



The Fernwood School

"High Achievement with Care & Discipline for All"

Records Management Policy

This notice will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Data Protection Lead.

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Purpose and Scope

The purpose and scope of this policy is to define the controls required for the establishment, maintenance and control of documents and data that support the activities of The Fernwood Academy Trust.

The Record Management policy lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

Documented Information

The 'management system' is the collective term used to describe the occupational activities (processes) and written information to control and reflect this (policies, manuals, procedures, arrangements, forms, etc.). This Documented Information can exist in hard copy and/or electronic format however any printed or distributed item is always to be considered 'uncontrolled'.

Instructional documents, such as; policy statements, manuals, handbooks, procedures, flow charts arrangements, work orders, method statements, etc., are available to read, providing guidance on the organisation's requirements and the way in which processes should function.

Working documents include; forms, spreadsheets, databases, drawings, etc. These maybe project or time specific and information may be added to these during the process, thus creating 'records'. It is essential that the most up to date version of a document be held, understood and in place at the point of use.

Control of Records

Physical records generated as a result of operational activity shall be stored under suitable conditions and adequately protected in order to ensure that they remain legible, readily identifiable and retrievable.

The information recorded in hard copy may also be available electronically, however, for ease of reference all hard copy records that are of no further administrative use will be stored in a secure location (the School Archives) or with an approved archiving company at an offsite location. The retention period of hard copy records will follow the retention criteria found in the Document Retention section of the policy.

Electronic records created are held centrally on The Fernwood Academy Trust's servers, Microsoft 365 services (such as OneDrive, Teams, Outlook) or Azure hosted servers. Daily back-ups are carried out to a hosted external system as per DfE guidance.

Data Protection

Data Protection, confidentiality and the best practices to adopt will form part of our training for all staff and starts with the confidential nature of documentation and records. It is accepted that all documents are uncontrolled once printed, however it remains imperative that all documentation and records are treated as operationally sensitive with consideration of data protection and safeguarding risks.

Document Retention

Once data records are of no further use to the operational administrative requirements of the establishment the data retention period should be applied. At the end of the data retention period data records should be destroyed. Please find below definitions of actions which may apply to the retention or disposal of data record.

Disposal

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (Secure Disposal). Records that contain personal information that made freely available to the public and contain no sensitive data may be disposed using general waste management facilities

Transfer of records to the School Archives (Retain)

Where records have been identified as being worthy of long term or permanent preservation, arrangements should be made to transfer the records to the School Archives.

Transfer of information to other media (Transfer)

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

Contracts

IRMSTK1.1	
Retention Period Description	All records relating to the management of contracts under seal
Personal Information	No
Retention Period	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.2	
Retention Period Description	All records relating to the management of contracts under signature
Personal Information	No
Retention Period	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

IRMSTK1.3	
Retention Period Description	Records relating to the management of contracts with external providers
Personal Information	No
Retention Period	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.4	
Retention Period Description	Records relating to the monitoring of contracts
Personal Information	No
Retention Period	End of the contract or until the final payment has been made whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK1.5	
Retention Period Description	All records relating to the maintenance of the school carried out by contractors
Personal Information	No
Retention Period	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.6	
Retention Period Description	All records relating to the maintenance of the school carried out by school employees, including maintenance log books
Personal Information	No
Retention Period	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK1.7	
Retention Period Description	Records relating to the management of software licences
Personal Information	No
Retention Period	Date licence expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Education Management - Management Information

IRMSTK2.1	
Retention Period Description	Published Admission Number (PAN) reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK2.2	
Retention Period Description	Curriculum returns
Personal Information	No
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.3	
Retention Period Description	Self-evaluation forms
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.4	

Retention Period Description	Self Evaluation Forms - External moderation
Personal Information	Yes
Retention Period	Until superseded
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.5	
Retention Period Description	Self Evaluation Forms - Internal moderation
Personal Information	Yes
Retention Period	Academic year plus one academic year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.6	

Retention Period Description	Value added and contextual data
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Education Management – Strategy

IRMSTK4.1	
Retention Period Description	Strategic Review
Personal Information	No
Retention Period	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK4.2	

Retention Period Description	School Development Plans
Personal Information	No
Retention Period	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK4.3	
Retention Period Description	Accessibility Plan
Personal Information	No
Retention Period	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained
Statutory Provisions	Equality Act 2010
Disposal	SECURE DISPOSAL
Notes	

Examinations

IRMSTK5.2	
Retention Period Description	SATs records Results
Personal Information	Yes
Retention Period	The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK5.3	
Retention Period Description	Examination Results Pupil Copies: Public
Personal Information	Yes
Retention Period	This information to be added to the pupil file
Statutory Provisions	
Disposal	The school will follow the instructions of the Examination Board about disposal of uncollected certificates
Notes	

IRMSTK5.4	
Retention Period Description	Examination results pupil copies: Internal
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	
Notes	
IRMSTK5.5	
Retention Period Description	Examination results (schools copy)
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK5.6	

Retention Period Description	Management of examination registrations
Personal Information	Yes
Retention Period	As directed by the examination board.
Statutory Provisions	
Disposal	
Notes	

Extra Curriculum and Miscellaneous Activities

IRMSTK6.2	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom.
Personal Information	No
Retention Period	Date of visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	All trips and visits are approved through Evolve.
IRMSTK6.3	

Retention Period Description	Parental consent forms for school trips where there has been no major incident
Personal Information	Yes
Retention Period	Conclusion of the trip.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	There may be unique retention period for school trips recorded and communicated on the consent forms.
IRMSTK6.4	
Retention Period Description	Parental permission slips for school trips where there has been a major incident
Personal Information	Yes
Retention Period	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK6.5	

Retention Period Description	Records relating to residential trips
Personal Information	Yes
Retention Period	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	All records are stored on Evolve.

Finance – Funding

IRMSTK7.01	
Retention Period Description	Funding Agreement with Secretary of State and supplemental funding agreements
Personal Information	No
Retention Period	6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Academy Trust Handbook – Funding Agreement Must be displayed on Trust website.
IRMSTK7.02	

Retention Period Description	Funding Agreement Termination of the funding agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.
IRMSTK7.03	
Retention Period Description	Funding Records Capital Grant
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.04	

Retention Period Description	Funding Records Earmarked Annual Grant (EAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.05	
Retention Period Description	Funding Records General Annual Grant (GAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.06	

Retention Period Description	Per pupil funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.07	
Retention Period Description	Funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].
IRMSTK7.08	

Retention Period Description	Gift Aid and Tax Relief
Personal Information	Yes
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.09	
Retention Period Description	Exclusions agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.
IRMSTK7.10	

Retention Period Description	Records relating to loans
Personal Information	No
Retention Period	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000
Statutory Provisions	Companies Act 2006 (+ 6 Years) Limitation Act 1980 (+ 12 years Deed – under seal)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.11	
Retention Period Description	Management of Endowment Funds
Personal Information	No
Retention Period	Life of the fund + 6 years from the financial year to which they relate.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	May be kept permanently for historical purposes – dependant on type of endowment.
IRMSTK7.12	

Retention Period Description	Investment policies
Personal Information	No
Retention Period	Life of the investment + 6 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.13	
Retention Period Description	Pupil Premium Fund records
Personal Information	Yes
Retention Period	Date pupil leaves the provision + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.14	

Retention Period Description	Student Grant applications
Personal Information	Yes
Retention Period	6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Current year + 1 year – unsuccessful/withdrawn

Finance – Operational

IRMSTK8.1	
Retention Period Description	Invoices, receipts, order books and requisitions, delivery notices
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK8.2	

Retention Period Description	Records relating to the collection and banking of monies
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK8.3	
Retention Period Description	Records relating to the identification and collection of debt
Personal Information	Yes
Retention Period	Payment or write off of debt + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	

Finance - Risk Management and Insurance

IRMSTK9.1	
Retention Period Description	Employers Liability Insurance Certificate
Personal Information	No
Retention Period	Year of issue + 40 years. Pass to the Local Authority if the school closes
Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.2	
Retention Period Description	Insurance policies
Personal Information	No

Retention Period	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years
Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.3	
Retention Period Description	Records relating to the settlement of insurance claims
Personal Information	Yes
Retention Period	Date claim settled + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK9.4	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	
Retention Period	Current year + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.5	
Retention Period Description	Audit Committee and appointment of responsible officers
Personal Information	No
Retention Period	As long as necessary
Statutory Provisions	Limitations Act 1980
Disposal	SECURE DISPOSAL
Notes	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request. Companies Act 2006 requires that minutes of all proceedings at meetings of directors and committees (including Audit Committees) must be kept for at least 10 years.

Finance - School Fund

IRMSTK10.1	
Retention Period Description	School Fund Ledger
Personal Information	Yes [ledger may contain names of people in receipt of grants]
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.2	
Retention Period Description	Whole of government accounts returns
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.3	

Retention Period Description	School Fund Journey books (Trips fund Control Records)
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.4	
Retention Period Description	School Fund Invoices
Personal Information	No
Retention Period	Current financial year + 6 years 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.5	

Retention Period Description	School Fund Receipts
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.6	
Retention Period Description	School Fund Bank statements
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.8	

Retention Period Description	School Fund Paying in Books
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	

Finance - School Meals

IRMSTK11.1	
Retention Period Description	Free school meals registers
Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	Limitations Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK11.2	

Retention Period Description	School meals financial summary sheets
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	

Finance - Strategic Finance

IRMSTK12.01	
Retention Period Description	Annual accounts
Personal Information	No
Retention Period	Current year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.02	

Retention Period Description	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers
Personal Information	No
Retention Period	Life of the budget + 3 years
Statutory Provisions	Limitations Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.03	
Retention Period Description	Statement of financial activities for the year
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.04	

Retention Period Description	Financial Planning
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.05	
Retention Period Description	Value for money statement
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.06	

Retention Period Description	Borrowing powers
Personal Information	No
Retention Period	Until superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.07	
Retention Period Description	Charging and remissions policy
Personal Information	No
Retention Period	Date policy superseded + 3 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.08	
Retention Period Description	Independent Auditors report on regularity
Personal Information	No

Retention Period	Financial year report relates to + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.09	
Retention Period Description	Independent Auditors report on financial statements
Personal Information	Yes
Retention Period	Financial year report relates to + 6 years 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.10	
Retention Period Description	Records relating to the management of VAT
Personal Information	No
Retention Period	Current financial year + 6 years from the financial year to which they relate.
Statutory Provisions	Companies Act 2006

Disposal	SECURE DISPOSAL
Notes	

Governing Bodies – Activities

IRMSTK13.1	
Retention Period Description	Records relating to Trustee Monitoring Visits
Personal Information	Yes
Retention Period	Date of the visit + 3 years
Statutory Provisions	Limitations Act 1980
Disposal	SECURE DISPOSAL
Notes	

Governing Bodies – Governance

IRMSTK14.1	
Retention Period Description	Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes

Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
IRMSTK14.2	
Retention Period Description	Articles of Association
Personal Information	No
Retention Period	Life of the Academy
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.3	
Retention Period Description	Memorandum of Association
Personal Information	No
Retention Period	Life of the company from the date of incorporation until it is dissolved.
Statutory Provisions	Companies Act 2006

Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.4	
Retention Period Description	Memorandum of Understanding of Shared Governance among Schools
Personal Information	No
Retention Period	Life of Memorandum of Understanding + 6 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.5	
Retention Period Description	Governance Statement
Personal Information	No
Retention Period	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.6	

Retention Period Description	Written Scheme of Delegation
Personal Information	Yes
Retention Period	Life of Written Scheme of Delegation + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.7	
Retention Period Description	Special Resolutions to amend the Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
Statutory Provisions	Companies Act 2006 section 355
Disposal	
Notes	Companies Act 2006 section 355 Section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
IRMSTK14.8	

Retention Period Description	Annual Report and Accounts
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.9	
Retention Period Description	Trustees Annual Report
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.10	

Retention Period Description	Annual Reports created under the requirements of the Education (Trustees Annual Reports) (England) (Amendment) Regulations 2002
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.11	
Retention Period Description	Annual Return
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.12	

Retention Period Description	Instruments of Government
Personal Information	No
Retention Period	For the life of the school
Statutory Provisions	
Disposal	Consult local archives before disposal
Notes	
IRMSTK14.13	
Retention Period Description	Register of Directors
Personal Information	Yes
Retention Period	Date Director resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Companies Act Section 121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which they ceased to be a member
IRMSTK14.14	

Retention Period Description	Scheme of Delegation and Terms of Reference for Committees
Personal Information	No
Retention Period	Until superseded or whilst relevant
Statutory Provisions	
Disposal	These could be offered to the archives if appropriate
Notes	The schools may wish to retain these records for reference purposes in case decisions need to be justified.
IRMSTK14.15	
Retention Period Description	Trusts and Endowments managed by the Board of Trustees
Personal Information	Yes
Retention Period	Life of the Trust or Endowment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.16	

Retention Period Description	Records relating to complaints dealt with by the Board of Trustees Annual Report and Accounts
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations.
IRMSTK14.17	
Retention Period Description	All records relating to the conversion of schools to Academy status
Personal Information	No
Retention Period	For the life of the organisation
Statutory Provisions	Companies Act 2006 section 355
Disposal	Consult local archives before disposal
Notes	
IRMSTK14.18	

Retention Period Description	Policy documents created and administered by the Board of Trustees
Personal Information	No
Retention Period	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Governing Bodies - Directors and Trustees

IRMSTK15.01	
Retention Period Description	Appointment of Trustees and Directors
Personal Information	Yes
Retention Period	Life of appointment + 6 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.02	

Retention Period Description	Records relating to the election of parent and staff trustees not appointed by the trustees
Personal Information	Yes
Retention Period	Date of election + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.03	
Retention Period Description	Records relating to the appointment of co-opted trustees
Personal Information	Yes
Retention Period	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted trustee has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.04	

Retention Period Description	Records relating to the terms of office of serving trustees including evidence of appointment
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	
Notes	
IRMSTK15.05	
Retention Period Description	Records relating to Trustee Declaration against disqualification criteria
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.06	

Retention Period Description	Trustees Code of Conduct
Personal Information	No
Retention Period	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.07	
Retention Period Description	Records relating to DBS checks carried out on clerk and members of the Board of Trustees
Personal Information	Yes
Retention Period	Date of DBS check + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	The clearance date and type will be stored within their personnel files.
IRMSTK15.08	

Retention Period Description	Trustee personnel files
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.09	
Retention Period Description	Records relating to the induction programme for new trustees
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.10	

Retention Period Description	Records relating to the training required and received by trustees
Personal Information	Yes
Retention Period	Date trustee steps down + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.11	
Retention Period Description	Appointment and removal of Members
Personal Information	No
Retention Period	Life of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.12	
Retention Period Description	Register of members
Personal Information	

Retention Period	Date Member resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.13	
Retention Period Description	Statement of Trustee Responsibilities
Personal Information	No
Retention Period	Life of statement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.14	
Retention Period Description	Register of Trustee interests
Personal Information	Yes
Retention Period	Date Trustee resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL

Notes	
IRMSTK15.15	
Retention Period Description	Declaration of Interests Statements [Trustee] [this is not a statutory register]
Personal Information	Yes
Retention Period	Date Trustee resigns + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Governing Bodies – Meetings

IRMSTK16.01	
Retention Period Description	Board Meeting Minutes
Personal Information	Yes
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	

IRMSTK16.02	
Retention Period Description	Board Decisions
Personal Information	Could be if the decisions refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.03	
Retention Period Description	Board Meeting: Annual Schedule of Business
Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.04	
Retention Period Description	Board Meeting: Procedures for conduct of meeting
Personal Information	No

Retention Period	Date procedures superseded + 6 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.05	
Retention Period Description	Records relating to the management of General Members Meetings
Personal Information	No
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.06	
Retention Period Description	Minutes relating to any committees set up by the Board of Directors
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	

Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.07	
Retention Period Description	Records relating to the management of the Annual General Meeting
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.08	
Retention Period Description	Meetings Schedule
Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
IRMSTK16.09	

Retention Period Description	Agendas for Board of Trustees meetings
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	One copy should be retained with the master set of minutes. All other copies can be disposed of
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.10	
Retention Period Description	Agendas Additional Copies
Personal Information	No
Retention Period	Date of meeting
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
IRMSTK16.11	

Retention Period Description	Minutes of, and papers considered at, meetings of the Board of Trustees and its committees: Principal Set (signed)
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.12	
Retention Period Description	Minutes of, and papers considered at, meetings of the Board of Trustees and its committees: Inspection Copies
Personal Information	Yes - May have names and personal issues unless redacted
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.13	

Retention Period Description	Reports presented to the Board of Trustees
Personal Information	Yes
Retention Period	Date of meeting the report was presented to + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL or retain with the signed set of minute
Notes	
IRMSTK16.14	
Retention Period Description	Reports made to the Trustees Meeting which are referred to in the minutes
Personal Information	Potential
Retention Period	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting.
Statutory Provisions	Companies Act 2006
Disposal	Consult local archives before disposal
Notes	
IRMSTK16.15	

Retention Period Description	Register of attendance at Governing Body meetings
Personal Information	Yes
Retention Period	Date of last meeting in the book + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.16	
Retention Period Description	Papers relating to the management of the Annual Parents Meeting
Personal Information	Yes
Retention Period	Date of meeting + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Health and Safety

IRMSTK17.01	
Retention Period Description	Health and Safety policy statements
Personal Information	No
Retention Period	Life of policy + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.02	
Retention Period Description	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)
Personal Information	No
Retention Period	Pass to new owner on sale or transfer of building
Statutory Provisions	
Disposal	
Notes	
IRMSTK17.03	

Retention Period Description	Fire precautions log books
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.04	
Retention Period Description	Fire risk assessments
Personal Information	No unless containing Personal Emergency Evacuation plans
Retention Period	Life of the risk assessment + 3 years
Statutory Provisions	Fire Service Order 2005
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.05	
Retention Period Description	Accident reporting: Adults
Personal Information	Yes

Retention Period	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
IRMSTK17.06	
Retention Period Description	Records relating to accident/injury at work including incident reports
Personal Information	Yes
Retention Period	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK17.07	
Retention Period Description	Accident reporting: Children
Personal Information	Yes
Retention Period	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below [see also the incident reporting form]
IRMSTK17.08	
Retention Period Description	Control of Substances Hazardous to Health (COSHH)
Personal Information	No
Retention Period	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK17.09	
Retention Period Description	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)
Personal Information	Yes
Retention Period	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See IRMSTK17.5 and IRMSTK17.7
Statutory Provisions	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)
Disposal	SECURE DISPOSAL
Notes	For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools
IRMSTK17.10	
Retention Period Description	Health and Safety risk assessments
Personal Information	No
Retention Period	Life of risk assessment + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.11	

Retention Period Description	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos
Personal Information	Yes
Retention Period	Last action + 40 years
Statutory Provisions	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.12	
Retention Period Description	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording
Personal Information	No
Retention Period	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made
Statutory Provisions	The Ionising Radiations Regulation 2017
Disposal	SECURE DISPOSAL
Notes	

Liaison with LEA-DFE

IRMSTK18.1	
Retention Period Description	OFSTED reports and papers
Personal Information	No
Retention Period	Life of the report then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.2	
Retention Period Description	Returns made to central government
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.3	
Retention Period Description	School census returns

Personal Information	No
Retention Period	Current year + 5 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.4	
Retention Period Description	Circulars and other information sent from the Local Authority
Personal Information	
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.5	
Retention Period Description	Circulars and other information sent from central government
Personal Information	No
Retention Period	Operational use
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.6	
Retention Period Description	Attendance returns
Personal Information	Yes
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Parent Teacher Association

IRMSTK19.1	
Retention Period Description	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations
Personal Information	Yes
Retention Period	Current year + 6 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
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Property

IRMSTK20.1	
Retention Period Description	Title deeds of properties belonging to the school
Personal Information	No
Retention Period	These should follow the property, unless the property has been registered with the Land Registry
Statutory Provisions	
Disposal	Transfer to new owner
Notes	
IRMSTK20.2	
Retention Period Description	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features
Personal Information	No
Retention Period	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
Statutory Provisions	
Disposal	Pass to next owner

Notes	
IRMSTK20.3	
Retention Period Description	Leases of property leased by or to the school
Personal Information	No
Retention Period	Expiry of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK20.4	
Retention Period Description	Business continuity and disaster recovery plans
Personal Information	Yes
Retention Period	These are dynamic documents which should be kept up to date
Statutory Provisions	
Disposal	SECURE DISPOSAL OF OLD PLANS
Notes	
IRMSTK20.5	
Retention Period Description	Records relating to the letting of school premises
Personal Information	No

Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Pupils and Students

IRMSTK21.2	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL
Notes	Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued
IRMSTK21.3	
Retention Period Description	Attendance registers
Personal Information	Yes

Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually] School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	SECURE DISPOSAL
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852

School Admissions

IRMSTK22.1	
Retention Period Description	All records relating to the creation and implementation of the School Admissions Policy
Personal Information	No
Retention Period	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years
Statutory Provisions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL

Notes	
IRMSTK22.2	
Retention Period Description	Register of admissions
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities. School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	SECURE DISPOSAL
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852
IRMSTK22.3	
Retention Period Description	Admissions if the appeal is unsuccessful
Personal Information	Yes
Retention Period	Resolution of case + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels

Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.4	
Retention Period Description	Admissions if the admission is successful
Personal Information	Yes
Retention Period	Date of admission + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.5	
Retention Period Description	Admissions Secondary Schools Casual
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.6	

Retention Period Description	Proofs of address supplied by parents as part of the admissions process
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.7	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	As per pupil file
Notes	
IRMSTK22.8	

Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.
Personal Information	Yes
Retention Period	Until appeals process completed
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.9	
Retention Period Description	Records relating to the management of exclusions
Personal Information	Yes
Retention Period	Date of birth of the pupil involved + 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

School Assets

IRMSTK23.1	
Retention Period Description	Community School leases for land
Personal Information	No
Retention Period	Date lease expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.2	
Retention Period Description	Commercial transfer arrangements
Personal Information	No
Retention Period	Date of transfer + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.3	
Retention Period Description	Transfer of land to the Academy Trust
Personal Information	No

Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.4	
Retention Period Description	Transfers of freehold land
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.5	
Retention Period Description	Records relating to the leasing of shared facilities, such as sports centres
Personal Information	No
Retention Period	End of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK23.6	
Retention Period Description	Land and building valuations
Personal Information	No
Retention Period	Date valuation superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.7	
Retention Period Description	Disposal of assets
Personal Information	No
Retention Period	Date asset disposed of + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.8	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	No

Retention Period	Date of insurance settlement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.9	
Retention Period Description	Inventories of furniture and equipment
Personal Information	
Retention Period	Life of equipment + 6 years.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

School Management

IRMSTK24.01	
Retention Period Description	Log books of activity in the school maintained by the Head Teacher
Personal Information	There may be data protection issues if the log book refers to individual pupils or members of staff
Retention Period	Date of last entry in the book + a minimum of 6 years then REVIEW

Statutory Provisions	
Disposal	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
Notes	
IRMSTK24.02	
Retention Period Description	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)
Personal Information	Yes
Retention Period	Academic Year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.03	
Retention Period Description	School Privacy Notice which is sent to parents as part of GDPR compliance
Personal Information	No
Retention Period	Life of the privacy notice/until the privacy notice plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK24.04	
Retention Period Description	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)
Personal Information	Yes
Retention Period	Consents should be retained for as long as the consent is relied on.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.05	
Retention Period Description	Records relating to the creation and distribution of circulars to staff, parents or pupils
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	STANDARD DISPOSAL - Items published on the school website maybe retained in the archive or deleted at the same time as the master copy
Notes	
IRMSTK24.06	

Retention Period Description	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies
Personal Information	There may be data protection issues if the minutes refers to individual pupils or members of staff
Retention Period	Date of the meeting + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.07	
Retention Period Description	Reports created by the Head Teacher or the Management Team
Personal Information	There may be data protection issues if the report refers to individual pupils or members of staff
Retention Period	Date of the report + a minimum of 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.08	
Retention Period Description	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities

Personal Information	There may be data protection issues if the records refer to individual pupils or members of staff
Retention Period	Current academic year + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.09	
Retention Period Description	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the correspondence refers to individual pupils or members of staff
Retention Period	Date of correspondence + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.10	
Retention Period Description	Management of complaints
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date

	the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations
IRMSTK24.11	
Retention Period Description	Newsletters and other items with a short operational use
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL - items published on the school website maybe retained in the archive or deleted at the same time as the master copy
Notes	
IRMSTK24.12	
Retention Period Description	Records relating to the creation and publication of the school brochure or prospectus
Personal Information	No
Retention Period	Current year + 3 years. The should may archiving a copy for historical reasons

Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	

Special Education Needs and Disabilities

IRMSTK25.1	
Retention Period Description	Special Educational Needs files, reviews and Individual Education Plans
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK25.2	
Retention Period Description	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file unless the document is subject to a legal hold then 6 years after legal action ended

Statutory Provisions	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
Disposal	SECURE DISPOSAL
Notes	
IRMSTK25.3	
Retention Period Description	Advice and information provided to parents regarding educational needs
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 2
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
IRMSTK25.4	
Retention Period Description	Accessibility strategy
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years. This would normally be retained on the pupil file unless the document is subject to a legal hold then date legal action ceases + 6 years

Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 14
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

Teachers and Staff Disciplinary

IRMSTK26.1	
Retention Period Description	Disciplinary Proceedings
Personal Information	Yes
Retention Period	Date of warning + [see notes]
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	A disciplinary warning will be live for the timescales detailed below. Once the warning has expired a record of the warning will remain on file as a record of the commission of misconduct, however will not remain active in relation to future disciplinary matters. <u>The record will remain on file for the duration of employment and for 6 years post employment.</u> And the sanctions are: No action – removed from file

	Formal Management Advice – 3 months Six Month Written Warning – 6 months Final Written Warning – 12 months
IRMSTK26.5	
Retention Period Description	Disciplinary Proceedings: Case not found
Personal Information	Yes
Retention Period	If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff Pay and Pensions

IRMSTK27.01	
Retention Period Description	Records relating to the agreement of pay and conditions
Personal Information	No
Retention Period	Date pay and conditions superseded + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.02	
Retention Period Description	Payroll records
Personal Information	Yes
Retention Period	Date payroll run + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.03	
Retention Period Description	Payroll reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.04	

Retention Period Description	Payroll awards
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.05	
Retention Period Description	Payroll gross / net weekly or monthly
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.06	

Retention Period Description	Payslips copies
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.07	
Retention Period Description	Pay packet receipt by employee
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.08	

Retention Period Description	Maternity pay records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.09	
Retention Period Description	Part time fee claims
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.10	

Retention Period Description	Overtime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.11	
Retention Period Description	National Insurance Schedule of payments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.12	

Retention Period Description	Insurance
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.13	
Retention Period Description	Car allowance claims
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.14	

Retention Period Description	Car mileage output
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.15	
Retention Period Description	Car loans
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.16	

Retention Period Description	Time sheets /clock cards / flexitime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.17	
Retention Period Description	Bonus sheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.18	

Retention Period Description	Staff returns
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.19	
Retention Period Description	Sickness records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.20	

Retention Period Description	Tax forms P6 / P11 / P11D / P35 / P45/ P46 / P48
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.21	
Retention Period Description	Personal bank details
Personal Information	Yes
Retention Period	Until superseded + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.22	

Retention Period Description	Income tax form P60
Personal Information	Yes
Retention Period	Current year + 6 years.
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.23	
Retention Period Description	Pension payroll
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.24	

Retention Period Description	Superannuation adjustments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.25	
Retention Period Description	Superannuation reports
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.26	
Retention Period Description	Members Allowance register

Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.27	
Retention Period Description	Records relating to pension registrations
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.28	
Retention Period Description	Management of the Teachers Pension Scheme
Personal Information	Yes

Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.29	
Retention Period Description	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995
Personal Information	Yes
Retention Period	From the end of the year in which the accounts were signed for a minimum of 6 years
Statutory Provisions	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff Recruitment

IRMSTK28.1	
Retention Period Description	All records leading up to the appointment of a new Head Teacher
Personal Information	Yes
Retention Period	Length of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
IRMSTK28.2	
Retention Period Description	All records leading up to the appointment of a new member of staff successful candidate
Personal Information	Yes
Retention Period	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK28.3	
Retention Period Description	All records leading up to the appointment of a new member of staff unsuccessful candidates
Personal Information	Yes
Retention Period	Date of appointment of successful candidate + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.4	
Retention Period Description	Pre-employment vetting information DBS Checks
Personal Information	Yes
Retention Period	If the school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely, necessary.
Statutory Provisions	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74
Disposal	SECURE DISPOSAL
Notes	Academies are bound by the legislation that applies to independent schools NOT maintained schools.

IRMSTK28.5	
Retention Period Description	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure
Personal Information	Yes
Retention Period	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 copy documentation, then this should be added to the Staff Personal File
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.6	
Retention Period Description	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom
Personal Information	Yes
Retention Period	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.
Disposal	SECURE DISPOSAL

Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process
IRMSTK28.7	
Retention Period Description	Records relating to the employment of overseas teachers
Personal Information	Yes
Retention Period	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff Safeguarding

IRMSTK29.1	
Retention Period Description	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded
Personal Information	Yes
Retention Period	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW

Statutory Provisions	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 July 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf . Keeping children safe in education Statutory guidance September 2021.
Disposal	SECURE DISPOSAL
Notes	If in doubt about recording requirements, staff should discuss with the designated safeguarding lead.

Teachers and Staff - Staff Management

IRMSTK30.01	
Retention Period Description	Staff Personal File, including employment contract and staff training records
Personal Information	Yes
Retention Period	Termination of employment + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.02	

Retention Period Description	Timesheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.03	
Retention Period Description	Absence record
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.04	
Retention Period Description	Sickness Absence Monitoring
Personal Information	Yes

Retention Period	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records are to be kept separate from accident records.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.05	
Retention Period Description	Annual appraisal/assessment records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.06	
Retention Period Description	Records relating to the TUPE process
Personal Information	Yes
Retention Period	Date last member of staff transfers or leaves the organisation + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.07	
Retention Period Description	Training needs analysis
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.08	
Retention Period Description	Staff Training where the training leads to Continuing Professional Development
Personal Information	Yes
Retention Period	Length of time required by the professional body
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK30.09	
Retention Period Description	Staff Training except where dealing with children, e.g. First Aid or Health and Safety
Personal Information	Yes
Retention Period	Length of time required by the professional body
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.10	
Retention Period Description	Staff Training where the training relates to children (e.g. safeguarding or other child related training)
Personal Information	Yes
Retention Period	Date of the training + 40 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.
IRMSTK30.11	
Retention Period Description	Professional Development Plans

Personal Information	Yes
Retention Period	Life of the plan or plan superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Teaching and the Curriculum

IRMSTK31.01	
Retention Period Description	Schemes of Work
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.02	

Retention Period Description	Timetable
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.03	
Retention Period Description	Class record books
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.04	
Retention Period Description	Mark books

Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.05	
Retention Period Description	Record of home learning set
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.06	
Retention Period Description	Pupils work
Personal Information	Yes

Retention Period	Where possible, work should be returned to the pupil at the end of the academic year, otherwise review these records at the end of each year and allocate a further retention period, or SECURE DISPOSAL. Work related to key stage 4 courses may restrictions in place, guidance to be sought from the relevant exam board.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Transport Educational

IRMSTK32.01	
Retention Period Description	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.02	
Retention Period Description	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance

Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.03	
Retention Period Description	Service logs and vehicle logs
Personal Information	No
Retention Period	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.04	
Retention Period Description	GPS tracking data relating to the vehicles
Personal Information	No
Retention Period	Current year + 12 months

Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.05	
Retention Period Description	Tachograph: Analogue and electronic including driver's cards
Personal Information	Yes
Retention Period	Current year + 12 months
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.06	
Retention Period Description	Driver's records book
Personal Information	Yes
Retention Period	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of

	book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.
Disposal	SECURE DISPOSAL
Notes	

Welfare

IRMSTK33.01	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Day Books
Personal Information	Yes
Retention Period	Current year + 2 years then review
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.02	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency

Personal Information	Yes
Retention Period	Whilst child is attending school and then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.03	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Referral forms
Personal Information	Yes
Retention Period	While the referral is current
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.04	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets
Personal Information	Yes

Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.05	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact database entries
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.06	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Group Registers
Personal Information	Yes

Retention Period	Current year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.07	
Retention Period Description	Accessibility Plan relating to individual pupils
Personal Information	Yes
Retention Period	The plan should be included on the pupil file
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.08	
Retention Period Description	Child protection information held on pupil file
Personal Information	Yes
Retention Period	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
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard

	children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
IRMSTK33.09	
Retention Period Description	Child protection information held in separate files
Personal Information	Yes
Retention Period	Date of birth of the child + 25 years then REVIEW
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.