



Staploe Education Trust

# Data Retention Policy and Guidance

|              |                                     |
|--------------|-------------------------------------|
| Version:     | 1.2                                 |
| Author:      | Executive PA & Data Protection Team |
| Approved by: | Infrastructure Committee            |
| Date:        | Autumn 2022                         |
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## **Introduction**

Data protection principles states that “personal data are not kept longer than necessary” (UK GDPR). This guidance sets out the retention period for operational records held by Staploe Education Trust and its schools, to help ensure that we are compliant with business, statutory, regulatory, legal or historical requirements.

This guidance follows the requirements of the:

- IRMS Toolkit for Schools and Academies, 2019
- Information provided by EPM
- ICO Information
- Chartered Institute of Personnel and Development (CIPD)
- Home Office ‘An Employers Guide to Right to Work Checks’, August 2017
- DFE guidance, ‘Data Protection: a toolkit for schools’, April 2018
- DFE statutory guidance ‘Induction for newly qualified teachers (England)’, April 2018
- School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools’ adjudicators and admission appeals panels December 2014
- School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014
- “Keeping children safe in education Statutory guidance for schools and colleges September 2022”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July 2018

## **Records Manager**

Our Trust’s Records Manager is the Operations Director. They ensure that records are retained, reviewed and destroyed in accordance with requirements, and as soon as possible once their lifespan has expired.

A local review by each school and the Trust’s Record Manager will determine whether records are to be selected for permanent preservation, destroyed, digitised to an electronic format or retained for ongoing business or legal purposes.

## **Disposal of Data Securely**

In line with the Trust’s Data Protection policy personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

## **Paper records**

All hard copies of official records and those containing personal data must be destroyed using confidential methods, rather than being placed in general waste bins or skips.

At the Trust secure disposal of paper records will follow two methods:

### ***Office shredding machines***

These are useful for small quantities or for highly sensitive and confidential documents that should be shredded immediately.

### ***Confidential waste sacks***

These bags must be secured in situ and placed in a secure area while awaiting collection. A log will be kept to record how many bags are awaiting collection and the contents of the bags. A template for this log can be found in [Appendix A](#).

The shredding contractor supplies the confidential waste sacks. As per UK GDPR a contract is in force between the data controller (Trust) and processor (the contractor) which ensures that both parties understand their obligations, responsibilities and liabilities, even if the destruction is taking place on the school site. The school retains the responsibility of data controller as well as the liability for non-compliance caused by the contractor under UK GDPR. If the contractor FOI

## **Electronic and Other Media Records**

In the same way as paper records, electronic should be managed in an auditable process. Records should be routinely identified for deletion and should be authorised by the Records Manager. Electronic records must be securely deleted in accordance with this policy, including all backups and copies.

The method of deletion should be suitable to the type of information and could include: deletion, overwriting, degaussing, physical destruction. The Trust's ICT Services department will advise on which method is suitable

When school ICT equipment is earmarked for destruction or to be recycled, the ICO and National Cyber Security Centre (NCSC) recommend to use an ICT asset disposal company that is fully certified with the industry body, the Asset Disposal Information Security Alliance (ADISA).

## **Social Media**

As with other forms of communication social media is subject to data retention guidelines. When signing up for any tool, the Trust and its schools need to ensure that users are aware of these retention periods and ensure that it checks on a regular basis for changes. At Staploe Education Trust it is the responsibility of the individual or their department, to ensure that posts are deleted as appropriate in relation to the records retention schedule in [Appendix H](#). In addition, the Trust's Marketing team will annually audit social media data (including external and internal formats) to ensure the Trust is compliant with data retention requirements.

Where posts include items which are hard to clearly index (e.g. images, video or audio), then a content register may be needed to manage when items have been shared, when they were shared, who it was in reference to, etc.

## **Emails**

Email is a communication tool rather than a record or filing system. Emails that need to be kept should be identified by content:

- Does it form part of a pupil records?
- Is it part of a contract?
- Does it relate to an employee?

If any of these are applicable then it is subject to the records retention schedule set out in [Appendix H](#). These emails may need to be saved into an appropriate electronic filing system or printed and placed in paper files.

Emails should be deleted in accordance with the records retention schedule in [Appendix H](#). It may be useful to use the search function to find all copies of this email within your folders. Deleted emails generally go to a deleted folder and this copy should also be deleted.

## **Messaging: Texts, Instant Messaging**

Content created and shared by messaging and discussion forums should be regarded as ephemeral and temporary. The Trust would recommend that this format is only used for information which would be considered low risk due to the ease of which it can be redistributed to members of the public. If the content subsequently becomes important (and is something that needs to be retained as a formal record i.e. safeguarding), then it should be copied and moved into the correct filing system, either by saving it in a readable electronic format, printing it out or taking a screenshot. Any existing content is subject to the Freedom of Information Act and Data Protection Act.

Data distributed in this way should be deleted in accordance with the Trust's records retention schedule by whomever posted it. If this data is on a private group (i.e. staff from one school) it is the responsibility of the senior member of staff in that group to ensure the group compliance with data protection and retention guidance.

## **Long Term Data Retention**

### **Transfer of paper records to electronic format**

Where lengthy retention periods have been allocated to records, the Trust may make the decision to convert paper records to an alternative format, e.g. scanning. Where this takes place consideration will be taken to the legal admissibility of records. The records will be converted in a standardised fashion, ensuring the quality of the electronic version. Further guidelines for scanning documents can be found in [Appendix F](#).

When conversion of a paper record to an electronic version takes place, the convertor must provide evidence that the electronic version is a genuine copy of the original and that the integrity of the data has not been compromised. The original version of the records will be retained for six months after transfer to an alternative media.

A proforma for individual pupil records to be converted into electronic media is available in [Appendix G](#).

If a specialist company is used to transfer information (as recommended for large scale projects), the Trust will ensure that the contractor is UK GDPR compliant and conforms to all security and staff vetting requirements, and have a Data Processing Agreement in place.

### **Appropriate Storage of Physical Records**

Records must be stored in a way that does not cause a health and safety hazard. Records must not be stored in corridors and must not impede or block fire exits. There should be, where appropriate, heat/smoke detectors connected to fire alarms, a sprinkler system and the required number of fire extinguishers. The area in which records are stored should be secured against intruders and have controlled access to the working space.

The potential for environmental damage should be considered when storing records such as water, sunlight, high levels of humidity, areas subject to insect/rodent problems. Electronic equipment within physical storage areas should be kept to a minimum.

### **Documenting of all Archiving, Destruction, Deletion and Digitisation of Records**

The Trust, and as appropriate its schools will keep a record of all archiving, destruction, deletion and digitisation of records (see [Appendix C](#)), in line with the Freedom of Information Act 2000 which requires all schools to maintain a list of records which have been destroyed and a record of who authorised their destruction.

The record will follow the IRMS Toolkit for Schools recommendations that these include:

- File reference (or another unique identifier)
- File title (or brief description)
- Number of files or volumes
- Data range
- Reference to the applicable retention period
- The name of the authorising officer
- Date approved for disposal
- Date destroyed or deleted from system
- Method of disposal

- Place of disposal (whether onsite or off site by a contractor)
- Person(s) who undertook destruction

If personal information (such as names) are recorded on destruction records, the Trust is aware that this is considered Personal Identifiable Information.

## **Transfer of Records to Local Record Office**

At times it may be identified by the Trust that records warrant permanent preservation. In these cases, arrangements should be made to transfer records to the Local Record Office. The Trust will retain details of what has been transferred to the Local Record Office to enable their identification, see [Appendix D](#). The Trust can decide to retain achieve on site for the use of pupils and parents. In these cases, the Local Record Office may be contacted for specialist advice on storage and preservation requirements.

## **Information Audit**

Information audits will be carried out periodically by the Data Protection team to ensure that information created throughout a workflow is created for a purpose (business need) and is created and stored in a way that supports that business need. Further information about the Information Audit process can be found in the [Information Management Toolkit for Academies](#).

## **Digital Continuity**

In order to ensure that digital records are retained in a way that ensures they can be retrieved in an accessible format when they are required, all records which are required to be retained for longer than 6 years should be part of a digital continuity statement.

The retention schedule indicates which records need to be subject to the Trust's digital continuity statement. These types of records will be identified as early as possible in their life cycle.

The responsibility for the management of the digital continuity strategy, including the completion of the digital continuity statement rests with the ICT Systems and Strategy Manager with support from senior members of the ICT Services department.

## **Review of these Guidelines**

This policy will be reviewed every 3 years or earlier if changes to guidance or retention periods takes place.





## Appendix B: Social Media Content Register

| Date content was shared | Does the post reference an individual? If so name/year group | Does the post include images, video or audio? | Platform content was shared on |
|-------------------------|--|---|--------------------------------|
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |
|                         |  |   |                                |

### Appendix C: Schedule of Records Destroyed/Deleted by Staploe Education Trust

[Name of School]

| Unique Identifier | File Title/Brief Description | No. of Files | Date Range | Applicable reference period | Authorising Officer | Date Approved for Disposal | Date Destroyed | Disposal Method | Place of Disposal (onsite/of fsite) | Person(s) who undertook destruction |
|-------------------|------------------------------|--------------|------------|-----------------------------|---------------------|----------------------------|----------------|-----------------|-------------------------------------|-------------------------------------|
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |
|                   |                              |              |            |                             |                     |                            |                |                 |                                     |                                     |

## Appendix D: Schedule of Records Transferred by Staploe Education Trust for Permanent Preservation

Schedule of Records Transferred by Staploe Education Trust to {Name of Organisation/Local Record Office] for Permanent Preservation

| Covering Dates | Unique Identifier | Title | Description | Quantity |
|----------------|-------------------|-------|-------------|----------|
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |
|                |                   |       |             |          |

On behalf of the Trust:

Signed:

Name (PRINT):

Job Title:

School:

Date:

On behalf of the Organisation

Signed:

Name (PRINT):

Job Title:

Organisation:

Date:

Please return completed form to the Trust for permanent retention.

## **Appendix E: List of Approved Contractors for Data Disposal**

The list below is an exhaustive list of contractors approved by Staploe Education Trust to work with our confidential waste. These contractors meet the waste disposal criteria set out in this policy.

Confidential Waste (paper):

ICT Electronic Waste:

## Appendix F: Scanning Documents

When scanning documents with a view to destroying the paper copy of the document the following must be adhered to.

Documents must be:

1. **Scanned straight**

All documents must be scanned straight and the whole content of the document needs to be viewable and nothing must be missing on the page of the scanned document.

2. **All pages of a document must be scanned.**

The whole page of the document must be scanned and nothing must be missing on the page of the scanned document.

3. **Both sides of a page must be included within the scanned document**

Both sides of the document must be scanned even if the second side of document is blank. The blank pages of the documents must not be deleted.

4. **All numbered pages to be scanned even if blank**

All pages that are numbered must be scanned even if they are blank.

5. **Scanned using correct colours**

All pages must be scanned in full colour

6. **Is it legible?**

The scanned document needs to be readable and all documents should be scanned using 200 dpi resolution to meet this requirement.

7. **It shows the original page size**

The scanned document should be scanned in and displayed in the same size as the original paper document.

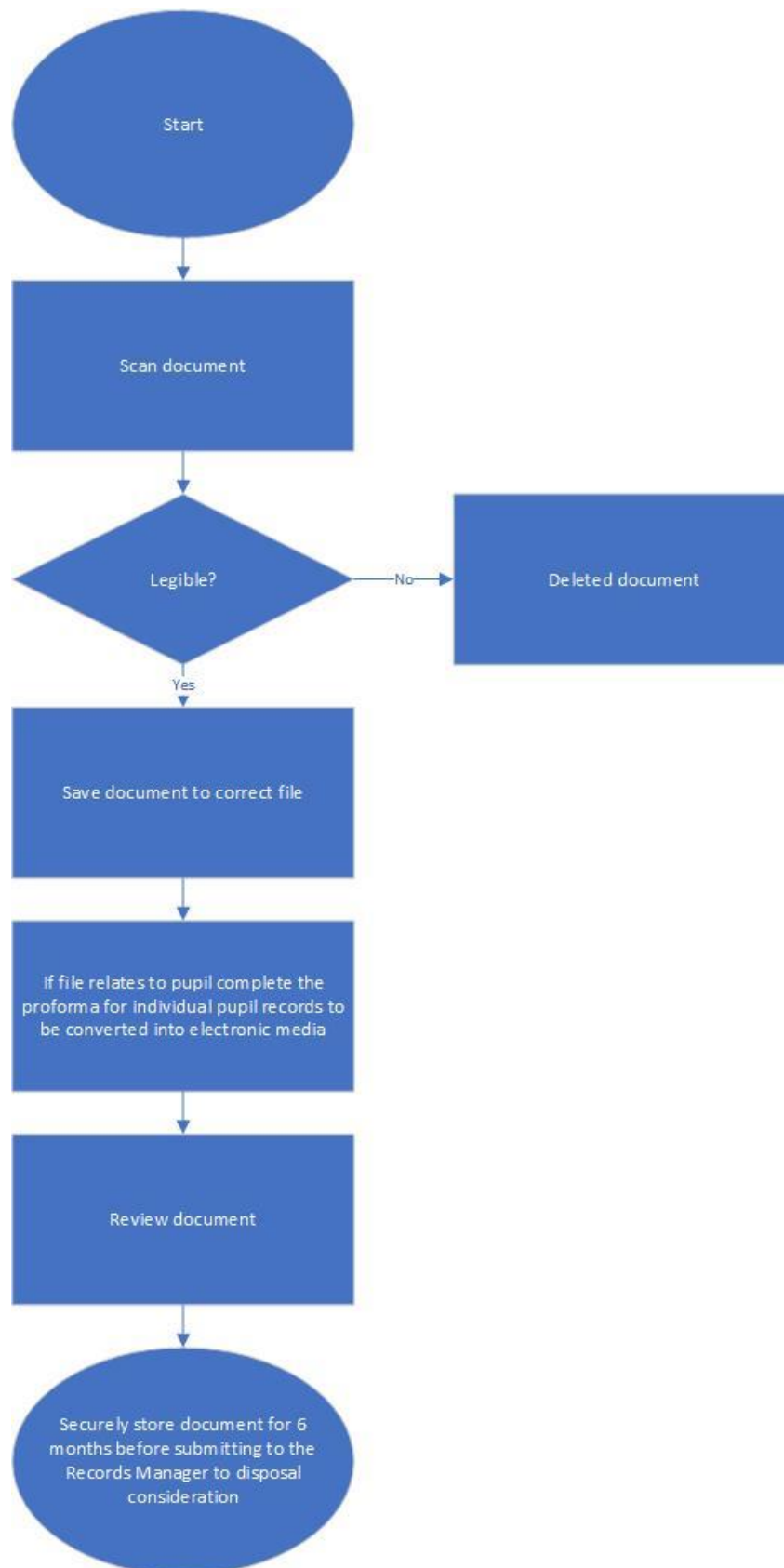
8. **Scanned to a format that cannot be amended**

All documents need to be scanned in PDF to ensure that they can't be edited or tampered with.

9. **Audit trail should be maintained to show who scanned, when and what has happened with the document**

All scanned documents must be able to be audited to show who scanned, when and who has viewed them. Dependent on the document, access to the scanned record will be restricted

## Scanning Documents Flow Chart



**Appendix G: Proforma for Individual Pupil Records to be Converted into Electronic Media.**

| Original Unique Identifier | Full Name of Pupil<br>(SURNAME, Forename(s)) | Date of Birth<br>(DD/MM/YYYY) | Original Format of Record | New Format of Record | Date Digitised | New Unique Identifier |
|----------------------------|--|-------------------------------|---------------------------|----------------------|----------------|-----------------------|
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |
|                            |  |                               |                           |                      |                |                       |

On behalf of the Trust:

Signed:

Name (PRINT):

Job Title:

School:

Date:

On behalf of the digitising organisation

Signed:

Name (PRINT):

Job Title:

Organisation:

Date:

Destruction of original records must be undertaken and recorded in accordance with normal destruction controls and procedures. Destruction of records must be authorised by [ ]. Original records must be retained for a period of [inset timeframe of 3-6 months] before destruction. Please return completed form to the school for permanent retention

## Appendix H: Records Retention Schedule

| <b>1. Governance, Funding and Financial Management of the Academy Trust</b> |  |                               |  |  |   |
|---|--|-------------------------------|--|--|---|
| <b>1.1</b>  | <b>Governance of the Academy Trust</b>                         |                               |  |  |   |
|   | <b>Basic file description</b>                                  | <b>Data Protection Issues</b> | <b>Retention period guidance document used</b> | <b>Retention Period (Operational)</b>                          | <b>Action at end of administrative life of the record</b> |
| 1.1.1   | Governance Statement   | No                            | IRMS Toolkit for Academies 2019                | Life of governance statement + 6 years                         | SECURE DISPOSAL   |
| 1.1.2   | Articles of Association  | No                            | IRMS Toolkit for Academies 2019                | Life of the Academy  |   |
| 1.1.3   | Memorandum of Association                                      | No                            | IRMS Toolkit for Academies 2019                | This can be disposed of once the Academy has been incorporated | SECURE DISPOSAL   |
| 1.1.4   | Memorandum of Understanding of Shared Governance among Schools | No                            | IRMS Toolkit for Academies 2019                | Life of Memorandum of Understanding + 6 years                  | SECURE DISPOSAL   |
| 1.1.5   | Constitution   | No                            | IRMS Toolkit for Academies 2019                | Life of the Academy  |   |
| 1.1.6   | Special Resolutions to amend the Constitution                  | No                            | IRMS Toolkit for Academies 2019                | Life of the Academy  |   |
| 1.1.7   | Written Scheme of Delegation                                   | No                            | IRMS Toolkit for Academies 2019                | Life of Written Scheme of Delegation + 10 years                | SECURE DISPOSAL   |
| 1.1.8   | Directors – Appointment  | No                            | IRMS Toolkit for Academies 2019                | Life of appointment + 6 years                                  | SECURE DISPOSAL   |



|        |   |  |                                 |                                     |                 |
|--------|---|--|---------------------------------|-------------------------------------|-----------------|
| 1.1.9  | Directors – Disqualification                        | No   | IRMS Toolkit for Academies 2019 | Life of disqualification + 15 years | SECURE DISPOSAL |
| 1.1.10 | Directors – Termination of Office                   | No   | IRMS Toolkit for Academies 2019 | Date of termination + 6 years       | SECURE DISPOSAL |
| 1.1.11 | Annual Report – Trustees Report                     | No   | IRMS Toolkit for Academies 2019 | Date of termination + 10 years      | SECURE DISPOSAL |
| 1.1.12 | Annual Report and Accounts                          | No   | IRMS Toolkit for Academies 2019 | Date of report + 10 years           | SECURE DISPOSAL |
| 1.1.13 | Annual Return                                       | No   | IRMS Toolkit for Academies 2019 | Date of report + 10 years           | SECURE DISPOSAL |
| 1.1.14 | Appointment of Trustees and Governors and Directors | Yes  | IRMS Toolkit for Academies 2019 | Life of appointment + 6 years       | SECURE DISPOSAL |
| 1.1.15 | Statement of Trustees Responsibilities              | No   | IRMS Toolkit for Academies 2019 | Life of appointment + 6 years       | SECURE DISPOSAL |
| 1.1.16 | Appointment and removal of Members                  | No   | IRMS Toolkit for Academies 2019 | Life of appointment + 6 years       | SECURE DISPOSAL |
| 1.1.17 | Strategic Review                                    | No   | IRMS Toolkit for Academies 2019 | Date of the review + 6 years        | SECURE DISPOSAL |
| 1.1.18 | Strategic Plan (School Development Plans)           | No   | IRMS Toolkit for Academies 2019 | Life of plan + 6 years              | SECURE DISPOSAL |
| 1.1.19 | Accessibility Plan                                  | There may be if the plan refers to specific pupils | IRMS Toolkit for Academies 2019 | Life of plan + 6 years              | SECURE DISPOSAL |

|            |  |                               |                             |                                       |   |
|------------|--|-------------------------------|-----------------------------|---------------------------------------|---|
| <b>1.2</b> | <b>Trust Board, Members Meetings and Advisory Body</b> |                               |                             |                                       |   |
|            | <b>Basic file description</b>                          | <b>Data Protection Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period (Operational)</b> | <b>Action at end of administrative life of the record</b> |
|            | <b><i>Trust Board</i></b>                              |                               |                             |                                       |   |

|       |   |   |                                 |   |                   |
|-------|---|---|---------------------------------|---|-------------------|
| 1.2.1 | Board Meeting Minutes   | Could be if the minutes refer to living individuals   | IRMS Toolkit for Academies 2019 | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
| 1.2.2 | Board Decisions   | Could be if the decisions refer to living individuals | IRMS Toolkit for Academies 2019 | Date of the meeting + a minimum of 10 years                             | OFFER TO ARCHIVES |
| 1.2.3 | Board Meeting: Annual Schedule of Business                          | No  | IRMS Toolkit for Academies 2019 | Current year  | SECURE DISPOSAL   |
| 1.2.4 | Board Meeting: Procedures for conduct of meeting                    | No  | IRMS Toolkit for Academies 2019 | Date procedures superseded + 6 years                                    | SECURE DISPOSAL   |
|       | <b>Committees</b>   |   |                                 |   |                   |
| 1.2.5 | Minutes relating to any committees set up by the Board of Directors | Could be if the minutes refer to living individuals   | IRMS Toolkit for Academies 2019 | Date of the meeting + a minimum of 10 years                             | OFFER TO ARCHIVES |
|       | <b>General Members' Meeting</b>                                     |   |                                 |   |                   |
| 1.2.6 | Records relating to the management of General Members' Meetings     | Could be if the minutes refer to living individuals   | IRMS Toolkit for Academies 2019 | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
| 1.2.7 | Records relating to the management of the Annual General Meeting    | Could be if the minutes refer to living individuals   | IRMS Toolkit for Academies 2019 | Minutes must be kept for at least 10 years from the date of the meeting | OFFER TO ARCHIVES |
|       | <b>Governors</b>  |   |                                 |   |                   |

|        |   |   |                                 |  |  |
|--------|---|---|---------------------------------|--|--|
| 1.2.8  | Agendas for Governing Body meetings   | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | IRMS Toolkit for Academies 2019 | One copy should be retained with the master set of minutes. All other copies can be disposed of  | SECURE DISPOSAL  |
| 1.2.9  | Minutes of, and papers considered at, meetings of the Governing Body and its committees | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | IRMS Toolkit for Academies 2019 |  |  |
|        | <ul style="list-style-type: none"> <li>Principal Set (signed)</li> </ul>                |   |                                 | Life of Academy  |  |
|        | <ul style="list-style-type: none"> <li>Inspection copies</li> </ul>                     |   |                                 | Date of meeting + 3 years  | SECURE DISPOSAL  |
| 1.2.10 | Reports presented to the Governing Body   | May be data protection issues, if the meeting is dealing with confidential issues relating to staff | IRMS Toolkit for Academies 2019 | 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 for the life of the Academy | SECURE DISPOSAL or retain with the signed set of minutes |
| 1.2.11 | Trusts and Endowments managed by the Governing Body                                     | No  | IRMS Toolkit for Academies 2019 | Permanent  |  |
| 1.2.13 | Records relating to complaints dealt with by the Governing Body                         | Yes   | IRMS Toolkit for Academies 2019 | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes   | SECURE DISPOSAL  |

|                            |   |    |                                 |                               |                 |
|----------------------------|---|----|---------------------------------|-------------------------------|-----------------|
| 1.2.14                     | Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 | No | IRMS Toolkit for Academies 2019 | Date of report + 10 years     | SECURE DISPOSAL |
| <b>Statutory Registers</b> |   |    |                                 |                               |                 |
| 1.2.15                     | Register of Directors   |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.16                     | Register of Directors' interests [this is not a statutory register]   |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.17                     | Register of Directors' residential addresses  |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.18                     | Register of gifts, hospitality and entertainments   |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.19                     | Register of members   |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.20                     | Register of secretaries   |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.21                     | Register of Trustees interests  |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |
| 1.2.22                     | Declaration of Interests Statements [Governors] [this is not a statutory register]  |    | IRMS Toolkit for Academies 2019 | Life of the Academy + 6 years | SECURE DISPOSAL |

|            |                            |  |  |  |  |
|------------|----------------------------|--|--|--|--|
| <b>1.3</b> | <b>Funding and Finance</b> |  |  |  |  |
|            | <b>Strategic Finance</b>   |  |  |  |  |

|        |   |    |                                 |  |                 |
|--------|---|----|---------------------------------|--|-----------------|
| 1.3.1  | Statement of financial activities for the year                                | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.2  | Financial planning  | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.3  | Value for money statement   | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.4  | Records relating to the management of VAT                                     | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.5  | Whole of government accounts returns  | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.6  | Borrowing powers  | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.7  | Budget plan   | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years           | SECURE DISPOSAL |
| 1.3.8  | Charging and remissions policy  | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 3 years           | SECURE DISPOSAL |
|        | <b><i>Audit Arrangements</i></b>  |    |                                 |  |                 |
| 1.3.9  | Audit Committee and appointment of responsible officers                       | No | IRMS Toolkit for Academies 2019 | Life of the Academy                        | SECURE DISPOSAL |
| 1.3.10 | Independent Auditor's report on regularity                                    | No | IRMS Toolkit for Academies 2019 | Financial year report relates to + 6 years | SECURE DISPOSAL |
| 1.3.11 | Independent Auditor's report on financial statements                          | No | IRMS Toolkit for Academies 2019 | Financial year report relates to + 6 years | SECURE DISPOSAL |
|        | <b><i>Funding Agreements</i></b>  |    |                                 |  |                 |
| 1.3.12 | Funding Agreement with Secretary of State and supplemental funding agreements | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |

|        |   |    |                                 |  |                 |
|--------|---|----|---------------------------------|--|-----------------|
| 1.3.13 | Funding Agreement – Termination of the funding agreement <sup>1</sup> |    | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.14 | Funding Records – Capital Grant                                       | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.15 | Funding Records – Earmarked Annual Grant (EAG)                        | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.16 | Funding Records – General Annual Grant (GAG)                          | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.17 | Per pupil funding records   | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.18 | Exclusions agreement <sup>2</sup>                                     | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.19 | Funding records   | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.20 | Gift Aid and Tax Relief   | No | IRMS Toolkit for Academies 2019 | Date of last payment of funding + 6 years  | SECURE DISPOSAL |
| 1.3.21 | Records relating to loans   | No | IRMS Toolkit for Academies 2019 | 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 | SECURE DISPOSAL |

<sup>1</sup> 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.

<sup>2</sup> 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.

|        |  |     |                                 |   |                 |
|--------|--|-----|---------------------------------|---|-----------------|
|        | <b><i>Payroll and Pensions</i></b>   |     |                                 |   |                 |
| 1.3.22 | Maternity pay records  | Yes | IRMS Toolkit for Academies 2019 | Current year + 3 years  | SECURE DISPOSAL |
| 1.3.23 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | IRMS Toolkit for Academies 2019 | From the end of the year in which the accounts were signed for a minimum of 6 years | SECURE DISPOSAL |
| 1.3.24 | Management of the Teachers' Pension Scheme   | Yes | IRMS Toolkit for Academies 2019 | Date of last payment on the pension + 6 years                                       | SECURE DISPOSAL |
| 1.3.25 | Records relating to pension registrations  | Yes | IRMS Toolkit for Academies 2019 | Date of last payment on the pension + 6 years                                       | SECURE DISPOSAL |
| 1.3.26 | Payroll records  | Yes | IRMS Toolkit for Academies 2019 | Date payroll run + 6 years  | SECURE DISPOSAL |
|        | <b><i>Risk Management and Insurance</i></b>  |     |                                 |   |                 |
| 1.3.27 | Insurance policies   | No  | IRMS Toolkit for Academies 2019 | Date the policy expires + 6 years   | SECURE DISPOSAL |
| 1.3.28 | Records relating to the settlement of insurance claims                               | No  | IRMS Toolkit for Academies 2019 | Date claim settled + 6 years  | SECURE DISPOSAL |
| 1.3.29 | Employer's Liability Insurance Certificate   | No  | IRMS Toolkit for Academies 2019 | Closure of the school + 40 years  | SECURE DISPOSAL |
|        | <b><i>Endowment Funds and Investments</i></b>  |     |                                 |   |                 |
| 1.3.30 | Investment policies  | No  | IRMS Toolkit for Academies 2019 | Life of the investment + 6 years  | SECURE DISPOSAL |
| 1.3.31 | Management of Endowment Funds  | No  | IRMS Toolkit for Academies 2019 | Life of the fund + 6 years  |                 |

| <b>Accounts and Statements</b> |   |     |                                 |   |                   |
|--------------------------------|---|-----|---------------------------------|---|-------------------|
| 1.3.32                         | Annual accounts   | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years                                  | STANDARD DISPOSAL |
| 1.3.33                         | Loans and grants managed by the school  | No  | IRMS Toolkit for Academies 2019 | Date of last payment on the loan + 12 years then REVIEW | SECURE DISPOSAL   |
| 1.3.34                         | Student Grant applications  | Yes | IRMS Toolkit for Academies 2019 | Current year + 3 years                                  | SECURE DISPOSAL   |
| 1.3.35                         | All records relating to the creation and management of budgets, including the Annual Budget statement and background papers | No  | IRMS Toolkit for Academies 2019 | Life of the budget + 3 years                            | SECURE DISPOSAL   |
| 1.3.36                         | Invoices, receipts, order books and requisitions, delivery notices  | No  | IRMS Toolkit for Academies 2019 | Current financial year + 6 years                        | SECURE DISPOSAL   |
| 1.3.37                         | Records relating to the collection and banking of monies  | No  | IRMS Toolkit for Academies 2019 | Current financial year + 6 years                        | SECURE DISPOSAL   |
| 1.3.38                         | Records relating to the identification and collection of debt   | No  | IRMS Toolkit for Academies 2019 | Current financial year + 6 years                        | SECURE DISPOSAL   |
| <b>Contract Management</b>     |   |     |                                 |   |                   |
| 1.3.39                         | All records relating to the management of contracts under seal  | No  | IRMS Toolkit for Academies 2019 | Last payment on the contract + 12 years                 | SECURE DISPOSAL   |
| 1.3.40                         | All records relating to the management of contracts under signature   | No  | IRMS Toolkit for Academies 2019 | Last payment on the contract + 6 years                  | SECURE DISPOSAL   |



|        |  |    |  |   |                 |
|--------|--|----|--|---|-----------------|
| 1.3.41 | Records relating to the monitoring of contracts                              | No | IRMS Toolkit for Academies 2019                                    | Current year + 2 years                            | SECURE DISPOSAL |
|        | <b>Asset Management</b>  |    |  |   |                 |
| 1.3.42 | Inventories of furniture and equipment                                       | No | IRMS Toolkit for Academies 2019                                    | Current year + 6 years                            | SECURE DISPOSAL |
| 1.3.43 | Burglary, theft and vandalism report forms                                   | No | IRMS Toolkit for Academies 2019                                    | Current year + 6 years                            | SECURE DISPOSAL |
| 1.3.44 | Records relating to the leasing of shared facilities, such as sports centres | No | IRMS Toolkit for Academies 2019                                    | Current year + 6 years                            | SECURE DISPOSAL |
| 1.3.45 | Land and building valuations   | No | IRMS Toolkit for Academies 2019<br>IRMS Toolkit for Academies 2019 | Date valuation superseded + 6 years               | SECURE DISPOSAL |
| 1.3.46 | Disposal of assets   | No | IRMS Toolkit for Academies 2019                                    | Date asset disposed of + 6 years                  | SECURE DISPOSAL |
| 1.3.47 | Community School leases for land   | No | IRMS Toolkit for Academies 2019<br>IRMS Toolkit for Academies 2019 | Date lease expires + 6 years                      | SECURE DISPOSAL |
| 1.3.48 | Commercial transfer arrangements   | No | IRMS Toolkit for Academies 2019                                    | Date of transfer + 6 years                        | SECURE DISPOSAL |
| 1.3.49 | Transfer of land to the Academy Trust  | No | IRMS Toolkit for Academies 2019                                    | Life of land ownership then transfer to new owner | SECURE DISPOSAL |
| 1.3.50 | Transfers of freehold land   | No | IRMS Toolkit for Academies 2019                                    | Life of land ownership then transfer to new owner | SECURE DISPOSAL |

|        |                               |     |                                 |                        |                 |
|--------|-------------------------------|-----|---------------------------------|------------------------|-----------------|
|        | <b>School Fund</b>            |     |                                 |                        |                 |
| 1.3.51 | School Fund – Cheque books    | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.52 | School Fund – Paying in books | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.53 | School Fund – Ledger          | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.54 | School Fund – Invoices        | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.55 | School Fund – Receipts        | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.56 | School Fund – Bank statements | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.57 | School Fund – Journey books   | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
|        | <b>School Meals</b>           |     |                                 |                        |                 |
| 1.3.58 | Free school meals registers   | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 1.3.59 | School meals registers        | Yes | IRMS Toolkit for Academies 2019 | Current year + 3 years | SECURE DISPOSAL |
| 1.3.60 | School meals summary sheets   | No  | IRMS Toolkit for Academies 2019 | Current year + 3 years | SECURE DISPOSAL |

|            |  |    |                                 |                                  |                 |
|------------|--|----|---------------------------------|----------------------------------|-----------------|
| <b>1.4</b> | <b>Policies, Frameworks and Overarching Requirements</b>       |    |                                 |                                  |                 |
| 1.4.1      | Data Protection Policy, including data protection notification | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 6 years | SECURE DISPOSAL |

|        |   |    |                                 |   |                 |
|--------|---|----|---------------------------------|---|-----------------|
| 1.4.2  | Freedom of Information Policy   | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 6 years          | SECURE DISPOSAL |
| 1.4.3  | Information Security Breach Policy  | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 6 years          | SECURE DISPOSAL |
| 1.4.4  | Special Educational Needs Policy  | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 6 years          | SECURE DISPOSAL |
| 1.4.5  | Complaints Policy   | No | IRMS Toolkit for Academies 2019 | Date policy superseded + 6 years          | SECURE DISPOSAL |
| 1.4.6  | Risk and Control Framework  | No | IRMS Toolkit for Academies 2019 | Life of framework + 6 years               | SECURE DISPOSAL |
| 1.4.7  | Rules and Bylaws  | No | IRMS Toolkit for Academies 2019 | Date rules or bylaws superseded + 6 years | SECURE DISPOSAL |
| 1.4.8  | Home School Agreements  | No | IRMS Toolkit for Academies 2019 | Date agreement revised + 6 years          | SECURE DISPOSAL |
| 1.4.9  | Equality Information and Objectives (public sector equality duty) Statement for publication | No | IRMS Toolkit for Academies 2019 | Date of statement + 6 years               | SECURE DISPOSAL |
| 1.4.10 | Breach Report- No action taken  |    | ICO                             | Case Closed + 2 Years                     |                 |
| 1.4.11 | Breach Report – where action was taken  |    | ICO                             | Case Closed + 6 Years                     |                 |
| 1.4.12 | Documents relating to IT system integral to their running and long term use                 |    | ICO                             | End of System Life + 3 Years              |                 |
| 1.4.13 | IT Infrastructure   |    | ICO                             | Last Action + 3 Years                     |                 |
| 1.4.14 | Information Security  |    | ICO                             | Last Action + 6 Years                     |                 |
| 1.4.15 | IT Back ups   |    | ICO                             | Last Action + 3 Months                    |                 |
| 1.4.16 | Building Reports, Risk Assets, Helpdesk and Security Reports                                |    | ICO                             | Last Action + 3 Years                     |                 |

|        |  |  |     |                                 |  |
|--------|--|--|-----|---------------------------------|--|
| 1.4.17 | System Audit Logs  |  | ICO | Last Action + 1 Year            |  |
| 1.4.18 | CCTV (not relating to disciplinary matter)   |  | ICO | Last Action + 1 Month           |  |
| 1.4.19 | Market Research Reports, Press Releases, Campaigns and Projects, Informer and Image Banks                          |  | ICO | Last Action + 6 Years           |  |
| 1.4.20 | Staff Events and Briefings, Public Engagement and Political Monitoring   |  | ICO | Last Action + 3 Years           |  |
| 1.4.21 | Communications with Journalists  |  | ICO | Creation + 2 Years              |  |
| 1.4.22 | Policy Legal and Legal Advice  |  | ICO | Last Action + 6 Years           |  |
| 1.4.23 | Enforcement Legal Cases  |  | ICO | Case Closed + 6 Years           |  |
| 1.4.24 | Contracts  |  | ICO | End of Contract + 6 Years       |  |
| 1.4.25 | Unsuccessful Tenders   |  | ICO | Last Action + 400 days          |  |
| 1.4.26 | Building Contracts and Leases  |  | ICO | End of Contract + 12 Years      |  |
| 1.4.27 | Significant Draft Versions:<br>The draft versions of policies, advice and guidelines for significant areas of work |  | ICO | Last Action + 3 Years           |  |
| 1.4.28 | Internal Audits  |  | ICO | Creation + 3 Years              |  |
| 1.4.29 | Templates, Procedures, Team Information and Team Meetings  |  | ICO | Last Action + 3 Years           |  |
| 1.4.30 | Annually Renewed Documents   |  | ICO | End of Financial Year + 3 Years |  |

|        |   |     |      |   |  |
|--------|---|-----|------|---|--|
| 1.4.31 | Mobile device information for visitor Wi-Fi use |     | ICO  | Creation + 90 days  |  |
| 1.4.32 | Subject Access Request                          | Yes | CIPD | 1 year following completion of the request  |  |
| 1.4.33 | Whistleblowing                                  | Yes | CIPD | 6 months following the outcome (if a substantiated investigation). If unsubstantiated, personal data should be removed immediately. |  |

| <b>2. Human Resources</b> |  |                              |                                 |   |   |
|---------------------------|--|------------------------------|---------------------------------|---|---|
|                           | <b>Basic file description</b>  | <b>Data Protection Issue</b> | <b>Statutory Provisions</b>     | <b>Retention Period [Operational]</b>   | <b>Action at the end of administrative life of the record</b> |
| <b>2.1</b>                | <b>Recruitment</b>   |                              |                                 |   |   |
| 2.1.1                     | All records leading up to the appointment of a new Head Teacher                              | Yes                          | IRMS Toolkit for Academies 2019 | Date of appointment + 6 years   | SECURE DISPOSAL   |
| 2.1.2                     | All records leading up to the appointment of a new member of staff – unsuccessful candidates | Yes                          | IRMS Toolkit for Academies 2019 | Date of appointment of successful candidate + 6 months  | SECURE DISPOSAL   |
| 2.1.3                     | All records leading up to the appointment of a new member of staff – successful candidate    | Yes                          | IRMS Toolkit for Academies 2019 | All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months | SECURE DISPOSAL   |
| 2.1.4                     | Original job application form for successful candidate                                       |                              | EPM                             | Termination + 6 years   | SECURE DISPOSAL   |
| 2.1.5                     | Copies of qualifications certificates relevant to employment                                 |                              | EPM                             | Termination + 6 years   | SECURE DISPOSAL   |
| 2.1.6                     | ECT – Satisfactory completion of skills tests.   |                              | EPM                             | Termination + 6 years   | SECURE DISPOSAL   |
| 2.1.7                     | Two original references  |                              | EPM                             | Termination + 6 years   | SECURE DISPOSAL   |
| 2.1.8                     | Successful Recruitment Candidate Information (including third party referee                  |                              | EPM                             |   | SECURE DISPOSAL   |

|        |  |    |                                 |  |                 |
|--------|--|----|---------------------------------|--|-----------------|
|        | details provided by the applicant)   |    |                                 |  |                 |
| 2.1.9  | Original contract acceptance   |    | EPM                             | Termination + 6 years  | SECURE DISPOSAL |
| 2.1.10 | All records leading up to the appointment of a new member of staff but no one appointed – thus all unsuccessful candidates |    | EPM                             | date of interviews + 6 months  | SECURE DISPOSAL |
| 2.1.11 | Pre-employment vetting information – DBS Checks  | No | IRMS Toolkit for Academies 2019 | The organisation should take a copy of the DBS certificate when it is shown to them by the individual and should be added to the Staff Personal File   | SECURE DISPOSAL |
| 2.1.12 | DBS certificates/copies  |    | EPM                             | Six months Recommended<br>If, in very exceptional circumstances, it is considered necessary to retain a copy of the original certificate for longer than six months, consent should be sought from the applicant and retained on file. | SECURE DISPOSAL |
| 2.1.13 | Confirmation of DBS outcome and any associated docs (e.g. risk assessment  |    | EPM                             | Termination + 25 years Recommended within the DFE guidance, 'Data Protection: a  | SECURE DISPOSAL |

|        |  |  |     |                                    |  |
|--------|--|--|-----|------------------------------------|--|
|        | or certificate of good conduct)  |  |     | toolkit for schools', April 2018   |  |
| 2.1.14 | Pre-employment vetting information – Medical Check Clearance   |  | EPM | Termination + 6 years {STAFF FILE} |  |
| 2.1.15 | Barred list clearance  |  | EPM | Termination + 25 years             |  |
| 2.1.16 | Prohibition check  |  | EPM | Termination + 25 years             |  |
| 2.1.17 | Third party emergency contact details provided by the staff member                                   |  | EPM | End of Employment - Immediate      |  |
| 2.1.18 | Copies of documents used for identity authentication for DBS and Asylum and Immigration Act purposes |  | EPM | <u>Termination + 2 years</u>       |  |
| 2.1.19 | UK Border Agency Documentation (Work permit)   |  | EPM | <u>Termination + 2 years</u>       |  |
| 2.1.20 | Records relating to employees from outside of the UK e.g. visa, work permits, etc.                   |  | EPM | <u>Termination + 2 years</u>       |  |



|        |  |     |                                  |   |                 |
|--------|--|-----|----------------------------------|---|-----------------|
| 2.1.21 | Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure | Yes | IRMS Toolkit for Academies 2019  | 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                   | SECURE DISPOSAL |
| 2.1.22 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom      | Yes | IRMS Toolkit for Academies 2019] | 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 | SECURE DISPOSAL |
| 2.1.23 | Records relating to the employment of overseas teachers  | Yes | IRMS Toolkit for Academies 2019  | 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 | SECURE DISPOSAL |

|        |  |     |                                 |  |                 |
|--------|--|-----|---------------------------------|--|-----------------|
| 2.1.24 | Copies of qualifications certificates relevant to employment |     | EPM                             | Termination + 6 years  |                 |
| 2.1.25 | Records relating to the TUPE process                         | Yes | IRMS Toolkit for Academies 2019 | Date last member of staff transfers or leaves the organisation + 6 years | SECURE DISPOSAL |

|            |  |     |                                 |   |                 |
|------------|--|-----|---------------------------------|---|-----------------|
| <b>2.2</b> | <b>Operational Staff Management</b>  |     |                                 |   |                 |
| 2.2.1      | Staff Personal File, including employment contract and any variation letters or side letters, and staff training records | Yes | IRMS Toolkit for Academies 2019 | Termination of employment + 6 years                   | SECURE DISPOSAL |
| 2.2.2      | Time sheets  | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years                                | SECURE DISPOSAL |
| 2.2.3      | Annual appraisal/assessment records  | Yes | IRMS Toolkit for Academies 2019 | Current year + 5 years                                | SECURE DISPOSAL |
| 2.2.4      | Records relating to the agreement of pay and conditions  | No  | IRMS Toolkit for Academies 2019 | Date pay and conditions superseded + 6 years          | SECURE DISPOSAL |
| 2.2.5      | Training needs analysis  | No  | IRMS Toolkit for Academies 2019 | Current year + 1 year                                 | SECURE DISPOSAL |
| 2.2.6      | Inland Revenue/HMRC correspondence   |     | EPM                             | Termination + 6 years                                 |                 |
| 2.2.7      | National minimum wage records  |     | EPM                             | Three years after the end of the pay reference period |                 |

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|--------|---|--|-----|---|--|
|        |   |  |     | following the one that the records cover.   |  |
| 2.2.8  | Wage/salary records (also overtime, bonuses, expenses)  |  | EPM | 6 years from the end of the tax year to which they relate   |  |
| 2.2.9  | Medical certificates/ Occupational Health reports and sickness absence record   |  | EPM | Current year + 6 years  |  |
| 2.2.10 | SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices |  | EPM | Three years after the end of the tax year in which the leave period ends  |  |
| 2.2.11 | Statutory Sick Pay records, calculations, certificates, self-certificates   |  | EPM | Termination of employment + 6 years   |  |
| 2.2.12 | Parental leave records  |  | EPM | Eighteen from birth/adoption of the child or if the child receives a disability living allowance<br>Recommended |  |
| 2.2.13 | Other special leave of absence including parental leave, maternity leave  |  | EPM | Current year + 6 years  |  |
| 2.2.14 | Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment.           |  | EPM | Termination + 7 years   |  |
| 2.2.15 | Exit interview notes  |  | EPM | Termination + 7 years   |  |

|        |   |  |      |  |  |
|--------|---|--|------|--|--|
| 2.2.16 | Redundancy details, calculations of payments, refunds, notification to the Secretary of State       |  | EPM  | Six years from the date of redundancy  |  |
| 2.2.17 | Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity     |  | EPM  | Six years from the end of the scheme year in which the event took place  |  |
| 2.2.18 | Salary assessment forms – teachers  |  | EPM  | Current year + 6 years   |  |
| 2.2.19 | Staff induction including ECTs Induction  |  | EPM  | Completion + 6 years<br>Recommended within DFE statutory guidance 'Induction for newly qualified teachers (England)', April 2018 |  |
| 2.2.20 | Working time records including overtime, annual holiday, jury service, time off for dependants, etc |  | EPM  | Two years from date on which they were made<br><br>Statutory   |  |
| 2.2.21 | General Annual Leave Information  |  | ICO  | End of Financial Year + 3 Years  |  |
| 2.2.22 | Flexible Working Requests   |  | CIPD | 18 months following any appeal   |  |
| 2.2.23 | Driving offences  |  | CIPD | Must be removed once the conviction is spent under the Rehabilitation of Offenders Act 1974.                                     |  |

|        |   |  |     |                       |   |
|--------|---|--|-----|-----------------------|---|
| 2.2.24 | Settlement agreement and agreed reference |  | EPM | Termination + 7 years | Kept in marked envelope on personnel file for senior personnel only to review |
|--------|---|--|-----|-----------------------|---|

|            |  |     |                                 |  |   |
|------------|--|-----|---------------------------------|--|---|
| <b>2.3</b> | <b>Management of Disciplinary and Grievance Processes</b>  |     |                                 |  |   |
| 2.3.1      | Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded                    | Yes | IRMS Toolkit for Academies 2019 | Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW | SECURE DISPOSAL<br>These records must be shredded |
| 2.3.2      | Allegation which is child protection in nature against a member of staff, including where the allegation proven to be malicious or false |     | IRMS Toolkit for Academies 2019 | Not retained on personnel records, unless the individual give their consent for retention of the information           |   |
| 2.3.3      | Disciplinary Proceedings   | Yes | IRMS Toolkit for Academies 2019 |  |   |
| 2.3.4      | <ul style="list-style-type: none"> <li>Oral warning</li> </ul>   |     |                                 | Date of warning + 12 months  | SECURE DISPOSAL                                   |
| 2.3.5      | <ul style="list-style-type: none"> <li>Written warning – level 1</li> </ul>  |     |                                 | Date of warning + 12 months  | SECURE DISPOSAL                                   |
| 2.3.6      | <ul style="list-style-type: none"> <li>Written warning – level 2</li> </ul>  |     |                                 | Date of warning + 12 months  | SECURE DISPOSAL                                   |
| 2.3.7      | <ul style="list-style-type: none"> <li>Final warning</li> </ul>  |     |                                 | Date of warning + 18 months  | SECURE DISPOSAL                                   |

|        |  |  |     |   |                 |
|--------|--|--|-----|---|-----------------|
| 2.3.8  | <ul style="list-style-type: none"> <li>Case not found</li> </ul> |  |     | If the incident is child protection related, then see above; otherwise, dispose of at the conclusion of the case    | SECURE DISPOSAL |
| 2.3.9  | Formal disciplinary warnings – child protection related          |  | EPM | Termination + 25 years<br>Recommended within the DFE guidance, 'Data Protection: a toolkit for schools', April 2018 |                 |
| 2.3.10 | Formal disciplinary warnings – not child protection related      |  | EPM | Termination + 6 years   |                 |
| 2.3.11 | CCTV relating to a disciplinary matter or unfair dismissal claim |  | ICO | 6 months following the outcome of any formal decision or appeals  |                 |

|            |   |     |                                 |   |                 |
|------------|---|-----|---------------------------------|---|-----------------|
| <b>2.4</b> | <b>Health and Safety</b>                    |     |                                 |   |                 |
| 2.4.1      | Health and Safety policy statements         | No  | IRMS Toolkit for Academies 2019 | Life of policy + 3 years  | SECURE DISPOSAL |
| 2.4.2      | Health and Safety risk assessments          | No  | IRMS Toolkit for Academies 2019 | Life of risk assessment + 3 years   | SECURE DISPOSAL |
| 2.4.3      | Records relating to accident/injury at work | Yes | IRMS Toolkit for Academies 2019 | Date of incident + 12 years. In the case of serious accidents, a further retention period will need to be applied | SECURE DISPOSAL |

|        |  |     |                                 |   |                 |
|--------|--|-----|---------------------------------|---|-----------------|
| 2.4.4  | Accident reporting   | Yes | IRMS Toolkit for Academies 2019 | 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 | SECURE DISPOSAL |
| 2.4.5  | <ul style="list-style-type: none"> <li>Adults</li> </ul>   |     |                                 | Date of incident + 6 years  | SECURE DISPOSAL |
| 2.4.6  | <ul style="list-style-type: none"> <li>Children</li> </ul>   |     |                                 | Date of birth of the child + 25 years   | SECURE DISPOSAL |
| 2.4.7  | Control of Substances Hazardous to Health (COSHH)  | No  | IRMS Toolkit for Academies 2019 | Current year + 10 years then REVIEW   | SECURE DISPOSAL |
| 2.4.8  | Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos  | No  | IRMS Toolkit for Academies 2019 | Last action + 40 years  | SECURE DISPOSAL |
| 2.4.9  | Process of monitoring of areas where employees and persons are likely to have come into contact with radiation | No  | IRMS Toolkit for Academies 2019 | Last action + 50 years  | SECURE DISPOSAL |
| 2.4.10 | Fire precautions log books   | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years  | SECURE DISPOSAL |
| 2.4.11 | Fire risk assessments  | No  | IRMS Toolkit for Academies 2019 | Life of the risk assessment + 6 years   | SECURE DISPOSAL |

|        |  |     |                                 |                          |                 |
|--------|--|-----|---------------------------------|--------------------------|-----------------|
| 2.4.12 | Incident reports   | Yes | IRMS Toolkit for Academies 2019 | Current year + 20 years  | SECURE DISPOSAL |
| 2.4.13 | Health and Safety Inspections, Property Management and Asset Records |     | EPM                             | Last Action + 6 Years    | SECURE DISPOSAL |
| 2.4.14 | First Aid training   | Yes | CIPD                            | 6 years after employment | SECURE DISPOSAL |
| 2.4.15 | Health & Safety representatives and employees' training              | Yes | CIPD                            | 5 years after employment | SECURE DISPOSAL |



| <b>3. Management of the Academy</b> |  |                               |                                 |  |  |
|-------------------------------------|--|-------------------------------|---------------------------------|--|--|
| <b>3.1</b>                          | <b>Recruitment</b>   |                               |                                 |  |  |
|                                     | <b>Basic file description</b>  | <b>Data Protection Issues</b> | <b>Statutory Provisions</b>     | <b>Retention Period (Operational)</b>  | <b>Action at end of administrative life of the record</b>  |
| 3.1.1                               | All records relating to the creation and implementation of the School Admissions' Policy | No                            | IRMS Toolkit for Academies 2019 | Life of the policy + 3 years then REVIEW   | SECURE DISPOSAL  |
| 3.1.2                               | Admissions – if the admission is successful  | Yes                           | IRMS Toolkit for Academies 2019 | Date of admission + 1 year   | SECURE DISPOSAL  |
| 3.1.3                               | Admissions – if the appeal is unsuccessful   | Yes                           | IRMS Toolkit for Academies 2019 | Resolution of case + 1 year  | SECURE DISPOSAL  |
| 3.1.4                               | Register of admissions   | Yes                           | IRMS Toolkit for Academies 2019 | Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made | REVIEW<br>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 |
| 3.1.5                               | Admissions – Secondary Schools – Casual  | Yes                           | IRMS Toolkit for Academies 2019 | Current year + 1 year  | SECURE DISPOSAL  |

|       |  |     |                                 |  |                 |
|-------|--|-----|---------------------------------|--|-----------------|
| 3.1.6 | Proofs of address supplied by parents as part of the admissions process                                  | Yes | IRMS Toolkit for Academies 2019 | Current year + 1 year                              | SECURE DISPOSAL |
| 3.1.7 | Supplementary information form, including additional information such as religion and medical conditions | Yes | IRMS Toolkit for Academies 2019 |  |                 |
| 3.1.8 | <ul style="list-style-type: none"> <li>For successful admissions</li> </ul>                              |     |                                 | This information should be added to the pupil file | SECURE DISPOSAL |
| 3.1.9 | <ul style="list-style-type: none"> <li>For unsuccessful admissions</li> </ul>                            |     |                                 | Until appeals process completed                    | SECURE DISPOSAL |

|            |   |   |                                 |   |   |
|------------|---|---|---------------------------------|---|---|
| <b>3.2</b> | <b>Head Teacher and Senior Management Team</b>  |   |                                 |   |   |
| 3.2.1      | Log books of activity in the school maintained by the Head Teacher                              | There may be data protection issues if the log book refers to individual pupils or members of staff | IRMS Toolkit for Academies 2019 | Date of last entry in the book + a minimum of 6 years then REVIEW | These could be of permanent historical value and should be offered to the County Archives Service, if appropriate |
| 3.2.2      | Minutes of Senior Management Team meetings and meetings of other internal administrative bodies | There may be data protection issues if the minutes refers to individual pupils or members of staff  | IRMS Toolkit for Academies 2019 | Date of the meeting + 3 years then REVIEW                         | SECURE DISPOSAL   |

|       |  |   |                                 |   |                 |
|-------|--|---|---------------------------------|---|-----------------|
| 3.2.3 | Reports created by the Head Teacher or the Management Team   | There may be data protection issues if the report refers to individual pupils or members of staff         | IRMS Toolkit for Academies 2019 | Date of the report + a minimum of 3 years then review | SECURE DISPOSAL |
| 3.2.4 | Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities        | There may be data protection issues if the records refer to individual pupils or members of staff         | IRMS Toolkit for Academies 2019 | Current academic year + 6 years then review           | SECURE DISPOSAL |
| 3.2.5 | Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities | There may be data protection issues if the correspondence refers to individual pupils or members of staff | IRMS Toolkit for Academies 2019 | Date of correspondence + 3 years then review          | SECURE DISPOSAL |
| 3.2.6 | Professional Development Plans   | Yes   | IRMS Toolkit for Academies 2019 | Life of the plan + 6 years                            | SECURE DISPOSAL |

|            |   |     |                                 |  |                 |
|------------|---|-----|---------------------------------|--|-----------------|
| <b>3.3</b> | <b>Operational Administration</b>                                       |     |                                 |  |                 |
| 3.3.1      | Management of complaints  | Yes | IRMS Toolkit for Academies 2019 | Date complaint resolved + 3 years          | SECURE DISPOSAL |
| 3.3.2      | Data Protection and FOI Complaints                                      |     | EPM                             | Case Closed + 2 years                      | SECURE DISPOSAL |
| 3.3.3      | Records relating to the management of contracts with external providers | No  | IRMS Toolkit for Academies 2019 | Date of last payment on contract + 6 years | SECURE DISPOSAL |

|        |   |     |                                 |                                    |                   |
|--------|---|-----|---------------------------------|------------------------------------|-------------------|
| 3.3.4  | Records relating to the management of software licences   | No  | IRMS Toolkit for Academies 2019 | Date licence expires + 6 years     | SECURE DISPOSAL   |
| 3.3.5  | General file series   | No  | IRMS Toolkit for Academies 2019 | Current year + 5 years then REVIEW | SECURE DISPOSAL   |
| 3.3.6  | Records relating to the creation and publication of the school brochure or prospectus                         | No  | IRMS Toolkit for Academies 2019 | Current year + 3 years             | STANDARD DISPOSAL |
| 3.3.7  | Records relating to the creation and distribution of circulars to staff, parents or pupils                    | No  | IRMS Toolkit for Academies 2019 | Current year + 1 year              | STANDARD DISPOSAL |
| 3.3.8  | Newsletters and other items with a short operational use  | No  | IRMS Toolkit for Academies 2019 | Current year + 1 year              | STANDARD DISPOSAL |
| 3.3.9  | Visitors' books and signing in sheets   | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years then REVIEW | SECURE DISPOSAL   |
| 3.3.10 | Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations | No  | IRMS Toolkit for Academies 2019 | Current year + 6 years then REVIEW | SECURE DISPOSAL   |

|                               |                               |                               |                             |                                       |   |
|-------------------------------|-------------------------------|-------------------------------|-----------------------------|---------------------------------------|---|
| <b>4. Property Management</b> |                               |                               |                             |                                       |   |
| <b>4.1</b>                    | <b>Property Management</b>    |                               |                             |                                       |   |
|                               | <b>Basic file description</b> | <b>Data Protection Issues</b> | <b>Statutory Provisions</b> | <b>Retention Period (Operational)</b> | <b>Action at end of administrative life of the record</b> |

|       |  |    |                                 |   |                 |
|-------|--|----|---------------------------------|---|-----------------|
| 4.1.1 | Title deeds of properties belonging to the school  | No | IRMS Toolkit for Academies 2019 | These should follow the property, unless the property has been registered with the Land Registry  |                 |
| 4.1.2 | Plans of property belonging to the school          | No | IRMS Toolkit for Academies 2019 | These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold |                 |
| 4.1.3 | Leases of property leased by or to the school      | No | IRMS Toolkit for Academies 2019 | Expiry of lease + 6 years   | SECURE DISPOSAL |
| 4.1.4 | Records relating to the letting of school premises | No | IRMS Toolkit for Academies 2019 | Current financial year + 6 years  | SECURE DISPOSAL |
| 4.1.5 | Business continuity and disaster recovery plans    | No | IRMS Toolkit for Academies 2019 | Date the plan superseded + 3 years  | SECURE DISPOSAL |

|            |  |    |                                 |                        |                 |
|------------|--|----|---------------------------------|------------------------|-----------------|
| <b>4.2</b> | <b>Maintenance</b>   |    |                                 |                        |                 |
| 4.2.1      | All records relating to the maintenance of the school carried out by contractors                                       | No | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |
| 4.2.2      | All records relating to the maintenance of the school carried out by school employees, including maintenance log books | No | IRMS Toolkit for Academies 2019 | Current year + 6 years | SECURE DISPOSAL |

|            |   |    |                                 |  |                 |
|------------|---|----|---------------------------------|--|-----------------|
| <b>4.3</b> | <b>Fleet Management</b>   |    |                                 |  |                 |
| 4.3.1      | The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals          | No | IRMS Toolkit for Academies 2019 | Disposal of the vehicle + 6 years  | SECURE DISPOSAL |
| 4.3.2      | The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, maintenance | No | IRMS Toolkit for Academies 2019 | Disposal of the vehicle + 6 years  | SECURE DISPOSAL |
| 4.3.3      | Service logs and vehicle logs   | No | IRMS Toolkit for Academies 2019 | Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company | SECURE DISPOSAL |
| 4.3.4      | GPS tracking data relating to the vehicles  | No | IRMS Toolkit for Academies 2019 | Date of journey + 6 years  | SECURE DISPOSAL |

| <b>5. Pupil Management</b> |   |                               |                                 |   |  |
|----------------------------|---|-------------------------------|---------------------------------|---|--|
| <b>5.1</b>                 | <b>Pupil's Educational Record</b>   |                               |                                 |   |  |
|                            | <b>Basic file description</b>   | <b>Data Protection Issues</b> | <b>Statutory Provisions</b>     | <b>Retention Period (Operational)</b>                 | <b>Action at end of administrative life of the record</b>  |
| 5.1.1                      | Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 | Yes                           | IRMS Toolkit for Academies 2019 |   |  |
|                            | <ul style="list-style-type: none"> <li>Primary</li> </ul>   |                               |                                 | Retain whilst the child remains at the primary school | <p>The file should follow the pupil when they leave the primary school. This will include:</p> <ul style="list-style-type: none"> <li>To another primary school</li> <li>To a secondary school</li> <li>To a pupil referral unit</li> </ul> <p>If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. If the pupil transfers to an independent school,</p> |

|       |   |     |                                 |   |   |
|-------|---|-----|---------------------------------|---|---|
|       |   |     |                                 |   | transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period. Primary schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the LA, as it is more likely that the pupil will request the record from the LA |
|       | <ul style="list-style-type: none"> <li>Secondary</li> </ul> |     |                                 | Date of birth of the pupil + 25 years   | SECURE DISPOSAL   |
| 5.1.2 | Records relating to the management of exclusions            | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the pupil involved + 25 years  | SECURE DISPOSAL   |
| 5.1.3 | Management of examination registrations                     | Yes | IRMS Toolkit for Academies 2019 | The examination board will usually mandate how long these records need to be retained |   |



|       |  |     |                                 |  |  |
|-------|--|-----|---------------------------------|--|--|
| 5.1.4 | Examination results – pupil copies                         | Yes | IRMS Toolkit for Academies 2019 |  |  |
|       | <ul style="list-style-type: none"> <li>Public</li> </ul>   |     |                                 | This information should be added to the pupil file   | All uncollected certificates should be returned to the examination board |
|       | <ul style="list-style-type: none"> <li>Internal</li> </ul> |     |                                 | This information should be added to the pupil file   |  |
| 5.1.5 | Child protection information held on pupil file            | Yes | IRMS Toolkit for Academies 2019 | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file   | SECURE DISPOSAL – these records MUST be shredded                         |
| 5.1.6 | Child protection information held in separate files        | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the child + 25 years then REVIEW<br>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 LA Social Services record | SECURE DISPOSAL – these records MUST be shredded                         |

|            |   |     |                                 |   |                 |
|------------|---|-----|---------------------------------|---|-----------------|
| <b>5.2</b> | <b>Attendance</b>                             |     |                                 |   |                 |
| 5.2.1      | Attendance registers                          | Yes | IRMS Toolkit for Academies 2019 | Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made | SECURE DISPOSAL |
| 5.2.2      | Correspondence relating to authorised absence | Yes | IRMS Toolkit for Academies 2019 | Current academic year + 2 years   | SECURE DISPOSAL |

|            |   |     |                                 |                                       |   |
|------------|---|-----|---------------------------------|---------------------------------------|---|
| <b>5.3</b> | <b>Special Educational Needs</b>  |     |                                 |                                       |   |
| 5.3.1      | Special Educational Needs files, reviews and Individual Education Plans | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the pupil + 25 years | REVIEW<br>NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the |

|       |   |     |                                 |   |   |
|-------|---|-----|---------------------------------|---|---|
|       |   |     |                                 |   | minimum retention period – this should be documented            |
| 5.3.2 | Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |
| 5.3.3 | Advice and information provided to parents regarding educational needs                                    | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |
| 5.3.4 | Accessibility strategy  | Yes | IRMS Toolkit for Academies 2019 | Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] | SECURE DISPOSAL, unless the document is subject to a legal hold |

## 6. Curriculum Management

| 6.1. Statistics and Management Information |  |                        |                                 |  |  |
|--|--|------------------------|---------------------------------|--|--|
|  | Basic file description   | Data Protection Issues | Statutory Provisions            | Retention Period (Operational)   | Action at end of administrative life of the record |
| 6.1.1.                                     | Curriculum returns   | No                     | IRMS Toolkit for Academies 2019 | Current year + 3 years   | SECURE DISPOSAL                                    |
| 6.1.2                                      | Examination results (schools copy)                                   | Yes                    | IRMS Toolkit for Academies 2019 | Current year + 6 years   | SECURE DISPOSAL                                    |
| 6.1.3                                      | SATs record-   | Yes                    | IRMS Toolkit for Academies 2019 | 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<br>The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison | SECURE DISPOSAL                                    |
|  | <ul style="list-style-type: none"> <li>Examination papers</li> </ul> |                        |                                 | The examination papers should be kept until any  | SECURE DISPOSAL                                    |

|       |  |     |                                 |  |                 |
|-------|--|-----|---------------------------------|--|-----------------|
|       |  |     |                                 | appeals/validation process is complete |                 |
| 6.1.4 | Published Admission Number (PAN) reports | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years                 | SECURE DISPOSAL |
| 6.1.5 | Value added and contextual data          | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years                 | SECURE DISPOSAL |
| 6.1.6 | Self-evaluation forms                    | Yes | IRMS Toolkit for Academies 2019 | Current year + 6 years                 | SECURE DISPOSAL |

|            |                                     |    |                                 |                       |  |
|------------|-------------------------------------|----|---------------------------------|-----------------------|--|
| <b>6.2</b> | <b>Implementation of Curriculum</b> |    |                                 |                       |  |
| 6.2.1      | Schemes of work                     | No | IRMS Toolkit for Academies 2019 | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.2      | Timetable                           | No | IRMS Toolkit for Academies 2019 | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |

|       |                        |    |                                 |  |  |
|-------|------------------------|----|---------------------------------|--|--|
| 6.2.3 | Class record books     | No | IRMS Toolkit for Academies 2019 | Current year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.4 | Mark Books             | No | IRMS Toolkit for Academies 2019 | Current year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.5 | Record of homework set | No | IRMS Toolkit for Academies 2019 | Current year + 1 year  | It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL |
| 6.2.6 | Pupils' work           | No | IRMS Toolkit for Academies 2019 | Where possible, 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  |

|            |  |     |                                 |   |   |
|------------|--|-----|---------------------------------|---|---|
|            | <b>7. Extracurricular Activities</b>   |     |                                 |   |   |
| <b>7.1</b> | <b>Educational Visits outside the Classroom</b>  |     |                                 |   |   |
| 7.1.1      | Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary schools   | No  | IRMS Toolkit for Academies 2019 | Date of visit + 14 years  | SECURE DISPOSAL   |
| 7.1.2      | Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools | No  | IRMS Toolkit for Academies 2019 | Date of visit + 10 years  | SECURE DISPOSAL   |
| 7.1.3      | Parent consent forms for school trips where there has been no major incident   | Yes | IRMS Toolkit for Academies 2019 | Conclusion of the trip  | Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most school do not have the storage capacity to retain every single consent form issued by the school for this period of time |
| 7.1.4      | Parental permission slips for school trips – where there has been a major incident   | Yes | IRMS Toolkit for Academies 2019 | Date of birth 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 rule had been followed for all pupils |                 |
| 7.1.5 | Records relating to residential trips | Yes | IRMS Toolkit for Academies 2019 | Date of birth of youngest pupil involved + 25 years  | SECURE DISPOSAL |

|            |                       |     |                                 |  |   |
|------------|-----------------------|-----|---------------------------------|--|---|
| <b>7.2</b> | <b>Walking Bus</b>    |     |                                 |  |   |
| 7.2.1      | Walking bus registers | Yes | IRMS Toolkit for Academies 2019 | Date of register + 3 years.<br>This take into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting | SECURE DISPOSAL<br>[if these records are retained electronically any back up copies should be destroyed at the same time] |

|   |                        |  |  |  |  |
|---|------------------------|--|--|--|--|
| <b>8. Central Government and Local Authority (LA)</b> |                        |  |  |  |  |
| 8.1   | <b>Local Authority</b> |  |  |  |  |



|       | Basic file description              | Data Protection Issues | Statutory Provisions            | Retention Period (Operational) | Action at end of administrative life of the record |
|-------|-------------------------------------|------------------------|---------------------------------|--------------------------------|--|
| 8.1.1 | Secondary transfer sheets (Primary) | Yes                    | IRMS Toolkit for Academies 2019 | Current year + 2 years         | SECURE DISPOSAL                                    |
| 8.1.2 | Attendance returns                  | Yes                    | IRMS Toolkit for Academies 2019 | Current year + 1 year          | SECURE DISPOSAL                                    |
| 8.1.3 | School census returns               | No                     | IRMS Toolkit for Academies 2019 | Current year + 5 years         | SECURE DISPOSAL                                    |

| <b>8.2</b> | <b>Central Government</b>                                    |    |                                 |                                |                 |
|------------|--|----|---------------------------------|--------------------------------|-----------------|
| 8.2.1      | OFSTED reports and papers                                    | No | IRMS Toolkit for Academies 2019 | Life of the report then REVIEW | SECURE DISPOSAL |
| 8.2.2      | Returns made to central government                           | No | IRMS Toolkit for Academies 2019 | Current year + 6 years         | SECURE DISPOSAL |
| 8.2.3      | Circulars and other information sent from central government | No | IRMS Toolkit for Academies 2019 | Operational use                | SECURE DISPOSAL |