

**RECORDS MANAGEMENT SCHEDULE  
NORTHUMBERLAND COUNTY COUNCIL - SCHOOLS**

Based on IRMS Information Management Toolkit for Schools - Sponsored by TRIBAL (Tribal Education Ltd)



**Northumberland**  
**Education**

FINDING PATHWAYS, ENHANCING LEARNING



**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 Board, the Head Teacher and the Senior Management Team; the admissions process and operational administration.

<b>1.1 Governing Board</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
1.1.1	Agendas for Governing Board meetings	There may be confidential issues if the meeting is dealing with confidential issues relating to staff.		One copy should be retained with the master set of minutes. All other copies can be disposed of.	SECURE DISPOSAL*
1.1.2	Minutes of Governing Board meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.			
	Principal set (signed)			PERMANENT	If unable to store then offer to the County Archives Service. Permanent record kept for school in Clerking SLA.
	Inspection Copy			Date of meeting + 3 years	Secure disposal if any personal information.
1.1.3	Reports presented to GB meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.		Keep for a minimum of 6 years. However, if minutes refer directly to individual reports then the reports should be kept permanently with the principal set of minutes.	Secure disposal or retention with signed minutes.
1.1.4	Meeting parents relating to annual parents' meeting held under section 33 (Ed Act 2002)	No	Education Act 2002	Date of meeting + at least 6 years	SECURE DISPOSAL

\* In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins or cross cut shredding.

<b>1.1 Governing Board</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
1.1.5	Instruments of Government & Articles of Association	NO		PERMANENT	Keep in school for life of the school then offer to Co. Archives on closure.
1.1.6	Trusts & Endowments managed by the GB	NO		PERMANENT	Keep in school for life of the school then offer to Co. Archives on closure
1.1.7	Action Plans created and administered by GB	NO		Life of Action Plan + 3 Years	SECURE DISPOSAL
1.1.8	Policy Documents created and administered by the GB	NO		Life of the Policy + 3 Years	SECURE DISPOSAL
1.1.9	Records of Complaints dealt with by the GB	YES		Date of resolution + 6 Years then review if still contentious	SECURE DISPOSAL
1.1.10	Annual Reports created under the requirements of the Education (Governors' Annual Report)(England) (Amend) Regs 2002	NO	Education (Governors' Annual Report)(England) (Amend) Regs 2002 SI 2002 No.1171	Date of report + 10 Years	SECURE DISPOSAL
1.1.11	Proposals concerning the change of status of a maintained school, including Special and Academies.	NO		Date proposal accepted or declined + 3 Years	SECURE DISPOSAL

NB: Information in respect of the recruitment of Head Teachers is contained in the Human Resources section below.

<b>1.2 Head Teacher &amp; Senior Management Team</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
1.2.1	Log books of activity in the school maintained by the Head	There may be data protection issues if the log book refers to individual pupils or members of staff.		Date of last entry in the log book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service of appropriate.
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff.		Date of meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Head or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff.		Date of report + 3 years then review	SECURE DISPOSAL
1.2.4	Records created by Heads, Deputies, Heads of Year/Dept. and other administrators	There may be data protection issues if the records refer to individual pupils or members of staff.		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.5	Correspondence created by Senior leaders and other staff with Admin responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff.		Date of correspondence + 3 years then review	SECURE DISPOSAL
1.2.6	Professional Development Plans	YES		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	School Development Plans	NO		Life of the plan + 3 years	SECURE DISPOSAL

<b>1.3 Admissions Process</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
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, GBs, LAs, school adjudicators and admissions appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions - if the admission is successful	YES	School Admissions Code Statutory guidance for admission authorities, GBs, LAs, school adjudicators and admissions appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3.	Admissions - if the appeal is unsuccessful	YES	School Admissions Code Statutory guidance for admission authorities, GBs, LAs, school adjudicators and admissions appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	YES	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.	REVIEW Schools may consider keeping the register permanently in case of enquiries from past pupils
1.3.5	Admissions - Secondary Schools - Casual	YES		Current Year + 1 Year	SECURE DISPOSAL
1.3.6	Proof of address supplied by parents as part of the admissions process	YES	School Admissions Code Statutory guidance for admission authorities, GBs, LAs, school adjudicators and admissions appeals panels December 2014	Current Year + 1 Year	SECURE DISPOSAL

<b>1.3 Admissions Process</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
1.3.7	Supplementary information form including additional information such as religion, medical info..	YES			
	Successful admissions			Information should be added to the pupil file	SECURE DISPOSAL
	Unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

<b>1.4 Operational Administration</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
1.4.1	General File series	NO		Current year + 5 years then review	SECURE DISPOSAL
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	NO		Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of all circulars	NO		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	NO		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitor & Sign in sheets	YES		Current year + 6 years then review	SECURE DISPOSAL
1.4.6	PTA/Pupil associations	NO		Current year + 6 years then review	SECURE DISPOSAL

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

2.1 Recruitment					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
2.1.1	All records leading up to the appointment of a Head Teacher	YES		Date of employment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff - unsuccessful candidates	YES		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	YES		All the relevant information should be added to the staff personal file and all other information retained for 6 months from appointment	SECURE DISPOSAL
2.1.4	Pre-employment vetting information - DBS Checks	NO	DBS update service Employer guide June 2014: Keeping Children safe in Education (statutory guidance)	The school does not have to keep DBS certificates. If the school does so they should not be retained for longer than 6 months.	SECURE DISPOSAL
2.1.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosures	YES		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep documentation then this should be placed on the member of staff's personal file.	SECURE DISPOSAL
2.1.6	Pre-employment vetting information - Evidence proving the right to work in the UK	YES		Where possible these documents should be added to the staff personal file but if they are kept separately then the Home Office requires that these documents are kept for termination of employment plus not less than 2 years.	SECURE DISPOSAL



<b>2.2 Operational Staff Management</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
2.2.1	Staff Personal File				
2.2.2	Timesheets				
2.2.3	Annual Appraisal / Assessment Records				

<b>2.3 Management of Disciplinary &amp; Grievance Process</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
2.3.1	Allegation of Child Protection nature against a member of staff, including where allegation is "unfounded"	YES	Keeping Children Safe in Education - Statutory Guidance for schools & colleges. Working Together to Safeguard Children - A guide to inter-agency working to safeguard & promote the welfare of Children.	Until the person's normal retirement age or 10 years from the date of the allegation whichever is longer then review. NB: allegations that are found to be malicious should be removed from the personal files. If found they they are to be kept on the file and a copy provided to the person concerned.	SECURE DISPOSAL - These records must be shredded
2.3.2	Disciplinary Proceedings	YES			
	Oral warning			Date of warning + 6 months	SECURE DISPOSAL If warnings are placed on personal files then they must be weeded from the file
	Written warning (level 1)			Date of warning + 6 months	
	Written warning (level 2)			Date of warning + 12 months	
	Final Warning			Date of warning + 18 months	
	Case not found			If child protection related then see above, otherwise dispose of at the	SECURE DISPOSAL

				conclusion of the case.	
--	--	--	--	-------------------------	--

<b>2.4 Health &amp; Safety</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
2.4.1	Health & Safety Policy Statements	NO		Life of Policy + 3 Years	SECURE DISPOSAL
2.4.2	Health & Safety Risk Assessments	NO		Life of Risk Assessment + 3 Years	SECURE DISPOSAL
2.4.3	Records relating to accident / injury at work	YES		Date of incident + 12 Years - if serious accident need to keep longer	SECURE DISPOSAL
2.4.4	Accident Reporting	YES	Social Security (Claims & Payments) Reg 1979 Reg 25. Social Security Administration Act 1992 Section 8 Limitation Act 1980		
	Adults			Date of incident + 6 Years	SECURE DISPOSAL
	Children			DOB of Child + 25 Years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH)	NO	Control of Substances Hazardous to Health Regs 2002. SI2002 No 2677 Reg 11. Records kept under 1994 or 1999 Regs ignore 2002 Regs. Reg 18(2)	Current Year + 40 Years	SECURE DISPOSAL
2.4.6	Process of monitoring of areas where employees & persons are likely to have contacted asbestos	NO	Control of Asbestos at Work Regs 2012 SI 1012 No 632 Reg 19.	Last Action + 40 Years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees & persons are likely to have contacted radiation	NO		Last Action + 50 Years	SECURE DISPOSAL

2.4.8	Fire Precautions log books	NO		Current Year + 6 Years	SECURE DISPOSAL
-------	----------------------------	----	--	------------------------	-----------------

### 2.5 Payroll & Pensions

No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
2.5.1	Maternity pay records	YES	Statutory Maternity Pay (General) Regs 1986 (SI 1986/1960), revised 199 (SI 1999/567)	Current Year + 3 Years	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regs 1995	YES		Current Year + 6 Years	SECURE DISPOSAL

## 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 Insurance

No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
3.1.1	Employer's Liability Insurance Certificate	NO		Closure of School + 40 Years	SECURE DISPOSAL

### 3.2 Asset Management

No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
3.2.1	Inventories of furniture & equipment	NO		Current Year + 6 Years	SECURE DISPOSAL
3.2.2	Burglary, theft &	NO		Current Year + 6 Years	SECURE DISPOSAL

	vandalism report forms				
--	------------------------	--	--	--	--

<b>3.3 Accounts &amp; Statements including Budget Management</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
3.3.1	Annual Accounts	NO		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans & Grants managed by the school	NO		Date of last payment of loan + 12 years then review	SECURE DISPOSAL
3.3.3	Student Grant applications	YES		Current year + 3 years	SECURE DISPOSAL
3.3.4	Records on creating & managing budgets including the Annual Budget statement	NO		Current financial year + 6 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, orders, requisitions & delivery notes	NO		Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records on collection & banking of monies	NO		Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records on identification & collection of debts	NO		Current financial year + 6 years	SECURE DISPOSAL

<b>3.4 Contracts Management</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
3.4.1	Records on management of contracts under seal	NO	Limitation Act 1980	Last payment on contract + 12 years	SECURE DISPOSAL
3.4.2	Records on management of contracts under signature	NO	Limitation Act 1980	Last payment on contract + 6 years	SECURE DISPOSAL
3.4.3	Records on monitoring of contracts	NO		Current year + 2 years	SECURE DISPOSAL

<b>3.5 School Fund (Voluntary Accounts)</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
3.5.1	School Fund - Checkbooks	NO		Current year + 6 years	SECURE DISPOSAL
3.5.2	School Fund - Paying in books	NO		Current year + 6 years	SECURE DISPOSAL
3.5.3	School Fund - Ledger	NO		Current year + 6 years	SECURE DISPOSAL
3.5.4	School Fund - Invoices	NO		Current year + 6 years	SECURE DISPOSAL
3.5.5	School Fund - Receipts	NO		Current year + 6 years	SECURE DISPOSAL
3.5.6.	School Fund - Bank Statements	NO		Current year + 6 years	SECURE DISPOSAL
3.5.7	School Fund - Journey Books	NO		Current year + 6 years	SECURE DISPOSAL

<b>3.6 School Meals Management</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
3.6.1	Free School Meals registers	YES		Current year + 6 years	SECURE DISPOSAL
3.6.2	School Meals registers	YES		Current year + 3 years	SECURE DISPOSAL
3.6.3	School Meals Summary Sheets	NO		Current year + 3 years	SECURE DISPOSAL

#### 4. Property Management - This section covers the management of buildings and property

4.1 Property Management					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
4.1.1	Title deeds of properties belonging to the school	NO		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belonging to the school	NO		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	
4.1.3	Leases of property leased by or to the school	NO		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of school premises	NO		Current financial year + 6 years	SECURE DISPOSAL

4.2 Maintenance					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
4.2.1	All records relating to the maintenance of the school carried out by contractors	NO		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the school carried out by the school employees including maintenance log books	NO		Current year + 6 years	SECURE DISPOSAL

**5. Pupil Management** - This section includes all the records which are created during the time a pupil spends at the school. For information about accident reporting - see Health & Safety section above.

5.1 Pupil's Education Record					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
5.1.1	Pupil's Education Record required by the Education (Pupil Information)(England) Regs 2005	YES	The Education (Pupil Information)(England) Regulations 2005 SI 2005 No.1437		
	Primary			Retain whilst the child remains at the school or, if leaves maintained education (see across) then:	<p>The file should follow the pupil when they leave the school and remain in school education. To include:</p> <ul style="list-style-type: none"> <li>● To another maintained School</li> <li>● To a Pupil Referral Unit</li> <li>● If the pupil dies whilst at School the file should be archived.</li> </ul> <p>If the pupil transfers to an independent school; home schooling or leaves the country the file should also be archived to be kept for the statutory retention period in case of future enquiries, then:</p> <p>SECURE DISPOSAL</p>
	Secondary			<p>Retain for Date of Birth of the pupil + 25 years</p> <p>If the school closes after the pupil file is in internal archive then those files should be forwarded to NCC semi-current document storage at Woodhorn with destruction dates.</p>	
5.1.2	Examination Results - Pupil Copies	NO	Limitation Act 1980 (Section 2)		
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
	Internal			This information should be added to the pupil file	



<b>5.1 Pupil's Education Record</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
<b>This retention policy was formulated during the Independent Review on Child Sexual Abuse. In light of this it is recommended that all records relating to child abuse are retained until the enquiry is completed. This section will then be reviewed to take into account any recommendations the inquiry might make.</b>					
5.1.3	Child Protection Information held on the Pupil File.	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.	If any records relating to child protection issues are placed on the pupil file it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL These records must be shredded
5.1.4	Child Protection Information held on separate files.	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.	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record.	SECURE DISPOSAL These records must be shredded

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

<b>5.2 Attendance</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
5.2.1	Attendance Registers	YES	School attendance: departmental advice for maintained schools, academies, independent schools & LAs. October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL
5.2.2	Correspondence relating to authorised absence	YES	Education Act 1996, section 7	Current academic year + 2 years	SECURE DISPOSAL

<b>5.3 Special Educational Needs &amp; Disability</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
5.3.1	Special Educational Needs files, reviews and individual Education Plans	YES	Limitation Act 1980 (Section 2)	DOB of the pupil + 25 years	REVIEW NB: This retention period is the minimum retention period that any pupil file should be kept. Some LAs choose to keep SEND files for a longer period of time to defend against a "failure to provide a sufficient education" case. There is an element of risk analysis involved in any decision to keep records longer than the minimum retention period and this should be documented. NCC choose DOB + 32 years
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made	YES	Education Act 1996 Special Educational Needs & Disability Act 2001 Section 1	DOB of the pupil + 25 years - usually retained on the pupil file	SECURE DISPOSAL- Unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding SEND	YES	Special Educational Needs & Disability Act 2001 Section 2	DOB of the pupil + 25 years - usually retained on the pupil file	SECURE DISPOSAL - Unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	YES	Special Educational Needs & Disability Act 2001 Section 14	DOB of the pupil + 25 years - usually retained on the pupil file	SECURE DISPOSAL - Unless the document is subject to a legal hold

## 6. Curriculum Management

6.1 Statistics & Management Information					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
6.1.1	Curriculum Returns	NO		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results (School Copies)	YES		Current year + 6 years	SECURE DISPOSAL
	SATs Results -	YES			
	Results			SATs results should be recorded on the pupil's file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results - these could be kept for current year + 6 years to allow suitable comparison.	SECURE DISPOSAL
	Examination Papers			Examination papers should be kept until any appeal or validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) Reports	YES		Current year + 6 years	SECURE DISPOSAL
6.1.4	Value Added & Contextual Data	YES		Current year + 6 years	SECURE DISPOSAL
6.1.5	Self Evaluation Forms	YES		Current year + 6 years	SECURE DISPOSAL

<b>6.2 Implementation of Curriculum</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
6.2.1	Schemes of Work	NO		Current Year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.2	Timetable	NO		Current Year + 1 year	
6.2.3	Class record Books	NO		Current Year + 1 year	
6.2.4	Mark Books	NO		Current Year + 1 year	
6.2.5	Record of Homework set	NO		Current Year + 1 year	
6.2.6	Pupil's Work	NO		Where possible pupil's work should be returned to the pupil at the end of the academic year. If this is not the school's policy then current Year + 1 year	SECURE DISPOSAL

## 7. Extra Curricular Activities

7.1 Educational Visits Outside the Classroom					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the classroom - Primary Schools	NO	Outdoor Education Advisers' Panel National Guidance website: <a href="http://oeapng.info">http://oeapng.info</a> , specifically Section 3 "Legal framework & Employer Systems and Section 4 Good Practice	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the classroom - Secondary Schools	NO	Outdoor Education Advisers' Panel National Guidance website: <a href="http://oeapng.info">http://oeapng.info</a> , specifically Section 3 "Legal framework & Employer Systems and Section 4 Good Practice	Date of visit + 10 years	SECURE DISPOSAL
7.1.3	Parental consent forms for school trips where there has been no major incident	YES		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have storage capacity to retain every single consent form issued by the school for this period of time
7.1.4	Parental consent forms for school trips where there has been a major incident	YES	Limitation Act 1980 (Section 7)	DOB of the pupil(s) involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.	SECURE DISPOSAL

<b>7.2 Walking Bus</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
7.2.1	Walking Bus Registers	YES		Date of Register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL If these records are retained electronically any back up copies should be destroyed at the same time

<b>7.3 Family Liaison Officers &amp; Home/School Liaison Assistants</b>					
<b>No.</b>	<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>At the end of the admin life of the record</b>
7.3.1	Day Books	YES		Current Year + 2 years then REVIEW	SECURE DISPOSAL
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	YES		Whilst child is attending school and then destroy	SECURE DISPOSAL
7.3.3	Referral Forms	YES		While the referral is current	SECURE DISPOSAL
7.3.4	Contact data sheets	YES		Current Year then review - if contact no longer active then destroy	SECURE DISPOSAL
7.3.5	Contact database entries	YES		Current Year then review - if contact no longer active then destroy	SECURE DISPOSAL
7.3.6	Group registers	YES		Current year + 2 years	SECURE DISPOSAL

## 8. Central Government & Local Authority - This section covers records created in the course of interaction between the school and the LA

8.1 Local Authority					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
8.1.1	Secondary Transfer Sheets (Primary)	YES		Current Year + 2 years	SECURE DISPOSAL
8.1.2	Attendance Returns	YES		Current Year + 1 year	SECURE DISPOSAL
8.1.3	School Census Returns	NO		Current Year + 5 years	SECURE DISPOSAL
8.1.4	Circulars and other information sent from the Local Authority	NO		Operational use	SECURE DISPOSAL

8.2 Central Government					
No.	Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	At the end of the admin life of the record
8.2.1	OFSTED reports & papers	NO		Life of the report then REVIEW	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