Data Retention and Destruction Schedule

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Together, pursuing life in all its fullness

Version	Date	Author	Changes
V3	August 2020	Louise Beale / DPO	New sections Policies, Frameworks and Overarching Requirements (1.2), Strategic Financial Management (3.3), Funding Agreements (3.4), Fleet Management (4.3). New clauses 1.1.3-1.1.7, 1.1.16-1.1.30, 1.3.9, 1.5.1-1.5.3, 2.1.7, 2.1.9, 2.2.6, 2.2.7, 2.2.13, 2.4.9-2.4.11, 2.5.7-2.5.9, 3.1.2-3.1.3, 3.2.3-3.2.9, 3.6.4, 4.1.5, 5.1.2, 5.1.3, 6.1.4, 7.1.5. Amendments to clauses 1.1.8, 1.1.10, 1.1.11, 2.1.5, 2.2.1, 4.1.1, 5.2.1
V3.1	July 2022	Louise Beale / DPO	Updated for governance transformation throughout. Sections 2.1 and 2.2 updated to include volunteers. LGPS added to section 2.5.7. Addition of clauses 3.6.5, 3.6.6, 3.6.7 and 3.8.4.
V3.2	June 2024	Louise Beale / DPO	Update to last para on page 4 and addition of 1.5.10.
V3.3	August 2026	Deb Bacon	Addition 1.1.31 AGC records 1.3.8 SAR retention increased to two years from last modification. 1.4.2 & 1.4.4 updated from 3 to 6 years. 1.4.7 added medical consent forms Addition of 1.5 not to dispose of records before checking for specified ongoing activities. 1.5.8 added electronic signing in records. 3.5 updated ICO link 2.3.1 updated reference to KCSIE Addition 2.4.12 records of restrictive interventions added. 5.1.5, 5.1.6 addition of wording for retention 10 years after the final action on the case. 5.2.1 Attendance records updated to current DfE guidance document. 1..11-17 additions for modern categories based on DfE guidance June 2026. Updated reference to statutory documents to the current version. Updated legislation where required. 2.1.2 updated for employment tribunals. 2.1.4 updated with safer recruitment practices inserted. 2.1.5 updated note on DBS, 2.1.6 updated guidance and requirements. 2.1.7 updated guidance and process requirements. 2.1.8 updated guidance, 2.1.9 updated TUPE date and requirements. 2.2.1,-13 updated statutory provision. 2.3.2 updated guidance, time frames and notes.

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PART 1 – INTRODUCTION

1. THE PURPOSE OF THE RETENTION SCHEDULE

1.1. Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the UK General Data Protection Regulations (UK GDPR) and the Freedom of Information Act 2000.

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

1.3. The retention schedule refers to record series regardless of the media in which they are stored.

1.4. This retention schedule overrides any historic policies / contracts unless a member of staff is disadvantaged, in which case the circumstances will be considered on a case by case basis.

1.5. No records shall be destroyed where they are subject to:

- A legal hold
- litigation
- a public inquiry
- a safeguarding investigation
- a subject access request
- a freedom of information request
- any statutory investigation

Disposal shall be suspended until the matter is concluded and a revised destruction date agreed.

2. BENEFITS OF A RETENTION SCHEDULE

There are a number of benefits which arise from the use of a complete retention schedule:

2.1. Managing records against the retention schedule is deemed to be “normal processing” under the UK General Data Protection Regulations and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.

2.2. Members of staff can be confident about safe disposal information at the appropriate time.

2.3. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.

2.4. The school is not maintaining and storing information unnecessarily.

3. DATA RETENTION AND DESTRUCTION

3.1. The Diocese of Coventry Multi Academy Trust will not keep personal data longer than necessary for the purpose or purposes for which they were collected and will comply with guidance issued by the Department for Education and other relevant bodies with regard to retention periods for specific items of personal data. We will take all reasonable steps to destroy, or erase from our system, all data which is no longer required.

3.2. When they are no longer required solid state devices, hard disks, CD-ROM's and other storage media which have at any time held or processed personal data must be dealt with so that the personal information cannot be recovered from them. They should be overwritten using a process so that the data previously stored on them is beyond recovery by any available technological or other means or should be physically destroyed by secure means.

3.3. Secure disposal of paper records/documents should be taken to mean disposal using confidential waste bins and the use of a cross cut shredder.

3.4. A Destruction Log should be kept of all data that is disposed of. The Log should include the document ID, classification, date of destruction, method and authorisation.

3.5. ICO guidance on the secure deletion of data can be found here: Disposal and deletion | ICO

4. MAINTAINING AND AMENDING THE RETENTION SCHEDULE

4.1. Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

4.2. This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

4.3. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulations and the Freedom of Information Act 2000.

4.4. Where the statutory provisions and guidance documentation referenced in the retention schedule below are superseded the most current guidance and statutory documents prevail.

4.5. Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

4.6. This schedule should be reviewed on a regular basis.

5. THE RETENTION SCHEDULE

5.1. The Retention Schedule is divided into sections:

- Management of the School

- Human Resources
- Financial Management of the School
- Property Management
- Pupil Management
- Curriculum Management
- Extra-Curricular Activities
- Central Government and Local Authority

This document is based on the guidelines provided in the IRMS Information Management Toolkit

PART 2 – RETENTION SCHEDULE

1. Management of the School

This section contains retention periods connected to the general management of the academy. This covers the work of the Academy Governance Committee, the Headteacher and the senior leadership team, the admissions process and operational administration.

1.1 Trust Board / Academy Governance Committee

	Description	Statutory Provisions	Retention Period	Notes
1.1.1	Agendas for Trust Board and Academy governance Committee meetings		One copy should be retained with the master set of minutes. All other copies can be disposed of	
1.1.2	Board Meeting Minutes	Companies Act 2006 section 248	Date of meeting + 10 years	
1.1.3	Board Decisions		Date of meeting + 10 years	
1.1.4	Board Meeting – annual schedule of business		Current year	
1.1.5	Board meeting procedures for conduct of meeting	Limitation Act 1980 (section 2)	Date procedures superceded + 6 years	
1.1.6	Minutes relating to any committees set up by the Board of Directors		Date of meeting + 10 years	
1.1.7	Records relating to the management of Annual General Meetings	Companies Act 2006 section 248	Date of meeting + 10 years	
1.1.8	Minutes of Academy Governance Committee meetings – Principal Set (signed)		Life of the academy	
	Minutes Academy Governance Committee (AGC) meetings – Inspection Copies (copies which the Clerk to the AGC may wish to retain so that requestors can view appropriate information without Clerk needing to print off / collate redacted copies each time a request is made.		Date of meeting + 3 years	
1.1.9	Reports presented to the Trust Board or Academy Governance Committee		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then	

			the reports should be kept permanently with the signed set of the minutes	
1.1.10	Instruments of Government including Articles of Association		Life of the academy / trust	These should be retained in the school and the Trust.
1.1.11	Trusts and Endowments managed by the Board		PERMANENT	These should be retained by the Trust with copies held by the school.
1.1.12	Action plans created and administered by the Trust Board or AGC		Life of the action plan + 3 years	
1.1.13	Policy documents created and administered by the AGC		Life of the policy + 3 years	
1.1.14	Records relating to complaints dealt with by the Trust Board or AGC	The Limitation Act 1980	Date of resolution of complaint + a minimum of 6 years then review for further retention in case of contentious disputes	
1.1.15	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies		Date proposal accepted or declined + 3 years	
1.1.16	Constitution		Life of the academy	
1.1.17	Special resolutions to amend the constitution		Life of the academy	
1.1.18	Scheme of Delegation	Companies Act 2006 section 355	Life of written scheme of delegation + 10 years	
1.1.19	Directors - Appointment		Life of appointment + 6 years	
1.1.20	Directors - Disqualification	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	
1.1.21	Directors – Termination of Office		Date of termination + 6 years	
1.1.22	Annual Report – Trustees Report	Companies Act 2006 section 355	Date of report + 10 years	
1.1.23	Annual Report and Accounts	Companies Act 2006 section 355	Date of report + 10 years	
1.1.24	Appointment of Trustees, Directors and AGC members		Life of appointment + 6 years	
1.1.25	Statement of Trustees Responsibilities / code of conduct		Life of appointment + 6 years	

1.1.26	Appointment and removal of members		Life of appointment + 6 years	
1.1.27	Strategic review		Date of review + 6 years	
1.1.28	School development plans		Life of plan + 6 years	
1.1.29	Accessibility plans	Limitation Act 1980 (section 2)	Life of plan + 6 years	
1.1.30	Statutory Registers (Directors; Directors Interests; Gifts, Hospitality and Entertainments; Members; Secretaries; Trustees Interests; Declaration of Interests Statements)	Companies Act 2006	Life of the trust + 6 years	
1.1.31	Statutory Registers for AGC members (declaration of interests; training; recruitment etc)		Date appointment ceases + 6 years	

Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section.

1.2 Policies, Frameworks and Overarching Requirements

	Description	Statutory Provisions	Retention Period	Notes
1.2.1	Data protection policy, including data protection notification		Date policy superceded + 6 years	
1.2.2	Freedom of information policy		Date policy superceded + 6 years	
1.2.3	Special Educational Needs Policy		Date policy superceded + 6 years	
1.2.4	Complaints policy		Date policy superceded + 6 years	
1.2.5	Risk and Control Framework		Life of framework + 6 years	
1.2.6	Rules and bylaws		Date rules or bylaws superceded + 6 years	
1.2.7	Home school agreements		Date agreement revised + 6 years	
1.2.8	Equality information and objectives statement for publication	Public Sector Equality Duty	Date of statement + 6 years	

1.3 Head Teacher and Senior Leadership Team (SLT), Trust Leadership Team (TLT)

	Description	Statutory Provisions	Retention Period	Notes
1.3.1	Log books of activity in the school maintained by the Head Teacher		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
1.3.2	Minutes of Trust Leadership Team (TLT) and academy Senior Leadership Team (SLT) meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review	
1.3.3	Reports created by the Head Teacher, SLT or TLT		Date of the report + a minimum of 3 years then review	
1.3.4	Records created by Head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Current academic year + 6 years then review	
1.3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years then review	
1.3.6	Professional Development Plans		Life of the plan + 6 years	
1.3.7	School Development Plans/Academy Improvement Plans		Life of the plan + 3 years	
1.3.8	Information disclosed under a Subject Access Request (SAR)		2 years from last modification.	
1.3.9	Information disclosed under a Freedom of Information (FOI) request		2 years from date information was put in the public domain (which may be the date of the response to the FOI request)	

1.4 Admissions Process

	Description	Statutory Provisions	Retention Period	Notes
1.4.1	All records relating to the creation and implementation of the School Admissions' Policy	School Admissions Code / Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels November 2025	Life of the policy + 3 years then review	
1.4.2	Admissions - if the admission is successful	School Admissions Code / Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels November 2025	Date of admission + 6 years	Includes any proof of address supplied as part of admission.
1.4.3	Admissions - if the appeal is unsuccessful	School Admissions Code / Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels November 2025	Resolution of case + 1 year	
1.4.4	Register of Admissions	Working together to improve school attendance 2024	Minimum of 6 years from date entry made	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.
1.4.5	Admissions - Secondary Schools - Casual		Current year + 1 year	
1.4.6	Proofs of address supplied by parents as part of the admissions process	School Admissions Code / Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels November 2025	Current year + 1 year	

1.4.7	Trust Data collection form including additional information such as religion, medical conditions medication consent forms etc - for successful admissions		The information should be added to the pupil file	
	Trust Data collection form including additional information such as religion, medical conditions etc - for unsuccessful admissions		Until appeals process completed	

1.5 Operational Administration

	Description	Statutory Provisions	Retention Period	Notes
1.5.1	Management of complaints		Date complaint resolved + 3 years	
1.5.2	Records relating to the management of contracts with external providers		Date of last payment on contract + 6 years	
1.5.3	Records relating to the management of software licenses		Date licence expires + 6 years	
1.5.4	General file series		Current year + 5 years then REVIEW	
1.5.5	Records relating to the creation and publication of the school brochure or prospectus		Current year + 3 years	
1.5.6	Records relating to the creation and distribution of circulars to staff, parents or pupils		Current year + 1 year	
1.5.7	Newsletters and other items with a short operational use		Current year + 1 year	
1.5.8	Visitors' Books and Signing in Sheets Electronic sign in records.		Current year + 6 years then REVIEW	
1.5.9	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations		Current year + 6 years then REVIEW	
1.5.10	IT system logs stored within the IT Sharepoint folders		5 years	Cyber security audit requirement

1.5.11	M365 Teams chat records		Operational use + 3yrs	Based on DfE retention schedule guidance June 2026 DfE retention schedule - GOV.UK
1.5.12	SharePoint collaboration records		Operational use + 6 years	Based on DfE retention schedule guidance June 2026
1.5.13	Multi-factor authentication logins		Disabled on termination of employment.	Based on DfE retention schedule guidance June 2026
1.5.14	Data breach records		6 years	Based on DfE retention schedule guidance June 2026
1.5.15	DPIAs		Life of processing activity + 6 years	Based on DfE retention schedule guidance June 2026
1.5.16	Data Processing Agreements		Contract end + 6 years	Based on DfE retention schedule guidance June 2026
1.5.17	Cyber incident investigations		Incident closure + 6 years or longer where legal, insurance or regulatory investigation remains ongoing.	Based on DfE retention schedule guidance June 2026

2 Human Resources

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

2.1 Recruitment

	Description	Statutory Provisions	Retention Period	Notes
2.1.1	All records leading up to the appointment of a new headteacher		Date of appointment + 6 years	
2.1.2	All records leading up to the appointment of a new member of staff - unsuccessful candidates (including volunteers)	Limitation Act 1980 Chartered Institute of Personnel and Development (CIPD)	Date of appointment of successful candidate + 1 year	Employment tribunals are usuall notified to an employer within 4 months after a decision for discrimination claims, this can be extended.)
2.1.3	All records leading up to the appointment of a new member of staff - successful candidate (including volunteers)	Part 4 of the Schedule of the Education (Independent School Standards) Regulation 2014	All the relevant information should be added to the staff personal file and all other information retained for 12 months	
2.1.4	Pre-employment vetting information - DBS Checks (including volunteers)	DBS Update Service Employer Guide. Keeping children safe in education.	Do not keep copies of DBS certificates. Record of DBS disclosure info to be kept	We do not keep copies of DBS certificates because they MUST be destroyed within 6 months. Safer Recruitment practices and Ofsted require the school to keep a record of DBS disclosure info, including: certificate date of issue; subject name; type of certificate requested; position for which certificate was requested; unique reference
2.1.5	Proofs of identity collected as part of the process of checking DBS disclosure (including volunteers)		Placed on the member of staff's personal file.	This evidences the DBS application process and a note of the documents seen is recorded on the Single Central Record
2.1.6	Pre-employment vetting information - Evidence proving the right to work in the United Kingdom (including volunteers)	An employer's guide to right to work checks , UKIV July 2026 which delivers the Immigration, Asylum and Nationality Act 2006, section 24B of the Immigration Act 1971, and Schedule 6 of the Imigration Act 2016	Signed and dated copies of original right to work documents seen must be held on the Staff Personal File, . The UKVI requires that the documents are kept for termination of employment plus not less than two years	Employers are required to take a “clear copy” in an uneditable format with the date the check was carried out on the document(s) which they are shown as part of this process

2.1.7	Records relating to the employment of overseas teachers	An employer's guide to right to work checks , UKVI July 2026 which delivers the Immigration, Asylum and Nationality Act 2006, section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.	Signed and dated copies of original right to work documents seen at appointment and before expiry of fixed term permissions must be held on the Staff Personal File and expirey dates entered on the HR Information System. The UKVI requires that documents are kept for termination of employment plus not less than two years.	
2.1.8	References given / information to enable reference to be provided (including volunteers)	KCSIE, Safer Recruitment Practices	5 years from reference / end of . For information related to safeguarding offences, KCSIE requires retention until the employee has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.	
2.1.9	Records relating to the TUPE process	Transfer of Undertakings (Protection of Employment) Regulations 2006	For transfers into the Trust, date last member of staff transfers or leaves the organisation + 6 years. For transfers out, employment records transfer to the new employer on the effective date of transfer.	

2.2 Operational Staff Management

	Description	Statutory Provisions	Retention Period	Notes
2.2.1	Staff Personal File, including employment contract and staff training records (including volunteers)	Employment Rights Act and for civil claims Limitation Act 1980 (section 2)	Termination of Employment + 6 years	
2.2.2	Summary of record of service e.g. name, position held, dates of employment (including volunteers)	Employment Rights Act 2025, Keeping Children Safe in Education	10 years from end of employment for safeguarding disciplinary actions has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.	

2.2.3	Senior Leaders and Trust Leaders Records	Employment Rights Act 2025, Keeping Children Safe in Education	Permanently for historical purposes	
2.2.4	Timesheets		Current year + 6 years	
2.2.5	Working time records	The Working Time Regulations 1998	2 years	
2.2.6	Annual appraisal / assessment records	Employment Rights Act	Current year + 6years	
2.2.7	Records relating to the agreement of pay and conditions	Employment Right Act	Date pay and conditions superseded + 6 years	
2.2.8	Annual Leave Records	Employment Rights Act	2 years	The ERA 2025 requires employers to keep 6 years worth of records of statutory annual leave and holiday pay
2.2.9	Unpaid leave / special leave records	Employment Rights Act	3 years	
2.2.10	Parental Leave	Employment Rights Act	5 years from birth / adoption or 18 years in the child is disabled	
2.2.11	Records relating to promotion, transfer or training	Employment Rights Act	6 years from end of employment	
2.2.12	Redundancy documentation	Employment Rights Act	Term of employment + 6 years	
2.2.13	Training needs analysis	Employment Rights Act	During employment	

2.3 Management of Disciplinary and Grievance Process

	Description	Statutory Provisions	Retention Period	Notes
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	"Keeping children safe in education Statutory guidance for schools and colleges"; current version "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children" current version	Until the person's normal retirement age or 1 0 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If allegation is upheld then details are to be kept on personnel file and a copy provided to the person concerned.	Records relating to safeguarding allegations against staff should be retained in accordance with the latest Keeping Children Safe in Education guidance and reviewed before destruction.

2.3.2	Disciplinary Proceedings – Oral warning	ACAS and CIPD guidance	Date of warning + 6 months	Where the warning relates to child protection issues relevant section. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice.
	Disciplinary Proceedings – first written warning – level 1	ACAS and CIPD guidance	Date of warning + 9 months	In line with Disciplinary Procedure All Staff
	Disciplinary Proceedings – final written warning	ACAS and CIPD guidance	Date of warning + 1 8 months	In line with Disciplinary Procedure All Staff
	Disciplinary Proceedings – case not found	ACAS and CIPD guidance	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	In line with Disciplinary Procedure All Staff

2.4 Health and Safety

	Description	Statutory Provisions	Retention Period	Notes
2.4.1	Health and Safety Policy Statements		Life of policy + 3 years	
2.4.2	Health and Safety Risk Assessments		Life of risk assessment + 3 years	
2.4.3	Records relating to accident/ injury at work		Date of incident + 1 2 years In the case of serious accidents a further retention period will need to be applied	
2.4.4	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the incident + 6 years	

	Accident Reporting – Children	Social Security Administration Act 1992	DOB of the child + 25 years	
2.4.5	Control of Substances Hazardous to Health (COSHH)	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 years	
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation		Last action + 50 years	
2.4.8	Fire Precautions log books		Current year + 6 years	
2.4.9	Fire Risk Assessments		Life of the risk assessment + 6 years	
2.4.10	Incident reports		Current year + 20 years	
2.4.11	Administration of medication records		DOB of the child + 25 years	
2.4.12	Records of Restrictive Interventions		DOB of the child + 25 years	No legislation currently prescribes how long these records must be kept. Nevertheless, because incidents may give rise to personal injury claims at a later date, schools should consider retaining institutional incident logs for a similar length of time as accident records involving pupils. When records are no longer needed as part of the active log, they should be transferred to secure archival storage and continue to be handled in a way that protects the sensitive information they contain.

2.5 Payroll and Pensions

	Description	Statutory Provisions	Retention Period	Notes
2.5.1	Wages/salary records (including overtime, bonuses and expenses)	Taxes Management Act 1970	6 years	
2.5.2	Income tax and National Insurance returns / records	The Income Tax (Employments) Regulations 1993	Current year + 3 years	
2.5.3	National Minimum wage compliance records	National Minimum Wages Act 1998	3 years	
2.5.4	Sickness (Statutory SSP) Records	Chartered Institute of Personnel and Development (CIPD)	Term of employment + 6 years	
2.5.5	Maternity pay records, calculations and supporting medical evidence.	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	3 years after the end of the tax year the maternity leave ends	
2.5.6	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	The Pensions Regulator	Current year + 6 years	
2.5.7	Management of the Teachers' Pension Scheme or Local Government Pension Scheme		Date of last payment on the pension + 6 years	
2.5.8	Records relating to pension registrations		Date of last payment on the pension + 6 years	
2.5.9	Payroll records		Date of last payroll run + 6 years	

3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

3.1 Risk Management and Insurance

	Description	Statutory Provisions	Retention Period	Notes
3.1.1	Employer's Liability Insurance Certificate		Closure of the school + 40 years	
3.1.2	Insurance policies		Date the policy expires + 6 years	
3.1.3	Records relating to the settlement of insurance claims		Date claim settles + 6 years	

3.2 Asset Management

	Description	Statutory Provisions	Retention Period	Notes
3.2.1	Inventories of furniture and equipment		Current year + 6 years	
3.2.2	Burglary, theft and vandalism report forms		Current year + 6 years	
3.2.3	Records relating to the leasing of shared facilities, such as sports centres		Current year + 6 years	
3.2.4	Land and building valuations		Date valuation superseded + 6 years	
3.2.5	Disposal of assets		Date of disposal + 6 years	
3.2.6	Leases for land and buildings		Date lease expires + 6 years	
3.2.7	Commercial transfer agreements		Date of transfer + 6 years	
3.2.8	Transfer of land to the academy trust		Life of land ownership then transfer to new owner	
3.2.9	Transfers of freehold land		Life of land ownership then transfer to new owner	

3.3 Strategic Financial Management

	Description	Statutory Provisions	Retention Period	Notes
3.3.1	Statement of financial activities for the year		Current financial year + 6 years	
3.3.2	Financial planning		Current financial year + 6 years	
3.3.3	Value for money statement		Current financial year + 6 years	
3.3.4	Records relating to the management of VAT		Current financial year + 6 years	
3.3.5	Whole of government accounts returns		Current financial year + 6 years	
3.3.6	Borrowing powers		Current financial year + 6 years	
3.3.7	Budget plan		Current financial year + 6 years	
3.3.8	Charging and remissions policy		Date policy superceded + 3 years	
3.3.9	Independent Auditors report on regularity		Financial year report relates to + 6 years	
3.3.10	Independent Auditors report on financial statements		Financial year report relates to + 6 years	
3.3.11	Investment policies		Life of the investment + 6 years	
3.3.12	Management of endowment funds		Life of the fund + 6 years	

3.4 Funding Agreements

	Description	Statutory Provisions	Retention Period	Notes
3.4.1	Funding Agreement with secretary of state and supplemental funding agreements		Date of last payment of funding + 6 years	
3.4.2	Funding Agreement – termination of the funding agreement		Date of last payment of funding + 6 years	
3.4.3	Funding records – Capital Grant		Date of last payment of funding + 6 years	
3.4.4	Funding records – Earmarked Annual Grant (EAG)		Date of last payment of funding + 6 years	
3.4.5	Funding records – General Annual Grant (GAG)		Date of last payment of funding + 6 years	

3.4.6	Per pupil funding records		Date of last payment of funding + 6 years	
3.4.7	Exclusions agreements		Date of last payment of funding + 6 years	
3.4.8	Funding Records		Date of last payment of funding + 6 years	
3.4.9	Gift Aid and Tax Relief		Date of last payment of funding + 6 years	
3.4.10	Records relating to loans		Date of last payment of funding + 6 years if loan is under £10k or date f last payment + 12 years if the loan is over £10k	

3.5 Accounts and Statements including Budget

	Description	Statutory Provisions	Retention Period	Notes
3.5.1	Annual Accounts		Current year + 6 years	
3.5.2	Loans and grants managed by the school or the Trust		Date of last payment on the loan + 12 years then REVIEW.	These should be retained by the Trust with copies held by the school
3.5.3	Student Grant applications		Current year + 3 years	
3.5.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers		Life of the budget + 3 years	
3.5.5	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	
3.5.6	Records relating to the collection and banking of monies		Current financial year + 6 years	
3.5.7	Records relating to the identification and collection of debt		No Current financial year + 6 years	

3.6 Contract Management

	Description	Statutory Provisions	Retention Period	Notes
3.6.1	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	

3.6.2	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	
3.6.3	Records relating to the monitoring of contracts		Current year + 2 years	
3.6.4	Local Authority Early Years Education Funding Entitlement – documents including parent and carer agreements, evidence of checking of child's DOB, pupil attendance records, invoices which show funded hours are free at the point of delivery, and all other documentation held in relation to the provision of Free Entitlement Places		Specified in Local Authority funding agreement	
3.6.5	Contractors declarations and safeguarding information		Duration of engagement + 6 years	
3.6.6	Agency staff vetting forms for supply staff		Duration of engagement + 6 years	
3.6.7	IR35 documentation		Duration of contract + 6 years	

3.7 School Fund

	Description	Statutory Provisions	Retention Period	Notes
3.7.1	School Fund - Cheque books		Current year + 6 years	
3.7.2	School Fund - Paying in books		Current year + 6 years	
3.7.3	School Fund - Ledger		Current year + 6 years	
3.7.4	School Fund - Invoices		Current year + 6 years	
3.7.5	School Fund - Receipts		Current year + 6 years	
3.7.6	School Fund - Bank statements		Current year + 6 years	
3.7.7	School Fund - Journey Books		Current year + 6 years	

3.8 School Meals Management

	Description	Statutory Provisions	Retention Period	Notes
3.8.1	Free School Meals Registers		Current year + 6 years	
3.8.2	School Meals Registers		Current year + 3 years	
3.8.3	School Meals Summary Sheets		Current year + 3 years	
3.8.4	Allergy information		DOB of the pupil + 25 years	Normal limitation rules (i.e., an individual can claim for negligently caused personal injury up to 3 years after the event, or up to 6 years after the event for deliberately caused injury) are postponed until the child reaches 18 years of age.

4. Property Management

This section covers the management of buildings and property.

4.1 Property Management

	Description	Statutory Provisions	Retention Period	Notes
4.1.1	Title deeds of properties belonging to the school/Trust		These should follow the property, unless the property has been registered with the Land Registry	These should be retained by the Trust Central Office
4.1.2	Plans of property belong to the school		These should be retained by the Trust Central Office whilst the buildings are leased to the Trust.	
4.1.3	Leases of property leased by or to the school		Expiry of lease + 6 years	
4.1.4	Records relating to the letting of school premises		Current financial year + 6 years	
4.1.5	Business continuity and disaster recovery plans		Date plan superseded + 3 years	

4.2 Maintenance

	Description	Statutory Provisions	Retention Period	Notes
4.2.1	All records relating to the maintenance of the school carried out by contractors		Current year + 6 years	
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books		Current year + 6 years	

4.3 Fleet Management

	Description	Statutory Provisions	Retention Period	Notes
4.3.1	The process of acquisition and disposal of vehicles through lease or purchase	Limitation Act 1980 (section 2)	Disposal of the vehicle + 6 years	

	e.g. contract, lease, quotes, approvals			
4.3.2	The process of managing allocation and maintenance of vehicles, e.g. lists of who was driving the vehicles and when, maintenance	Limitation Act 1980 (section 2)	Disposal of the vehicle + 6 years	
4.3.3	Service logs and vehicle logs	Limitation Act 1980 (section 2)	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company	
4.3.4	GPS tracking data relating to the vehicles	Limitation Act 1980 (section 2)	Date of journey + 6 years	

5 Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health and Safety above.

5.1 Pupil's Educational Record

	Basic file description	Statutory Provisions	Retention Period	Notes
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 – Primary	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 Limitation Act 1980 s.38(2)	Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. This will include to another primary school, to a secondary school or to a pupil referral unit. If the pupil dies, moves to an Independent school or to home schooling or leaves the country whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.
	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005 – Secondary	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 Limitation Act 1980 s.38(2)	DOB of the pupil + 25 years	Normal limitation rules (i.e., an individual can claim for negligently caused personal injury up to 3 years after the event, or up to 6 years after the event for deliberately caused injury) are postponed until the child reaches 18 years of age.
5.1.2	Records relating to the management of exclusions		Date of birth of the pupil + 25 years	
5.1.3	Management of examination registrations		The examination board will usually mandate how long these records need to be retained	
5.1.4	Examination Results		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
5.1.5	Child Protection information held on pupil file	"Keeping children safe in education Statutory guidance for schools and colleges. "Working together to	DOB of the child + 25 years or 10 years after the final action on the case.	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and

		safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children current version."	Review before destruction.	then retained for the same period of time as the pupil file.
5.1.6	Child Protection information held in separate file	Education Act 2002, s.175. "Keeping children safe in education Statutory guidance for schools and colleges", current version.; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children." Current version.	DOB of the child + 25 years, or 10 years after the final action on the case. Review before destruction..	This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record.

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

5.2 Attendance

	Description	Statutory Provisions	Retention Period	Notes
5.2.1	Attendance Registers	Working together to improve school attendance July 2026	Date entry made + 6 years	Working together to improve school attendance: July 2026
5.2.2	Correspondence relating to authorised absence	Education Act 1996 Section 7	Current academic year + 2 years	

5.3 Special Educational Needs

	Description	Statutory Provisions	Retention Period	Notes
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Limitation Act 1980 s.38 (2)	Date of Birth of the pupil + 25 years	This 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 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 and this should be documented.
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	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	Special Educational Needs and Disability Act 2001 Section 2	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	Special Educational Needs and Disability Act 2001 Section 1 4	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.

5.4 Biometric Data

	Basic file description	Statutory Provisions	Retention Period	Notes
5.4.1	Student biometric data including finger prints for library or meal payment systems	Protection of biometric information of children in schools and colleges – DfE March 2018	Whilst pupils uses the system only. Delete when pupil no longer uses the system including when he or she leaves the school or where a parent withdraws consent or the pupil objects.	

5.5 Student and Workforce Electronic Images including Photographs and Videos

	Description	Statutory Provisions	Retention Period	Notes
5.5.1	Photographs used in identity management		Deleted once a pupil leaves the academy	

5.5.2	Photographs in the academy environment		Deleted once a pupil leaves the academy	
5.5.3	Photographs used for learning resources or promotion of the academy or Trust including website, or prospectus		Permission must be sought to retain images beyond the time the pupil leaves the academy. Consent form allows for consent to be given for use after a student leaves the academy. Every attempt should be used to replace these images as soon as reasonably possible for websites, prospectus or notice board etc.	
5.5.4	CCTV images		Unless CCTV records a specific incident then it is unlikely to be justifiable to retain any recorded images for more than 28 days	

6. Curriculum Management

6.1 Statistics and Management Information

	Description	Statutory Provisions	Retention Period	Notes
6.1.1	Curriculum returns		Current year + 3 years	
6.1.2	Examination Results (Schools Copy)		Current year + 6 years	
	SATS records – Results		SATS results should be recorded on pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	
	SATS records – Examination Papers		The examination papers should be kept until any appeals/validation process is complete	
6.1.3	Published Admission Number (PAN) Reports		Current year + 6 years	
6.1.4	Value added and contextual data		Current year + 6 years	
6.1.5	Self-evaluation forms		Current year + 6 years	

6.2 Implementation of Curriculum

	Description	Statutory Provisions	Retention Period	Notes
6.2.1	Schemes of Work		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		Current year + 1 year	
6.2.3	Class Record Books		Current year + 1 year	
6.2.4	Mark Books		Current year + 1 year	
6.2.5	Record of homework set		Current year + 1 year	
6.2.6	Pupils' Work		Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	

7. Extra-Curricular Activities

7.1 Educational Visits Outside the Classroom

	Description	Statutory Provisions	Retention Period	Notes
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	
7.1.3	Parental consent forms for school trips - where there has been no major incident	Limitations Act 1980	Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have 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	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.	
7.1.5	Records relating to residential trips		Date of birth of youngest pupil involved + 25 years	

7.2 Walking Bus

	Description	Statutory Provisions	Retention Period	Notes
7.2.1	Walking Bus Registers		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]

7.3 Family Liaison Officers and Home School Liaison Assistants

	Description	Statutory Provisions	Retention Period	Notes
7.3.1	Day Books		Current year + 2 years then review	
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency		Whilst child is attending school and then destroy	
7.3.3	Referral forms		While the referral is current	
7.3.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	
7.3.5	Contact database entries		Current year then review, if contact is no longer active then destroy	
7.3.6	Group Registers		Current year + 2 years	

8. Local Authority and Central Government

This section covers records created in the course of interaction between the school and the local authority.

8.1 Local Authority

	Description	Statutory Provisions	Retention Period	Notes
8.1.1	Secondary Transfer Sheets (Primary)		Current year + 2 years	
8.1.2	Attendance Returns		Current year + 1 year	
8.1.3	School Census Returns		Current year + 5 years	
8.1.4	Circulars and other information sent from the Local Authority		Operational use	

8.2 Central Government

	Description	Statutory Provisions	Retention Period	Notes
8.2.1	OFSTED reports and papers		Life of the report then REVIEW	
8.2.2	Returns made to central government		Current year + 6 years	
8.2.3	Circulars and other information sent from central government		Operational use	