



# Retention & Destruction Policy

## The Three Saints Academy Trust

**Author/owner: Directors**

**Date adopted: May 2018**

**Anticipated Review: July 2021**

### 1.1 Governing Body

	BASIC FILE DESCRIPTION	RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
1.1.1	Agendas for Members/Directors/Governing Body Meetings	1 copy retained with the master set of minutes	
1.1.2	Principal set of Minutes	PERMANENT	
	Clerk of Governors Inspection Copies	Date of Meeting + 3 YEARS	
1.1.3	Reports Presented to Members/Directors/Governing Body	Minimum of 6YEARS	
1.1.4	Meeting Papers relating to annual parents' meeting held under section 33 of Education Act 2002	Date of the Meeting + a minimum of 6 YEARS	
1.1.5	Instruments of Government including Articles of Association	PERMANENT	
1.1.6	Trusts and Endowments	PERMANENT	
1.1.7	Action Plans	Life of Action Plan + 3 YEARS	
1.1.8	Policy Documents	Life of Action Plan + 3 YEARS	
1.1.9	Records relating to complaints dealt with by the Board	Date of resolution + a minimum of 6 YEARS	
1.1.10	Annual Reports	Date of Report + 10 YEARS	
1.1.11	Proposals concerning the change of status of a maintained school	Date proposal accepted or declined + 3 YEARS	

### 1.2 Head Teacher and Senior Management Team

	BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
1.2.1	Log Books of Activity maintained by HT	Last entry + minimum of 6 YEARS	
1.2.2	Minutes of meetings	Date of meeting + 3 YEARS	
1.2.3	Reports created by HT or SLT	Date of Report + a minimum of 3 YEARS	
1.2.4	Records created by HT, SLT & other members of staff with administrative responsibilities	Current academic year + 6 YEARS	
1.2.5	Correspondence created by HT, SLT & other members of staff with administrative responsibilities	Date of Correspondence + 3 YEARS	
1.2.6	Professional Development Plans	Life of Plan + 6 YEARS	
1.2.7	School Improvement Plans	Life of Plan + 3 YEARS	

### 1.3 Admission Process

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
1.3.1 All records relating to the creation and implementation of the School Admissions' Policy	Life of the policy + 3 Years	School Admission Code December 2014
1.3.2 Admissions – if the admission is successful	Date of admission + 1 YEAR	
1.3.3 Admissions – if the appeal is unsuccessful	Resolution of case + 1 YEAR	
1.3.4 Register of Admissions	Date of entry + 3 YEARS	
1.3.5 Admissions – Secondary Schools – Casual	Current Year + 1 YEAR	
1.3.6 Proofs of address supplied by parents as part of the admissions process	Current Year + 1 YEAR	
1.3.7 Supplementary Information form including additional information such as religion, medical conditions etc		
For successful admissions	Added to pupil file	
For unsuccessful admissions	Until process completed	

### 1.4 Operational Administration

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
1.4.1 General file series	Current Year + 5 YEARS	
1.4.2 Records relating to the creation and publication	Current Year + 3 YEARS	
1.4.3 Records relating to the creation and distribution of circulars to staff, parents or pupils	Current Year + 1 YEAR	
1.4.4 Newsletters and other items with a short operational use	Current Year + 1 YEAR	
1.4.5 Visitors' Books and Signing in Sheets	Current Year + 6 YEARS	
1.4.6 Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current Year + 6 YEARS	

## 2. HUMAN RESOURCES

### 2:1 Recruitment

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ PASH GUIDELINES
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	Date of Appointment + 6 MONTHS	
2.1.3 All records leading up to the appointment of a new member of staff – successful candidate	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	
2.1.4 Pre-employment vetting information – DBS Checks	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	DBS Update Service Employer Guide June 2014
2.1.5 Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	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 placed on the member of staff's personal file	
2.1.6 Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	

## 2. 2 Operational Staff Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ PASH RETENTION GUIDELINES
2.2.1 Staff Personal File	Termination of Employment + 6 YEARS	
2.2.2 Timesheets	Current Year + 6 years	
2.2.3 Annual appraisal/ assessment records	Current Year + 5 years	

## 2.3 Management of Disciplinary & Grievance Processes

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
2.3.1 Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	"Keeping children safe in education Statutory guidance for schools and colleges September 2016"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"
2.3.2 Disciplinary Proceedings		
oral warning	Date of warning + 6 MONTHS	
written warning – level 1	Date of warning + 6 MONTHS	
written warning – level 2	Date of warning + 12 MONTHS	
final warning	Date of warning + 18 MONTHS	
case not found	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	

## 2.4 Health & Safety

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
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 + 12 years In the case of serious accidents a further retention period will need to be applied	
2.4.4 Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration

		Act 1992 Section 8. Limitation Act 1980
Adults	Date of Incident + 6 YEARS	
Children	DOB of Child + 25 YEARS	
2.4.5 Control of Substances Hazardous to Health (COSHH)	Current Year + 40 YEARS	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)
2.4.6 Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last Action + 40 YEARS	Control of Asbestos at Work Regulations 2012 SI1012 No 632 Regulation 19
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	

## 2.5 Payroll & Pensions

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
2.5.1 Maternity pay records Yes	Current year + 3 YEARS	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
2.5.2 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 YEARS	

## 3. FINANCIAL MANAGEMENT of the SCHOOL

### 3.1 Risk Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
3.1.1 Employer's Liability Insurance Certificate	Closure of the School + 40 YEARS	

### 3.2 Asset Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
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	

### 3.3 Accounts and Statements including Budget Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
3.3.1 Annual Accounts	Current Year + 6 YEARS	
3.3.2 Loans and grants managed by the school	Date of last payment +12 YEARS	
3.3.3 Student Grant applications	Current Year + 3 YEARS	
3.3.4 All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of Budget + 3 YEARS	
3.3.5 Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 YEARS	
3.3.6 Records relating to the collection and banking of monies	Current financial year + 6 YEARS	
3.3.7 Records relating to the identification and collection of debt	Current financial year + 6 YEARS	

### 3.4 Contract Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
3.4.1 All records relating to the management of contracts under seal	Last payment on the Contract + 12 YEARS	
3.4.2 All records relating to the management of contracts under signature	Last payment on the Contract + 12 YEARS	
3.4.3 Records relating to the monitoring of contracts	Current year + 2 YEARS	

### 3.5 School Fund

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
3.5.1 School Fund - Cheque books	Current Year + 6 YEARS	
3.5.2 School Fund - Paying in books	Current Year + 6 YEARS	
3.5.3 School Fund – Ledger No Current year	Current Year + 6 YEARS	
3.5.4 School Fund – Invoices	Current Year + 6 YEARS	
3.5.5 School Fund – Receipts No Current year	Current Year + 6 YEARS	
3.5.6 School Fund - Bank statements	Current Year + 6 YEARS	
3.5.7 School Fund – Journey Books	Current Year + 6 YEARS	

### 3.6 School Meals Management

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
3.6.1 Free School Meals	Current Year + 6 YEARS	
3.6.2 School Meals Registers	Current Year + 3 YEARS	
3.6.3 School Meals Summary Sheets	Current Year + 3 YEARS	

## 4. PROPERTY MANAGEMENT

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
4.1.1 Title deeds of properties belonging to the school	PERMANENT	
4.1.2 Plans of property belong to the school	PERMANENT	
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	

#### 4.2 Maintenance

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ GUIDELINES
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	

## 5. PUPIL MANAGEMENT

### 5.1 Pupil's Educational Record

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/ RETENTION GUIDELINES
5.1.1 Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005		
Primary	Retain whilst the child remains at the primary school.	The file should follow the pupil when he/she leaves the primary school. This will include: <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> If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to homeschooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.
Secondary	DOB of pupil + 25 YEARS	
5.1.2 Examination Results – Pupil Copies		
Public	Information should be added to pupil file	
Internal	Information should be added to pupil file	
5.1.3 Child Protection information held on pupil file	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	“Keeping children safe in education Statutory guidance for schools and colleges September 2016”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”
5.1.4 Child protection information held in separate files	DOB of child + 25 YEARS	“Keeping children safe in education Statutory guidance for schools and

		colleges September 2016”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”
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## 5.2 Attendance

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
5.2.1 Attendance Registers	Every entry in the attendance register must be preserved for a period of 3 YEARS after the date on which the entry was made.	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014
5.2.2 Correspondence relating to authorized absence	Current academic year + 2 YEARS	Education Act 1996 Section 7

## 5.3 Special Educational Needs

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
5.3.1 Special Educational Needs files, reviews and Individual Education Plans	DOB of pupil + 25 YEARS	Limitation Act 1980
5.3.2 Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
5.3.3 Advice and information provided to parents regarding educational needs	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2
5.3.4 Accessibility Strategy	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 14

## 6. CURRICULUM MANAGEMENT

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
6.1.1 Curriculum returns	Current year + 3 YEARS	
6.1.2 Examination Results (School Copy)	Current Year + 6 YEARS	
SATS records		
Results	The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years.	



	The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	
Examination Papers	Until any appeal 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

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
6.2.1 Schemes of Work	No Current year + 1 year	
6.2.2 Timetable	No Current year + 1 year	
6.2.3 Class Record Books	No Current year + 1 year	
6.2.4 Mark Books	No Current year + 1 year	
6.2.5 Record of homework set	No 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

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
7.1.1 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of visit + 14 YEARS	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".
7.1.2 Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	Date of visit + 10 YEARS	Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".
7.1.3 Parental consent forms for school trips where there has been no major incident	Conclusion of the trip + 1 YEAR	
7.1.4 Parental permission slips for school trips – where there has been a major incident	DOB of the pupil involved in the incident + 25 YEARS The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	Limitation Act 1980 (Section 2)

## 7.2 Walking Bus

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
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		RETENTION GUIDELINES
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	

### 7.3 Family Liaison Officers & Home School Liaison Assistants

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
7.3.1 Day Books	Current year + 2 YEARS	
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	
7.3.3 Referral forms	While referral is current	
7.3.4 Contact data sheets	Current year	
7.3.5 Contact database entries	Current year	
7.3.6 Group Registers	Current year + 2 YEARS	

## 8. Central Government & Local Authority

### 8.1 Local Authority

BASIC FILE DESCRIPTION	IRMS RETENTION PERIOD (OPERATIONAL)	ADDITIONAL INFORMATION/RETENTION GUIDELINES
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		
8.2.1 OFSTED reports and papers	Life of 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	