5.3.5	Records re looked after children	Yes	NA	As above	SECURE DISPOSAL	NA
5.3.6	Online Behaviour management app (class dojo)	Yes	NA	End of use of app for an individual + 1 year	SECURE ELECTRONIC DISPOSAL	NA
5.3.6	Admin records for exam access	Yes	NA	See 5.3.1	SECURE DISPOSAL	NA
5.3.7	Safeguarding recording software	Yes	NA	Held as part of the pupil record. See 5.1.1	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1

## 6. Curriculum Management

### 6.1 Statistics and Management Information - Overseen by MIS Data Manager / DHT with responsibility for Data

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
6.1.1	Examination Results	Yes	NA	Current year + 6 years	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.1.1.1	SATS records	Yes	NA	See 5.1.1	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.1.1.2	External Examination Papers	Yes		Keep until any appeals/validation process is complete	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.1.1.3	Exam papers for CPL	Yes	NA	Lifetime of the qualification/specification	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.1.2	Published Admission Number (PAN) reports	Yes	NA	Copies not kept in College. See DfE published retention schedule	SECURE DISPOSAL	NA
6.1.3	Value Added & Contextual Data	Yes	NA	See 5.1.1 & DfE published retention schedule	SECURE DISPOSAL	See 5.1.3-5 & 5.3.1
6.1.4	Self Evaluation Forms	Yes	NA	Current Year + 6 years	SECURE DISPOSAL	NA
6.1.5	Online target setting / progress evaluation systems eg ALPS / FFT / SISRA /	Yes - automated & manual data extraction	NA	In SIMS - as per the pupil record. In the online app- whilst the pupil is on roll + 6 years (SISRA) or + 5 years (FFT) or + 4 years (ALPS). Data reports sent to the College by the online provider - off roll + 6 years	SECURE DISPOSAL	NA

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6.1.6	4Matrix progress data analysis software	Yes	NA	Data held in College - as per the pupil record. See 5.1	SECURE DISPOSAL	NA
6.1.7	Curriculum & admin facilitation cloud services <sup>7</sup>	Yes	NA	Data automatically syncs with SIMs so that it deletes off roll students overnight after they are made off roll in SIMs	SECURE DISPOSAL	NA
6.1.8	Internal & external teaching / learning / progression research projects	Yes	NA	Raw data deleted 1 year from the point at which it has been aggregated into anonymised summaries. Aggregated summaries deleted after 10 years or when the relevance of the data has become obsolete, whichever is sooner	SECURE DISPOSAL	NA

### 6.2 Implementation of Curriculum - Overseen by DHT with Responsibility for the Curriculum

	Basic file description	DP Issues?	Statutory Provisions	Retention Period (Operational)	Action end of record admin life	Exceptions
6.2.1	Schemes of Work	No	NA	Current year operational use only	SECURE DISPOSAL	NA
6.2.2	Timetable	No	NA	Current year + 1 year		NA
6.2.3	Mark Books	No	NA	Current year + 2 years (applies to both hard copy & electronic mark books)		NA
6.2.4	Online testing / marking apps incl' exam board websites eg Lexia	YES	NA	Current year + 2 years only / in line with the data deletion policy of the individual app which may be sooner		NA
6.2.4	Network Based learning software eg touch typing	No	NA	Current year + 1 year		NA
6.2.6	Record of homework / remote learning tasks	No		For teacher's manual records = current year only For VLE set work = not deleted / only archived		NA

<sup>7</sup> (MS Office 365 / google drive / iCloud / iWork studio)

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6.2.7	Electronic Classrooms	YES	NA	Current year - operational use only		NA
6.2.8	Pupils' Work, incl' images & videos of work / students in practical activities	No		Return to the pupil at the end of the academic year. Work not picked up is: 1) if there is consent, used in display work 2) exam work may be retained for staff CPL reasons for the life time of the qualification 3) disposed of if not required for other reasons stated in privacy notices		Req'd for exams
6.2.9	Library records	Yes	NA	Whilst on school roll + 1 year or once the non-usage expiry period elapses (see School eclipse retention schedule)		NA
6.2.10	Parents evening booking system	Yes	NA	Whilst on school roll + 1 year or the 3 <sup>rd</sup> party provider retention period, whichever is shorter (See ParentsEveningSystem.co.uk retention schedule)		NA
6.2.11	Alumni / visitors / helpers	Yes	NA	Retained until individual notifies us that they no longer wish to be a curriculum helper		See 5.1.3-5
6.2.12	Cloud based Survey data	Yes	NA	Only stored to collect the data. Downloaded & deleted from the cloud immediately the survey is complete. Offline: Current year + 1 year		NA
6.2.13	BeReady Carers website	Yes	Fulfil's Statutory guidance of provision of careers education	Deleted a maximum of 1 year after student has finished Year 11 or Year 13.	Enrolment accounts deleted, deleting all records permanently	NA
6.2.14	Departmental tracking sheets	Yes	NA	Current year + 7 years or until one year after student is off roll, whichever is sooner	SECURE DISPOSAL	NA
6.2.15	UCAS applications data	Yes	NA	Central record - whilst on school roll + 9 years Individual staff - current year only	SECURE DISPOSAL	NA
6.2.16	Parental info' videos / HTV	Yes	NA	Annual calendared events = Current year + 6 mnth One off events / HTV - current year + 7 years	SECURE DISPOSAL	NA
6.2.17	Device management software	Yes	NA	Apple School Manager = when the year group goes off roll + 1 year	SECURE DISPOSAL	NA

## 7. Extra-Curricular Activities

### 7.1 Educational Visits Outside the Classroom - AHT with Responsibility for Trips / Educational Visits Officer (EVO)

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at end of admin life of the record	Exceptions
7.1.1	Records created to obtain approval to run an Educational Visit outside the Classroom	Yes	OEA's Panel National Guidance Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 7 years - see 3.5 (stored electronically only in the ESCC Exeant website)	SECURE DISPOSAL	See 7.1.3
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes	See above	As above	SECURE ELECTRONIC DISPOSAL	NA
7.1.3	Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	These are stored electronically with the record of payment. DOB of the pupil involved in the incident + 25 years	SECURE DISPOSAL	NA
7.1.3	Consent & record keeping for minibus driving tests	Yes	NA	Kept on staff file as per 2.2.1. Old records are destroyed as permits are renewed every 3 years. ESCC & the examiner also keep copies for different time periods	SECURE DISPOSAL	NA



## 8. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

### 8.1 Local Authority - MIS Data Manager

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
8.1.1	Secondary Transfer Sheets (Primary)	Yes	NA	See ESCC schedule	SECURE DISPOSAL	NA
8.1.2	Attendance Returns	Yes	NA	See ESCC schedule	SECURE DISPOSAL	NA
8.1.3	School Census Returns	No	NA	Current year + 5 years	SECURE DISPOSAL	NA
8.1.4	Circulars and other info' sent from the LEA	No	NA	Operational use only	SECURE DISPOSAL	NA
8.1.5	Youth Support Services	Yes	Section 507B of the Education Act 1996	Kept as per the pupil record	SECURE DISPOSAL	See 5.1.3-5, 5.3.1 & 5.3.5

### 8.2 Central Government - MIS Data Manager / Head Teacher

	Basic file description	Data Prot' Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the admin life of the record	Exceptions
8.2.1	OFSTED reports and papers	No		Indefinitely	SECURE DISPOSAL	
8.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL	
8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL	