

Pebblebed Heath Federation Record Retention Schedule

1.1 FULL GOVERNING BODY			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Agendas		One copy kept with master set of minutes. All other copies disposed of.	SECURE DISPOSAL
Minutes – principal set		Permanent	Retain in school where possible. Transfer to county Archives Service.
Minutes – inspection copies		Date of meeting + 3 years	SECURE DISPOSAL
Reports presented to the FGB		Date of report + 6 years. If minutes refer directly to a report, this will be kept permanently	SECURE DISPOSAL
Instruments of Government		Permanent	Retain whilst the school is open
Trust and Endowments managed by the FGB		Permanent	Retain whilst the school is open
Action plans created by the FGB		Life of the action plan + 3 years	SECURE DISPOSAL
Policy documents		Life of the policy + 3 years	SECURE DISPOSAL
Files relating to complaints dealt with by the FGB		Date of resolution of complaint + 6 years	Review after 6 years for further retention in the case of contentious disputes. SECURE DISPOSAL
Reports required by Department for Education and Skills		Date of report + 10 years	SECURE DISPOSAL
Reports concerning the change of status of a maintained school including Specialist Status Schools and Academies		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

1.2 HEADTEACHER AND SENIOR MANAGEMENT TEAM			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Minutes of SMT meetings and other internal administrative bodies		Date of the meeting + 3 years then review	SECURE DISPOSAL
Reports created by the Head Teacher or SMT		Date of report + 3 years then review	SECURE DISPOSAL
Records created by the Head Teacher, Deputy Head Teacher, Heads of Year or subject and other members of staff with administrative responsibilities		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by Head Teachers, Deputy Head Teachers, heads of year or subject and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional development plans		Life of the plan + 6 years	SECURE DISPOSAL
School development plans		Life of the plan + 3 years	SECURE DISPOSAL

1.3 ADMISSIONS PROCESS			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
All records relating to the creation and implementation of the School's Admissions Policy	School Admissions code	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission appeal is successful	School Admissions Code	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the admission appeal is unsuccessful	School Admissions Code	Resolution of case + 1 year	SECURE DISPOSAL
Register of admissions	School Attendance: DfE advice 2014	Every entry must be preserved for 3 years after the date the entry	Review School may consider keeping the

		was made	register permanently for queries from former pupils
Proof of address supplied by parents	School Admissions Code	Current year + 1 year	SECURE DISPOSAL
Supplementary Information form including additional information such as religion, medical conditions etc. FOR SUCCESSFUL ADMISSIONS		This information should be added to the pupil file	SECURE DISPOSAL
Supplementary Information form including additional information such as religion, medical conditions etc. FOR UNSUCCESSFUL ADMISSIONS		Until appeals process completed	SECURE DISPOSAL
Published Admission Number (PAN) reports		Current year + 6 years	SECURE DISPOSAL

1.4 OPERATIONAL ADMINISTRATION			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Records relating to the creation and publication of the school prospectus		Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation of newsletters and circulars to staff, parents or pupils		Current year + 1 year	Review whether further retention is required then STANDARD DISPOSAL
Visitors' book and signing in sheets		Current year + 6 years then review	SECURE DISPOSAL
Records relating to the creation and management of PTFAs		Current year + 6 years then review	SECURE DISPOSAL

2. HUMAN RESOURCES

2.1 RECRUITMENT			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
All records relating to the appointment of a new Headteacher		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – successful candidates		All relevant information should be added to the staff personal file and other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS	DBS Update service Employer Guide June 2014; Keeping Children Safe in Education (July 2015)	The school should not keep copies of DBS checks	SECURE DISPOSAL
Proof of identity and qualification checks		Records dated and kept in staff personal file	SECURE DISPOSAL

2.2 OPERATIONAL STAFF MANAGEMENT			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Timesheets, sick pay		Current year + 6 years	SECURE DISPOSAL
Staff Personal file	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
Annual Appraisal Records		Current year + 5 years	SECURE DISPOSAL

Maternity Pay records	Statutory Maternity Pay Regulations	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	SECURE DISPOSAL

2.3 DISCIPLINARY AND GRIEVANCE PROCESSES

BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Allegation of a child protection nature against a member including where the allegation is unfounded	Keeping Children Safe in Education July 2015	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then review. Allegations found to be malicious should be removed from personnel files.	SECURE DISPOSAL
Disciplinary proceedings:			SECURE DISPOSAL
- Oral warning		Date of warning + 6 months	SECURE DISPOSAL
- Written warning – level 1		Date of warning + 6 months	SECURE DISPOSAL
- Written warning – level 2		Date of warning + 12 months	SECURE DISPOSAL
- Final warning		Date of warning + 18 months	SECURE DISPOSAL
- Case not found		If the incident is child protection related see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

2.4 HEALTH AND SAFETY			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
H&S Policy statements		Life of the policy + 3 years	SECURE DISPOSAL
H&S Risk Assessments		Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work		Date of incident + 12 years. In the case of serious accidents review and retain further if applicable	SECURE DISPOSAL
Accident reporting	Social Security Regulations 1979; Social Security Administration Act 1992; Limitation Act 1980	Date of the incident + 6 years	SECURE DISPOSAL
- Adults		DOB of the child + 25 years	SECURE DISPOSAL
- Children			SECURE DISPOSAL
COSHH	COSHH Regulations 2002	Current year + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	Control of Asbestos at Work Regulations 2012	Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	SECURE DISPOSAL
Fire precautions log books		Current year + 6 years	SECURE DISPOSAL
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	SECURE DISPOSAL

2.5 FINANCIAL MANGEMENT			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Employers Liability insurance certificate		Closure of the school + 40 years	SECURE DISPOSAL
Annual accounts		Current year + 6 years	STANDARD DISPOSAL
Loans and grants		Date of last payment on loan + 12 years	SECURE DISPSOAL
All records relation to the creation and management of budgets including the Annual Budget statement and background papers, budget reports and monitoring		Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	SECURE DISPOSAL
Records relating to collecting and baking of monies		Current financial year + 6 years	SECURE DISPOSAL
Records relating to collection of debt		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the management of contracts		Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the School Fund – <ul style="list-style-type: none"> - cheque books - paying in books - invoices - ledger - receipts - bank statements 		Current year + 6 years	SECURE DISPOSAL
Free school meal registers		Current year + 6 years	SECURE DISPSOAL
School meals registers		Current year + 3 years	SECURE DISPOSAL
School meals summary sheets		Current year + 3 years	SECURE DISPOSAL
2.6 PROPERTY			

BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Title deeds of school properties		Permanent	These should follow the property unless the property has been registered with the Land Registry
Plans of school properties		Retained while the properties belong to the school	Passed to new owners as required
Leases		Expiry of lease + 6 years	SECURE DISPSOAL
Records relating to letting of school premises		Current financial year + 6 years	SECURE DISPOSAL
All records relating to the maintenance by contractors		Current year + 6 years	SECURE DISPOSAL
Maintenance log books		Current year + 6 years	SECURE DISPOSAL

2.7 PUPIL MANAGEMENT			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) regulation 2005	Retain whilst the child is at the school	The file should follow the pupil when they move to another school. If the pupil dies whilst at the school the file should be returned to the Local Authority.
Child protection information held on pupil file	Keeping Children Safe in Education 2015	Placed in a sealed envelope in the pupil file and retained for the same length of time as the file	SECURE DISPOSAL
Child protection information held electronically	Keeping Children Safe in Education 2015	DOB of the child + 25 years	SECURE DISPSOAL
Attendance registers	School attendance: departmental advice for maintained schools 2014	Date of entry on the register + 3 years	SECURE DISPOSAL
Correspondence relating to authorised absence	Education Act 1996	Current academic year + 2 years	SECURE DISPOSAL

SATs records		Results should be recorded on the pupil's educational file and therefore retained until the pupil reaches age 25. A composite record of a whole year's SATs results may be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
Examination results (schools copy)		Current year + 6 years	SECURE DISPOSAL
Any other records created during contact with pupils		Current year + 3 years	SECURE DISPOSAL

2.8 SPECIAL EDUCATIONAL NEEDS

BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Special Educational Needs files, reviews and Individual Education Plans	Limitation Act 1980	DOB of pupil + 25 years	Review SECURE DISPOSAL
Statement maintained under section 324 of the Education Act 1996 and amendments made	Education Act 1996; Special Educational Needs and Disability Act 2001	DOB of pupil + 25 years	SECURE DISPOSAL unless document is subject to a legal hold
Advice and information provided to parents regarding educational needs	Special Educational Needs and Disability Act 2001	DOB of pupil + 25 years	SECURE DISPOSAL unless document is subject to a legal hold
Accessibility Strategy	Special Educational Needs and Disability Act 2001	DOB of pupil + 25 years	SECURE DISPOSAL unless document is subject to a legal hold

2.9 CURRICULUM MANAGEMENT			
BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Curriculum returns		Current year + 3 years	SECURE DISPOSAL
Value Added and contextual data		Current year + 6 years	SECURE DISPOSAL
Self-Evaluation forms		Current year + 6 years	SECURE DISPOSAL
Schemes of work		Current year + 1 year	SECURE DISPOSAL
Timetable		Current year + 1 year	SECURE DISPOSAL
Class record books/mark books/ records of homework set		Current year + 1 year	SECURE DISPOSAL
Records created by the school to obtain approval to run an educational visit outside the classroom	Outdoor Education Advisors Panel National Guidance	Date of visit + 14 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident		Conclusion of the trip	SECURE DISPOSAL
Parental consent forms for school trips where there has been a major incident	Limitation Act 1980	DOB of the pupil involved + 25 years. Consent forms for all pupils on the trip should be retained	SECURE DISPOSAL

2.9 LOCAL AUTHORITY AND CENTRAL GOVERNMENT

BASIC FILE DESCRIPTION	STATUTORY PROVISIONS	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE LIFE OF ADMINISTRATIVE RECORD
Attendance returns		Current year + 2 years	SECURE DISPOSAL
School census		Current year + 5 years	SECURE DISPOSAL
Circulars from the local authority		Operational use	Review to see whether a further retention period is required
Secondary transfer sheets (Primary)		Current year + 2 years	SECURE DISPOSAL
OFSTED reports and papers		Life of the report then review	SECURE DISPOSAL
Returns to central government		Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from central government		Operational use	SECURE DISPOSAL