

# Retention of Documents for Schools and Nurseries

## Governance and Management

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
Potential	Agendas for Governing Body meetings	One copy should be retained with the master set of minutes. All other copies can be disposed of		Secure disposal
Potential	Minutes of Governing Body meetings - Principal Set (signed)	Permanent		
Potential	Clerks Copies	Date of meeting + 3 years		Shredded
Potential	Reports presented to the Governing Body	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently		Secure disposal or retain with the signed set of the minutes
No	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years	Education Act 2002, Section 33	Secure disposal
No	Instruments of Government including Articles of Association	Permanent		
Potential	Trusts and Endowments managed by the Governing Body (including Trust Deeds,	Permanent		

	Trustees minute books, works council minutes)			
No	Policy documents created and administered by the Governing Body	Life of the policy + 3 years		Secure disposal
Yes	Action plans created and administered by the Governing Body	Life of the action plan + 3 years		Secure disposal
No	Records relating to complaints dealt with by the Governing Body	Date of the resolution of the complaint + a minimum of 6 years. Then review for further retention in case of contentious disputes		Secure disposal
No	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Secure disposal
No	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined+ 3 years		Secure disposal
Potential	Log books of activity in the school maintained by the Head Teacher	Date of last entry in the book + a minimum of 6 years then review		Shredded
Potential	Minutes of Senior Management Team meetings and the meetings of other	Date of the meeting + 3 years then review		Secure disposal

	internal administrative bodies			
Potential	Reports created by the Head Teacher or the Management Team	Date of the report + a minimum of 3 years then review		Secure disposal
Potential	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Current academic year + 6 years then review		Secure disposal
Potential	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Date of correspondence + 3 years then review		Secure disposal
Yes	Professional Development Plans	Life of the plan + 6 years		Secure disposal
No	School Development Plans	Life of the plan + 3 years		
No	All records relating to the creation and implementation of the School Admissions' Policy	Life of the policy + 3 years then review	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Secure disposal
Yes	Admissions – if the admission is successful	Date of admission + 1 year	School Admissions Code Statutory guidance for admission authorities,	Secure disposal

			governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	
Yes	Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Secure disposal
Yes	Register of Admissions	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Review Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the

				school.
Yes	Admissions – Secondary Schools – Casual	Current year + 1 year		Secure disposal
Yes	Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	
Yes	Supplementary Information form including additional information such as religion, medical conditions etc.			
Yes	For successful admissions	This information should be added to the pupil file		Secure disposal
Yes	For unsuccessful admissions	This information should be added to the pupil file		Secure disposal
Yes	General file series	Current year + 5 years then REVIEW		Secure disposal
No	Records relating to the creation and publication of the school brochure or prospectus	Current year + 3 years		General waste

No	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year		General waste
No	Newsletters and other items with a short operational use	Current year + 1 year		General waste
Yes	Visitors' Books and Signing in Sheets	Current year + 6 years then review		Secure disposal
No	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years then review		Secure disposal

# Human Resource Management

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
Yes	All records leading up to the appointment of a new headteacher	Date of appointment + 6 years		Secure disposal
Yes	All records leading up to the appointment of a new member of staff – unsuccessful candidates  NOTE: 6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants documents will be transferred to the personnel file in any event.	Date of appointment of successful candidate 6 months to a year		Secure disposal
Yes	All records leading up to the appointment of a new member of staff – successful candidate	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months		Secure disposal
No	Pre-employment vetting information –	The school does not keep copies of		

	DBS Checks	DBS certificates. The number should be retained on the single central record		
Yes	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	The school does not keep copies of proof of identity. The number and a signature of the checker should be retained on the single central record		
Yes	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Where possible these documents should be added to the Staff Personnel File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	An employers guide to work checks – Home Office	
Yes	Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Limitation Act 1980 (Section 2)	Secure disposal
Yes	Disciplinary Warnings	18 months unless child protection related		Secure disposal
Yes	Parental leave	18 years from the birth of the child.		Secure disposal
Yes	Working time records	2 years from date on which they were made.	The Working Time Regulations 1998 (SI 1998/1833).	Secure disposal



Yes	Annual appraisal/ assessment records	Current year + 5 years		Secure disposal
Yes	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then review. Note allegations that are found to be malicious should be removed from personnel files. If unfounded they are to be kept on the file and a copy provided to the person concerned	Keeping Children Safe in Education	Shredded and then Secure disposal
Yes	Trade union agreements	10 years after ceasing to be effective.		
No	Health and Safety Policy and Statements	Life of policy + 3 years		Secure disposal
No	Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently		
Yes	Records relating to accident/ injury at work and accident reporting	Statutory retention period: 3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos).	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents	Secure disposal

			involving hazardous substances (see below).	
Yes	Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677).	Secure disposal
Yes	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	(medical records) 40 years from the date of the last entry; (medical examination certificates) 4 years from the date of issue.	The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)	Secure disposal
Yes	Medical records under the Ionising Radiations Regulations 1999	3 years after the end of the pay reference period following the one that the records cover.	The Ionising Radiations Regulations 1999 (SI 1999/3232).	
Yes	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	Last action + 50 years		Secure disposal
No	Fire Precautions log books		Current year + 6	

			years	
Yes	Maternity pay records	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Secure disposal
Yes	Records held under Retirement Benefits Schemes (Information Powers) 1995 Regulations	Current year + 6 years		Secure disposal

# Financial Management

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
No	Accounting Records	3 years for private companies, 6 years for public limited companies.	Statutory authority: Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006.	
No	Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate.	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).	
No	Inland Revenue/HMRC approvals	Permanently		
No	Money purchase details	6 years after transfer or value taken.		Secure disposal
No	Employer's Liability Insurance Certificate	Closure of the school + 40		Secure disposal

		years		
No	Inventories of furniture and equipment	Current year + 6 years		Secure disposal
No	Burglary, theft and vandalism report forms	Current year + 6 years		Secure disposal
No	Annual Accounts	Current year + 6 years		General disposal
No	Loans and grants managed by the school	Date of last payment on the loan + 12 years then review		Secure disposal
Yes	Student Grant applications	Current year + 3 years		Secure disposal
No	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of the budget + 3 years		Secure disposal
Yes	National minimum wage records	3 years after the end of the pay reference period following the one that the records cover.	National Minimum Wage Act 1998.	
Yes	Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place.	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	
Yes	Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends.	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.	
Yes	Statutory Sick Pay records, calculations, certificates, self-certificates	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the		

		former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep records for at least 3 months after the end of the period of sick leave in case of a disability discrimination claim. However if there were to be a contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases.		
Yes	Wage/salary records (also overtime, bonuses, expenses)	6 years.	Taxes Management Act 1970.	
Yes	Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently for historical purposes		
Yes	Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy		
No	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years		Secure disposal
No	Records relating to the collection and	Current financial year + 6 years		Secure disposal

	banking of monies			
No	Records relating to the identification and collection of debt	Current financial year + 6 years		Secure disposal
No	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	Limitation Act 1980	Secure disposal
No	Records relating to the monitoring of contracts	Current year + 2 years		Secure disposal
No	School Fund - Cheque books, paying books, ledger, invoices, receipts, bank statements, journey books	Current year + 6 years		Secure disposal
Yes	Free School Meals Registers	Current year + 6 years		Secure disposal
Yes	School Meals Registers	Current year + 3 years		Secure disposal
No	School Meals Summary Sheets	Current year + 3 years		Secure disposal

# Property Management

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
No	Title deeds of properties belonging to the school	Permanent. These should follow the property unless the property has been registered with the Land Registry		
No	Plans of property belonging to the school	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.		
No	Property leased by or to the school	Expiry of lease + 6 years		Secure disposal
No	Records relating to letting school premises	Current financial year + 6 years		Secure disposal
No	All records relating to the maintenance of the school carried out by contractors	Current year + 6 years		Secure disposal
No	All records relating to the maintenance of the school carried out by school employees incl maintenance log books	Current year + 6 years		
No	Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out.	The Control of Substances Hazardous to Health Regulations 1999 & 2002 (COSHH)	



# Pupil Management

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
Yes	General records relating to children and young adults	General - until the child/young adult reaches the age of 21.	Limitation Act 1980.	
Yes	<p>Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005</p> <p>Primary Then the file should follow the pupil when he/she leaves the primary school.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period (see below)</p>	Retain whilst the child remains in Primary School then transfer to Secondary School.	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	See note under Primary
Yes	<p>Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005</p> <p>Secondary</p>	Date of Birth of the pupil+ 25 years	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Secure disposal

	If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period (see below)		Limitation Act 1980 (Section 2)	
Yes	Child protection files (Child missing from education, Traveller, Roma, or Gypsy and therefore removed from roll) Child protection files (child is removed from the roll and is Elective Home Educated)	Transfer to the Local Authority on the date removed from roll – LA to keep for 25 years.		
	Allegations of a child protection nature made against a member of staff (including unfounded allegations)	Retain until the normal retirement age for the member of staff or for 10 years (whichever is the longer)		
Yes	Examination Results – Pupil Copies	This information should be added to the pupil file		All uncollected certificates should be returned to the examination board.
Yes	Child Protection information held on pupil file	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.	Keeping Children Safe in Education	Shredded then secure disposal
Yes	Child protection information held in	DOB of the child + 25 years		Shredded then

	separate files	then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record		secure disposal
Yes	Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Secure disposal
Yes	Correspondence relating to authorized absence	Current academic year + 2 years	Education Act 1996 Section 7	Secure disposal
Yes	Special Educational Needs files, reviews and Individual Education Plans	Date of Birth of the pupil +25 years, unless the LA inform schools to retain for longer	Limitation Act 1980 (Section 2)	Shredded then secure disposal
Yes	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of birth of the pupil+ 25 years [This would normally be retained on the pupil file]	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Secure disposal unless the document is subject to a legal hold
Yes	Advice and information provided to parents regarding educational needs	Date of birth of the pupil+ 25 years [This would normally be retained on the pupil file]	Special Educational Needs and Disability Act 2001 Section 2	Secure disposal unless the document is

				subject to a legal hold
Yes	Accessibility Strategy	Date of birth of the pupil+ 25 years [This would normally be retained on the pupil file]	Special Educational Needs and Disability Act 2001 Section 14	Secure disposal unless the document is subject to a legal hold

# Curriculum

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
Yes	Curriculum returns	Current year + 3 years		Secure disposal
Yes	Examination Results	Current year + 6 years		Secure disposal
Yes	SATS records	The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results.		Secure disposal
Yes	Examination Papers	These could be kept for current year + 6 years to allow suitable comparison. The examination papers should be kept until any appeals/validation process is complete		Secure disposal
Yes	Published Admission Number (PAN) Reports	Current year + 6 years		Secure disposal
Yes	Value Added and Contextual Data	Current year + 6 years		Secure disposal
Yes	Self Evaluation Forms	Current year + 6 years		Secure disposal
No	Schemes of Work, timetable, class record books, records of homework set	Current year + 1 year		

No	Pupils work	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year		Secure disposal
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## Extra Curricular Activities

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
No	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of visit + 14 years	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Secure disposal
No	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	Date of visit + 10 years	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	
Yes	Parental permission slips for school trips –	Although the consent forms		Conclusion of the

	where there has been a no incident	could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.		trip
Yes	Parental permission slips for school trips – where there has been an incident	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	Limitation Act 1980 (Section 2)	
Yes	Walking Bus Registers	Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report		Secure disposal [
Yes	Day Books	Current year + 2 years then review		
Yes	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst child is attending school and then destroy		
Yes	Referral forms	While the referral is current		
Yes	Contact data sheets and contact data base entries	Current year then review, if contact is no longer active then destroy		
Yes	Group Registers	Current year + 2 years		



## Local Authority and Central Government

GDPR - Personal Data	Description (and notes where necessary)	Retention Period of Documents	Assume Non-Statutory unless stated	Assume Permanently unless disposal stated
Yes	Secondary Transfer Sheets (Primary)	Current year + 2 years	Statutory	Secure disposal
Yes	Attendance Returns	Current year + 1 year	Statutory	Secure disposal
No	School Census Returns	Current year + 5 years	Statutory	Secure disposal
No	Circulars and other information sent from the Local Authority	Operational use	Statutory	Secure disposal
No	OFSTED reports and papers	Life of the report then REVIEW	Statutory	Secure disposal
No	Returns made to central government	Current year + 6 years	Statutory	Secure disposal
No	Circulars and other information sent from central government	Operational use	Statutory	Secure disposal