



The Spire Federation

Data Retention Policy and Schedule

Date	June 2020
Reviewed by	Executive Headteacher
Next Review Date	May 2026
Shared with Board	May 2023

Data Retention Policy and Schedule

The Federation (East Wold and North Cockerington Schools) recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interest of the schools and provide evidence for demonstrating performance and accountability.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

1. Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by permanent and temporary staff of the Federation in the course of carrying out its functions. Also by any agents, contractors, consultants or third parties acting on behalf of the school.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the Federation and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronic format eg: paper documents, scanned documents, e-mails which document business activities and decisions, audio and video recordings, text conversations, spreadsheets, word documents, presentations etc.

2. Responsibility

- 2.1 The governing body of a school has a statutory responsibility to maintain the school records and record keeping systems in accordance with the regulatory environment specific to the school. The responsibility is usually delegated to the head teacher of the school.
- 2.2 The person responsible for day to day operational management in the school will give guidance on good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 2.3 The school will manage and document its records disposal process in line with the Records Retention schedule. This will help ensure that it can meet Freedom of Information requests and respond to requests to access personal

data under data protection legislation (subject access requests "SARS")

2.4 Individual staff and employees must ensure, with respect to records for which they are responsible, that they:

2.4.1 Manage the school's records consistently in accordance with the school's policies and procedures.

2.4.2 Properly document their actions and decisions;

2.4.3 Hold personal information securely;

2.4.4 Only share personal information appropriately and do not disclose it to an unauthorised third party;

2.4.5 Dispose of records securely in accordance with the school's Records Retention Schedule.

3 Relationship with existing policies & Regulations

This policy has been drawn up within the context of:

- Data Protection Policy
- Privacy Notices including
- GDPR (2018)
- Freedom of information Act (2000)

Retention Schedule

1..1 Governing Body				
	Basic File Description	Retention Period	Action at end of the administrative life of the record	Personal Information
1.1.1	Instruments of government	For the life of the school	Consult Local archives before disposal	
1.1.2	Trusts and Endowments	For the life of the school	Consult local archives before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors	Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	Records relating to the appointment of co-opted governors	Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children). In this case 25 years.	SECURE DISPOSAL	YES
1.1.5	Records relating to the election of chair and vice chair	Once the decision has been recorded in the minutes, the records relating to the election can be destroyed.	SECURE DISPOSAL	Yes

1.1.6	Scheme of delegation and terms of	Until superseded or whilst relevant (school may wish to	These could be offered to	
	reference for committees	retain these records for reference purposes in case decisions need to be justified)	the archives if appropriate	
1.1.7	Meeting Schedule	Current Year	Standard Disposal	
1.1.8	Agendas – principal copy	Where possible the agenda should be stored with the principal set of the minutes	Consult local archives before disposal	Potential
1.1.9	Minutes – Principal set (signed)	Although generally kept for the life of the organisation the LA is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
1.1.10	Reports made to the governors' meeting which are referred to in the minutes	Although generally kept for the life of the organisation the LA is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
1.1.11	Register of attendance at full governing board meetings	Date of last meeting in the book +6 years	SECURE DISPOSAL	YES
1.1.12	Papers relating to the management of the annual parents meeting	Date of meeting +6 years	SECURE DISPOSAL	Yes

1.1.13	Agendas – additional copies	Date of meeting	STANDARD DISPOSAL	
1.1.14	Records relating to Governors Monitoring Visits	Date of visit +3 years	SECURE DISPOSAL	Yes
1.1.15	Annual Reports required by the DoE	Date of report +10 years	SECURE DISPOSAL	
1.1.16	All records relating to the conversion of schools to Academy Status	For the life of the organisation	Consult local archives	
1.1.17	Records relating to complaints made to and investigated by the governing body or head teacher	Major complaints, current year +6 years If negligence involved then; current year +15 years If child protection or safeguarding issues are involved, then: current year +40 years	SECURE DISPOSAL	Yes
1.1.18	Correspondence sent and received by the governing body or head teacher	General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential
1.1.19	Action plans created and administered by the governing body	Until superseded or whilst relevant	SECURE DISPOSAL	

1.1.20	Policy documents created and administered by the governing body	Until superseded (the school should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the IICSA has issued recommendations.)		
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1.2 Governor Management				
	Basic File Description	Retention Period	Action at end of the administrative life of the record	Personal Information
1.2.1	Records relating to the appointment of a clerk to the governing body	Date on which clerk appointment ceases +6 years	SECURE DISPOSAL	Yes
1.2.2.	Records relating to the terms of office for serving governors, including evidence of appointment	Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.3	Records relating to governor declaration against disqualification criteria	Date appointment cease +6 years	SECURE DISPOSAL	Yes
1.2.4	Register of business interests	Date appointment ceases + 6 years	SECURE DISPOSAL	YES

1.2.5	Governors code of conduct	This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation		
1.2.6.	Records relating to the training required and received by Governors	Date Governor steps down +6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to the induction programme for new governors	Date appointment ceases +6 years	SECURE DISPOSAL	Yes
1.2.8	Records relating to DBS checks carried out on clerk and members of the governing body	Date of DBS check + 6 months	SECURE DISPOSAL	Yes
1.2.9	Governor personnel files	Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

2.1 Head Teacher & Senior Management Team				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information
2.1.1	Logbooks of activity in school maintained by the Head Teacher	Date of last entry in the book + minimum of 6 years then review	These could be of permanent historical value and should be offered to county archives service if appropriate	Potential

2.1.2	Minutes of Senior Management meetings and the meetings of other internal administrative bodies	Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.3	Reports created by the Head Teacher or the Management team	Date of the report + a minimum of 3 years then review annually or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.4	Records created by Head Teachers, Deputy Head Teachers, Heads of year and other members of staff with administrative responsibilities which do not fall under any other category	Current academic year +6 years then review annually or as required if not destroyed	SECURE DISPOSAL	Potential

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2.1.5	Correspondence created by the head teachers, deputy head teachers and head of year and other members of staff with administrative responsibilities	Current year +3	SECURE DISPOSAL	Potential
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2.16	Professional development plans	These should be held on the individuals personnel record, if not then termination of employment + 6 years	SECURE DISPOSAL	Potential
2.17	School development plans	Life of the plan + 3 years	SECURE DISPOSAL	
2.2 Operational Administration				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information
2.2.1	General file series which do not fit under any other category	Current year + 5 years, then review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the school brochure and prospectus	Current academic year + 3 years	The school could preserve a copy for their archive otherwise STANDARD DISPOSAL	
2.2.3	Records relating to the creation and distribution of circulars to staff, parents and pupils	Current academic year +1	STANDARD DISPOSAL	
2.2.4	School Privacy Notice which is sent to parents as part of GDPR compliance	Until superseded + 6 years		

2.2.5	Consents relating to	Consent will last whilst the pupil	SECURE DISPOSAL	Yes
	school activities as part of GDPR compliance (for example, consent to be sent circular or mailings.)	attends the school, it can therefore be destroyed when the pupil leaves.		
2.2.6	Newsletters and other items with a short operational use	Current academic year + 1 (schools may decide to archive one copy)	STANDARD DISPOSAL	
2.2.7	Visitor management systems (including electronic systems, visitor books and signing-in sheets)	Last entry in the visitors book + 6 years (in case of claims by parents or pupils about various actions)	SECURE DISPOSAL	Yes
2.2.8	Walking Bus Registers	Date of register + 6 years	SECURE DISPOSAL	Yes
2.3 Human Resources - Recruitment				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information

2.3.1	All records leading up to the appointment of a headteacher	Unsuccessful attempts. Date of appointment +6 months. Ad to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years.	SECURE DISPOSAL	Yes
2.3.2	All records leading up to the appointment of a member of staff/governor unsuccessful candidates	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL	Yes
2.3.3	Pre-employment vetting information- DBS checks Successful candidates	Application forms, references and other documents-for the duration of the employee's employment + 6 years.	SECURE DISPOSAL	Yes
2.3.4	Forms of proof of identity collected as part of checking "portable" enhanced DBS disclosure.	Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of documentation , then it should be retained on the staff personnel file.	SECURE DISPOSAL	Yes

2.3.5	Pre employment betting information – Evidence proving the right to work in the UK - Successful Candidates	Where possible these documents should be added to the staff personnel file (see below), but if they are kept separately then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	SECURE DISPOSAL	Yes
Operational Staff Management				
2.3.6	Staff Personnel File	Termination of employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete.	SECURE DISPOSAL	Yes
2.3.7	Annual appraisal/ assessment records	Current year + 6 years	SECURE DISPOSAL	Yes

2.3.8	Sickness, absence monitoring	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. If could be argued that where sickness pay is not paid then current year + 3 years is acceptable, whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year + 3 years as being acceptable as this gives them "benefits" and Inland Revenue have to investigate if they need to.	SECURE DISPOSAL	Yes
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2.3.9	Staff training - where the training leads to continuing professional development	Length of time required by the professional body.	SECURE DISPOSAL	Yes
2.3.10	Staff training – except where dealing with children, e.g. first aid or health and safety	This should be retained on the personnel file (see 2.3.1 above)	SECURE DISPOSAL	Yes
2.3.11	Staff training – where the training relates to children (e.g. Safeguarding or other child related training)	Date of the training +40 years (This retention period reflects that the IICSA may wish to see training records as part of an investigation)	SECURE DISPOSAL	Yes

Disciplinary & Grievance Processes				
2.3.12	Records relating to any allegation of a child protection nature against a member of staff	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 the personnel files. If found, they are to be kept on the file and a copy provided to the person concerned UNLESS the member of staff is part of any case which falls under the terms of reference for IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete.	SECURE DISPOSAL These records must be shredded	Yes

2.3.13	Disciplinary proceedings Oral Warning Written Warning – Level 1 Written Warning – Level 2 Final Warning Case not found		Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months If the incident is related to child protection then see above, otherwise dispose of at the conclusion of the case	SECURE DISPOSAL If warnings are placed on personal files then they must be weeded from the file.
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Payroll & Pensions

2.3.14	Absence Record	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.15	Batches	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.16	Bonus Sheets	Current Year + 3 years	SECURE DISPOSAL	Yes
2.3.17	Car allowance claims	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.18	Car Loans	Completion of loan + 6 years	SECURE DISPOSAL	Yes
2.3.19	Car Mileage Output	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.20	Elements	Current year + 2 years	SECURE DISPOSAL	Yes

2.3.21	Income Tax formP60	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.22	Insurance	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.23	Maternity Payment	Current year + 3 years	SECURE DISPOSAL	Yes
2.3.24	Members allowance register	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.25	National Insurance Schedule of payments	Current Year + 6 years	SECURE DISPOSAL	Yes
2.3.26	Overtime	Current year +3 years	SECURE DISPOSAL	Yes
2.3.27	Part time fee claims	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.28	Pay packet receipt by employee	Current year + 2 years	SECURE DISPOSAL	Yes
2.3.29	Payroll awards	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.30	Payroll – gross/net weekly or monthly	Current year + 6	SECURE DISPOSAL	Yes
2.3.31	Payroll Reports	Current year + 6 Years	SECURE DISPOSAL	Yes
2.3.32	Payslip- copies	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.33	Pension Payroll	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.34	Personal bank details	Until superseded + 3 years	SECURE DISPOSAL	Yes
2.3.35	Sickness Records	Current year +3 years	SECURE DISPOSAL	Yes
2.3.36	Staff Returns	Current year +3 years	SECURE DISPOSAL	Yes

2.3.37	Superannuation adjustments	Current year +6 years	SECURE DISPOSAL	Yes
	Superannuation Reports	Current year + 6 years	SECURE DISPOSAL	
2.3.38	Tax forms P6/P11/P11D/P35/P45/P46/P48	Current year +6 years	SECURE DISPOSAL	Yes
2.3.39	Time Sheets/clock cards/flexitime	Current year +3 years	SECURE DISPOSAL	Yes

2.4 Health & Safety				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information
2.4.1	Health & Safety policy statements	Life of policy +3 years	SECURE DISPOSAL	
2.4.2	Health & Safety risk assessments	Life of risk assessment +3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred.	SECURE DISPOSAL	

2.4.3	Accident reporting records relating to individuals who are over 18 years at the time of the incident	The Accident Book – BI 510-3 years after last entry in the book. This includes the new format to be used from 1/1/04 This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry. Completed pages must be kept secure with	SECURE DISPOSAL	Yes
		restricted access. Data protection Act 2018 and GDPR		

2.4.4	Accident reporting records relating to individuals who are under 18 years if age at the time of the incident	The Accident book – BI 510 – 3 years after last entry in the book. This includes the new format to be used from 1/1/04 This means that if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry. Completed pages must be kept secure with restricted access. Data protection Act 2018 and GDPR	SECURE DISPOSAL	Yes
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see http://www.hs	Date of incident + 3 years provided all records relating to the incident are held on personnel	SECURE DISPOSAL	YES

	e.gov.uk/RIDDO R/	file. (see 2.4.2 above)		
2.4.6	Control of Substances Hazardous to Health (COSHH)	Date of incident +40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years	SECURE DISPOSAL	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE	2 years from date examination was made and that the record includes the condition of the equipment at the time of the examination.	SECURE DISPOSAL	
2.4.9	Fire Precautions Records	Current year + 3 years	SECURE DISPOSAL	

2.4.10	Premises file showing current state of building including all alterations (wiring, plumbing, building works etc)		For life of business- to be passed to new owner on sale or transfer or building	
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2.5 Financial Management				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information
2.5.1	Employers liability Insurance Certificate	Closure of school + 40 years (may be kept electronically)	SECURE DISPOSAL (To be passed to LA if school closes)	
Asset Management				
2.5.2	Inventory of furniture & equipment	Current year + 6 years	SECURE DISPOSAL	
2.5.3	Burglary, theft & vandalism report forms	Current year + 6 years	SECURE DISPOSAL	

Accounts & Statements (including budget management)				
2.5.4	Annual Accounts	Current year + 6 years	Standard Disposal	
2.5.5	Loans & grants managed by the school	Date of last payment on the loan + 12 years then review	SECURE DISPOSAL	

2.5.6	All records relating to the creation and management of budgets including the annual budget statement and background papers	Life of budget + 3 years	SECURE DISPOSAL	
2.5.7	Invoices, receipts, order books and requisitions, delivery notes	Current financial year + 6 years	SECURE DISPOSAL	
2.5.8	Records relating to banking monies	Current financial year +6 years	SECURE DISPOSAL	
2.5.9	Records relating to the identification and collection of debt	Final payment of debt + 6 years	SECURE DISPOSAL	
Pupil Finance				
2.5.10	Student Grant Applications	Current year + 3 years	SECURE DISPOSAL	YES
2.5.11	Pupil Premium Fund Records	Date pupil leaves school + 6 years	SECURE DISPOSAL	YES
Contract Management				
2.5.12	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	SECURE DISPOSAL	
2.5.13	All records relating to the management of contracts under signature	Last payment on the contract +12 years	SECURE DISPOSAL	

2.5.14	Records relating to the monitoring of contracts	Life of contract + 6 or 12 years	SECURE DISPOSAL	
School Fund				
2.5.15	School Fund Cheque Book	Current year + 6 years	SECURE DISPOSAL	
2.5.16	School Fund Paying in book	Current year + 6 years	SECURE DISPOSAL	
2.5.17	School Fund Ledger	Current year + 6 years	SECURE DISPOSAL	
2.5.18	School Fund Invoices	Current year + 6 years	SECURE DISPOSAL	
2.5.19	School Fund Receipts	Current year + 6 years	SECURE DISPOSAL	
2.5.20	School Fund Bank Statements	Current year + 6 years	SECURE DISPOSAL	
2.5.21	School Fund Journey Books	Current year + 6 years	SECURE DISPOSAL	
School Meals Management				
2.5.22	Free School Meals Registers (where the register is used as a basis for funding)	Current year +6 years	SECURE DISPOSAL	Yes
2.5.23	School Meals Register	Current year + 3 years	SECURE DISPOSAL	Yes
2.5.24	School Meals Summary sheets	Current year + 3 years	SECURE DISPOSAL	Yes
2.6 Property Management				

	Basic File Description	Retention Period	Action at end of administrative life of the record	Personal Information
2.6.1	Title Deeds of properties belonging to the school	These should follow the property unless registered with the Land Registry		
2.6.2	Plans of property belonging to the school	These should be retained whilst buildings belong to the school & should be passed to any new owners if sold or leased.		
2.6.3	Leases of property leased by or to the school	Expiry of lease + 6 years	SECURE DISPOSAL	
2.6.4	Records relating to the letting of school premises	Current financial year + 6 years	SECURE DISPOSAL	
Maintenance				

2.6.5	All records relating to the maintenance of the school carried out by contractors	Retained whilst building belongs to the school then transferred to any new owner if sold or leased see 2.4.10	SECURE DISPOSAL	
2.6.6	All records relating to the maintenance of the school carried out by school employees including maintenance logs	Retained whilst building belongs to the school then transferred to any new owner if sold or leased see 2.4.10	SECURE DISPOSAL	

3.1 Admissions process				
	Basic file description	Retention Period	Action at end of administrative life of the record	Personal Information
3.1.1	All records relating to the creation and implementation of the school Admission Policy	Life of the policy + 3 years	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful	Date of admission +1 Year	SECURE DISPOSAL	YES
3.1.3	Admissions – If the appeal is unsuccessful	Resolution of case + 1 year	SECURE DISPOSAL	YES

3.1.4	Register of admissions	Every entry in the admissions register must be preserved for a period of 3 years after the date on which the entry was made	Schools may wish to keep permanently as an archive in case an enquiry is received from a past pupil to confirm the dates they attended, or transfer to appropriate county archive	
3.1.5	Proof of address supplied by	Current year +1 year	SECURE DISPOSAL	YES

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	parents as part of admission process			
3.1.6	Successful admissions	Add information to pupil file	SECURE DISPOSAL	
3.1.7	Unsuccessful admissions	Until appeal process completed	SECURE DISPOSAL	

3.2 Pupil's Educational Record				
	Basic File Description	Retention Period	Action at end of administrative life of the record	Personal Information
3.2.1	Pupils Educational Record – Primary	Retain whilst child at school	File should follow pupil when they leave school to another school	Yes

3.2.2	Exam/SAT results	Added to pupil file		Yes
3.2.3	Child Protection information held on pupil file	Any child protection issues in a pupil file should be in a sealed envelope & retained for same period as the pupil file	SECURE DISPOSAL _ MUST BE SHREDDED	Yes
3.2.4	Child Protection information held in separate files	DOB of the child + 25 years	SECURE DISPOSAL MUST BE SHREDDED	Yes

3.3 Attendance				
	Basic File Description	Retention Period	Action at end of administrative life of the record	Personal Information
3.3.1	Attendance Registers	3 years from date entry made	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absence (authorised or unauthorised)	Current academic year + 2 years	SEURE DISPOSAL	potential
3.4 SEN				

3.41	SEN files, reviews, EHCP's including advice and information provided to parents regarding educational needs and accessibility strategy	DOB of pupil +31 years EHCP is valid until the individual reaches 25 years – the retention period adds an additional 6 years from the end of the	SECURE DISPOSAL	Yes
4.1 Statistics and Management Information				
	Basic File Description	Retention Period	Action at end of the administrative life of the record	Personal Information
4.1.1	Curriculum Returns	Current Year +3 years	SECURE DISPOSAL	Yes
4.1.2	Exam Results – schools copy	Current year + 6 years	SECURE DISPOSAL	Yes
4.1.2.2	SATS Records Results	SATS results should be recorded in pupil file and retained until pupil reaches age 25. School may keep a composite record of all the whole years SAT's results. These could be kept current year + 6 years to allow	SECURE DISPOSAL`	Yes

		suitable comparison.		
4.1.2.3	Published Admission Number (PAN) Reports	Current year + 6	SECURE DISPOSAL	Yes
4.13	Value added and Contextual Data	Current Year + 6 years	SECURE DISPOSAL	Yes
4.14	Self Evaluation Forms		SECURE DISPOSAL	Yes
4.15	Internal Moderation	Academic year + 1 academic year	SECURE DISPOSAL	YES
4.1.5.2	External Moderation	Until Superseded	Secure Disposal	Yes
4.2 Implementation of Curriculum				
4.2.1	Schemes of work	Current year + 1 year	SECURE DISPOSAL	
4.2.2	Timetable	Current year + 1 year	SECURE DISPOSAL	
4.2.3	Class Record Books	Current year + 1 year	SECURE DISPOSAL	

4.2.4	Mark Books	Current Year + 1 year	SECURE DISPOSAL	
4.2.5	Record of homework set	Current year + 1 year	SECURE DISPOSAL	
4.2.6	Pupils Work	Return to the pupil at the end of the academic year or Current year +1 if retained	SECURE DISPOSAL	
4.3 School Trips				
4.3.1	Parental consent forms for school trips where there has been no major incident	Although the consent forms could be retained for date of birth +22 years, School may wish to take make a risk assessment to assess if the forms are likely to be required & could make a decision to dispose at the end of academic year if no accident or incident occurred. If did consult Head teacher before disposal.	SECURE DISPOSAL	Yes

4.3.2	Parental Permission slips for school trips where there has been a major incident	DOB of pupil involved + 25 years. The permission slips for all pupils on the trip need to be retained	SECURE DISPOSAL	Yes
		to show that rules had been followed for all pupils		

4.4 School Support Organisations				
	Basic File Description	Retention Period	Action at end of administrative life of the record	Personal Information
Family Liaison Officers and home school liaison assistants				
4.4.1	Day Books	Current year + 2 years	SECURE DISPOSAL	Yes
4.4.2	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	SECURE DISPOSAL	Yes
4.4.3	Referral Forms	While referral is current	SECURE DISPOSAL	Yes
4.4.4	Contact Data Sheets	Current year then if contact no longer active	SECURE DISPOSAL	Yes

		destroy		
4.4.5	Contact database entries	Current year then if contact no longer active destroy	SECURE DISPOSAL	Yes
4.4.6	Group Registers	Current year + 2 years	SECURE DISPOSAL	Yes
Parent Teacher Associations and Old pupils Associations				
4.4.7	Records relating to the creation and management of PTA and Old Pupil associations	Current year + 6 years	SECURE DISPOSAL	Yes

5.1 Local Authority				
	Basic File Description	Retention Period	Action at end of administrative life of the record	Personal Information
5.1.1	Secondary Transfer sheets (primary)	Current year + 2 years	SECURE DISPOSAL	Yes
5.1.2	Attendance Returns	Current year + 1 year	SECURE DISPOSAL	Yes
5.1.3	School Census	Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars & other information sent from the Local Authority	Operational Use	SECURE DISPOSAL	
5.2 Central Government				

5.2.1	OFSTED reports & papers where a physical copy is held	Life of the report	SECURE DISPOSAL	
5.2.2	Returns made to central government	Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars & other information sent from	Operational Use	SECURE DISPOSAL	

Schedule of Records Destroyed/Deleted by North Cockerington/East Wold* C E Primary school

File Description	Covering Dates	Retention Policy Reference	Person disposing	Disposal Method	Date of disposal

*Delete as applicable