



Retention Guidance for Schools

V 2.1 2019

Contents

Introduction	1
Key Definitions	1
1. Student/Pupils	0
2. Registers	3
3. Correspondence	4
4. Education Management	5
5. Examinations	5
6. Education Psychology	6
7. Extra Curriculum and miscellaneous activities	7
8. Finance	8
9. School Admissions	10
10. School Appeals	10
11. School Assets	11
12. School Organisation	11
13. Service Level Agreements	12
14. Service Plan	12
15. Special Educational Needs [SEN] and disability	13
16. Teachers and staff	14
17. Teaching and the curriculum	15
18. Governing Bodies	16

Introduction

This document has been prepared to provide guidance to schools and educational services. This document aims to accommodate all different classifications of records that would typically be held by a School or educational institution.

This document offers up to date guidance on the recommended Retention periods for different types of records. In cases where a record is held due to a statutory requirement, any relevant legal Instruments have identified and provided.

As an Organisation, it is a schools responsibility as a Data Controller to ensure that information created, generated or received is being kept for only the duration of time that it is required in accordance with the Data Protection Act 2018 and the GDPR.

As part of the requirement to ensure appropriate documentation of your

Key Definitions

Retention Period – a retention period determines the duration of a records' life cycle. Retention periods will differ based upon each individual classification.

Data Controller – a Data Controller as define by the ICO is "*a person who (either alone or Jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed*".

The responsibility of ensure data is retained for the correct period of time lies with Data Controller in order to ensure that data is not processed for longer than it is originally intended.

Data Processor – A Data Processor is as defined by the ICO as being "... *Any person (other than an employee of the data controller) who processes the data on behalf of the data controller.*"

Important Notice – The IICSA Notice of Retention/Non-Destruction

The current Independent Inquiry into Child Sexual Abuse which was established by the Home Secretary in 2015 has served a Notice of Retention/Non-destruction of documents relation to the independent inquiry.

It is therefore all public bodies, and other none-state institution to ensure that any records that may possibly hold any pertinence to the inquiry. This means that records should be reviewed before destruction to ensure that they hold no relevance, there is more details information relating to the requirements to which can be found on their website.

Please see the Guidance Note released by the IICSA “Retention Instruction and Data Protection requirements” fore details which can be found on www.iicsa.org.uk.

N.B. **Please be aware that before implementing any destruction of record, you will need to ensure that you have satisfied the requirements outline by the IICSA.

1. Student/Pupils

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	Review and securely dispose
S1.1	Absence books	CY + 6 Years	Audit	Good Business Practice	Review and securely dispose
S1.2	Absence Letters	CY + 2 Years	Audit	Good Business Practice	Review and securely dispose
S1.3	Behavior file	CY = 1 year	Audit	Good Business Practice	Review and securely dispose
S1.4	Penalty Notices	6 Years after pupils 18 th birthday	Statutory	Education (Penalty Notices) (England) (Amendment) Regulations 2005	Review and securely dispose
S1.5	Curricular Records	6 Years after pupils 18 th Birthday To be transferred from Primary to secondary School if appropriate	Statutory	Education (Pupil Information) (England) Regulations 2005	Review and securely dispose
S1.6	Head Teachers Annual report on each pupil	6 Years after pupils 18 th Birthday To be transferred from Primary to secondary School if appropriate	Statutory	Education (Pupil Information) (England) Regulations 2005	Review and securely dispose
S1.7	Head Teacher' report to school leavers	6 Years after pupils 18 th Birthday To be transferred from Primary to secondary School if appropriate	Audit	Education (Pupil Information) (England) Regulations 2005	Review and securely dispose
S1.8	Pupil database	Current Information only	Statutory	Data protection 2018 GDPR	Review and securely dispose

S1.9	Pupil's educational Record	6 Years after pupils 18 th Birthday	Statutory	The Education (School Records) Regulations 1989	Review and securely dispose
S1.10	Pupil files	CY + 6 Years	Audit		Review and securely dispose
S1.11	Record cards - primary	Current with attendances		Pass on to secondary school	Review and securely dispose
S1.12	Record cards - secondary	CY + 6 Years			Review and securely dispose
S1.13	Record of achievement	Whilst child attends school			Review and securely dispose
S1.14	Referral Forms	CY + 6 Years			Review and securely dispose
S1.15	Tuition management	CY + 3 Years			Review and securely dispose
S1.16	Work Profiles	CY = 3 Years			Review and securely dispose

S1.17	Individual Pupil Information	6 Years after pupils 18 th Birthday To be transferred from Primary to secondary School if appropriate	Statutory	Education (Information About Individual Pupils) (England) 2013	Review and securely dispose
S1.18	Notice to keep child away from school	Recommend 6 Years after pupils 18 th Birthday	Statutory	Health Protection (Local Authority Powers) Regulations 2010 Public Health (Control of Disease) Act 1984. & amendments of the 2008 Act	Review and securely dispose

2. Registers

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S2.1	Child Employment	Until 25 th birthday		Good Business Practice	
S2.2	Child Protection	Until 25 th birthday		Good Business Practice	
S2.3	Class Registers	To be preserved for a period of three years after the date on which the entry was made	Statutory	Education (Pupil Registration) (England) Regulations 2006	
S2.4	Looked after Children	Until 25 th birthday		Common Practice	
S2.5	School Admissions Register	To be preserved for a period of three years after the date on which the entry was made (NB. May be kept electronically but note regulation 16)		Education (Pupil Registration) Regulations 2006 Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Consult local history office/ Archivist at end of retention period.	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S2.6	The Register All staff/ volunteers ID check, barred list check, enhanced DBS check / certificate, prohibition from teaching check, Outside UK working /living checks, professional qualifications, right to work in UK.	To be maintained NB Do not have to keep copies of DBS certificates. If establishment does so the copy must NOT be retained for more than 6 months	Statutory	Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education)	

3. Correspondence

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S3.1	General	CY + 2 Years		Good Business Practice	
S3.2	Project or person specific	As per main subject		Good Business Practice	

4. Education Management

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S4.1	Deputy head's records	CY + 6 Years		Common Practice	
S4.2	Head teachers personal filing	CY + 6 Years		Common Practice	
S4.3	Minute and reports of management team meetings	CY + 3 Years		Consult local History officer/Archivist at end of retention period	
S4.4	Professional development plans	CY + 3 Years		Common Practice	
S4.5	School development plans	CY + 3 Years		Common Practice	
S4.6	Competition Notice	Recommend life of the school plus 3 Years	Statutory	School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007	

5. Examinations

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S5.1	GCSE/ A Level reports	CY + 6 Years		Common Practice	
S5.2	Key Stage test results	CY + 6 Years		Common Practice	

6. Education Psychology

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S6.1	Pupil Records	Until 25 th birthday Where the child is in the care of the LA until their 25 th birthday then this is extended to their 30 th birthday		Common Practice	
S6.2	School Visits	Until 25 th birthday Where the child is in the care of the LA until their 25 th birthday then this is extended to their 30 th birthday		Common Practice	

7. Extra Curriculum and miscellaneous activities

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S7.1	School journeys	CY + 1 unless major incident involved then until the 25 th birthday of the youngest child	Statutory	Limitation Act 1980 Photographs, scrapbooks etc may form part of the school archive.	
S7.2	School magazines	Current year	Corporate	Consult Local History Officer / Archivist before destruction	
S7.3	Scrapbooks	CY+1 year	Corporate	Consult Local History Officer before destruction	
S7.4	Photographs	CY+1 year	Corporate	Consult Local History Officer / Archivist before destruction	
S7.5	Programmes	CY+1 year	Corporate	Consult Local History Officer / Archivist before destruction	
S7.6	School history	CY+5 years	Corporate	Consult Local History Officer / Archivist before destruction	
S7.7	Audio-tape recordings	CY+1 year	Corporate	Consult Local History Officer / Archivist before destruction	
S7.8	Video-tape recordings	CY+1 year	Corporate	Consult Local History Officer / Archivist before destruction	
S7.9	Annual speech day reports and prize lists	CY+ 6 years	Corporate	Consult Local History Officer / Archivist before destruction	
S7.10	Records of schools societies	CY+3 years	Corporate	Consult Local History Officer / Archivist before destruction	
S7.11	School journeys	CY + 1 unless major incident involved then until the 25 th birthday of the youngest child	Statutory	Limitation Act 1980 Photographs, scrapbooks etc may form part of the school archive.	

8. Finance

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S8.1	Annual Budget	CY + 6 Years	Audit	Common Practice	
S8.2	Annual statement of accounts	CY + 6 Years	Statutory	Limitations Act 1980 VAT Act 1983	
S8.3	Budget files	CY + 6 Years	Audit		
S8.4	Budget monitoring tabulations	CY + 6 Years	Audit		
S8.5	Debtors' records	CY + 6 Years	Statutory	Limitations Act 1980	
S8.6	Delegations	Financial delegations CY + 6 years Other delegations CY plus 1 year	Audit	Good Business Practice	
S8.7	Delivery documentation	CY+ 6 years	Audit		
S8.8	Head teacher's budget reports	CY+1 year	Audit		
S8.9	Integrated school allowance ledger	CY + 6 years	Audit		
S8.10	Loans	Life of loan + 6 years	Statutory	Limitation Act 1980	
S8.11	Order books and requisitions	CY+ 6 years	Audit		
	School Meals:-				
S8.12	Application for free school meals, travel, uniforms	Unsuccessful - CY + 1 year Successful – Cessation of service + 1 year	Corporate	Common practice	
S8.14	Dinner Registers	CY+ 3 years	Audit		
S8.15	F.S.M. Authorizations	Whilst child attends school	Audit		

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S8.16	School Meals Summary Sheets	CY+ 3 years	Audit		
S8.17	Tickets	1 term	Audit		
S8.18	Till Rolls	CY+ 3 years	Audit		
S8.19	School Fund:-				
S8.20	Bank Statements	CY+ 6 years	Audit		
S8.21	Cheque Books	CY+ 3 years	Audit	Some organisations destroy when bank statement has been checked	
S8.22	Invoices	CY+ 6 years	Audit		
S8.23	Ledger	CY+6 years	Audit		
S8.24	Outturn Statements	Recommend CY plus 6 years	Statutory	Education (England) Regulations 2004.	
S8.25	Paying in Books	CY+ 6 years	Audit		
S8.26	Receipts	CY+ 6 years	Audit		
S8.27	School Journey accounts (if separate bank a/c, as for school fund)	CY+ 3 years	Audit		
S8.28	Student grant applications	CY + 3 years	Audit		

9. School Admissions

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S9.1	Admission Forum	CY + 3 Years		Good Business Practice	
S9.2	Arrangements	CY + 6 Years			
S9.3	Parental Requests	Until 25 th birthday of pupil			
S9.4	Service Delivery	Until superseded but consider archiving one copy of each year in case of legal challenge		Good Business Practice	
S9.5	Admission Authority	Recommend it be added and retained with pupils records		Education and Inspections Act 2006	
S9.6	Qualifying Schemes	Until Superseded		School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007	

10. School Appeals

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S10.1	Admissions	Until 25 th Birthday		Good Business Practice	
S10.2	Exclusions	Until 25 th Birthday		Good Business Practice	

11. School Assets

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S11.1	Asset registers (furniture etc)	Keep up to Date		Good Business Practice	
S11.2	Estate Management Files	CY + 6 Years		Good Business Practice	
S11.3	Repair and maintenance	CY + 6 Years		Good Business Practice	

12. School Organisation

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S12.1	Administrative and general files	CY + 6 Years		Good Business Practice	
S12.2	Annual Calendar of events	Current Year		Good Business Practice	
S12.3	Circulars to staff	CY + 2 years		Good Business Practice	
S12.4	Circulars to pupils	CY + 2 Years			
S12.5	Head teachers' Official Diary	CY + 1 Years			
S12.6	Log Books	CY + 6 Years		Consult Local History Officer / Archivist before disposal	
S12.7	Newsletters to parents	CY = 2 Years			
S12.8	Staff Handbook	Until Superseded			
S12.9	Staff meeting minutes	CY + 6 Years			
S12.10	School Prospectus	CY + 1 Years			

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S12.11	Visitors book	CY + 5 Years		May be required for evidence	

13. Service Level Agreements

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S13.1	Service Level agreements	Whilst Relevant		Good Business Practice	
S13.2	Children and Young People's Plan	Recommend current plan plus previous one		Children and Young People's Plan (England) Regulations 2005	

14. Service Plan

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S14.1	Service Plan	Current Plan + 1 year		Good Business Practice	

15. Special Educational Needs [SEN] and disability

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S15.1	Consideration of request	Recommend until 30 th birthday		Special Educational Needs and Disability Regulations 2014	
S15.2	Determination on if provision is required or not	Recommend until 30 th Birthday		Special Educational Needs and Disability Regulations 2014	
S15.3	Advice and information obtained	Recommend until 30 th birthday		Special Educational Needs and Disability Regulations 2014	
S15.4	EHC plan including reviews and reassessments	Recommend until 30 th birthday		Special Educational Needs and Disability Regulations 2014	
S15.5	Mediation certificate	Recommend until 30 th birthday		Special Educational Needs and Disability Regulations 2014	
S15.6	SEN Information Report	Until superseded or whilst relevant		Special Educational Needs and Disability Regulations 2014	
S15.7	LA local offer	Until superseded or whilst relevant		Special Educational Needs and Disability Regulations 2014	

16. Teachers and staff

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S16.1	Administrative and technical staff files	End of Employment + 12 years	Corporate		
S16.2	Personnel Database	Current information only	Statutory	Data Protection 2018	
S16.3	Salary cards	CY + 85 Years	Corporate	May be referred to for pension rights	
S16.4	Statutory sick pay notification	CY + 6 Years	Audit		
S16.5	Supply Teacher's Records	CY + 2 years	Corporate		
S16.6	Teachers' files Note allegations that are found to be malicious should be removed from personnel files. If founded they are to be kept on the file and a copy provided to the person concerned	End of Employment + 12 years In case of proven allegations to be retained until normal pension age or for a period of 10 years from the date of the allegation if longer	Corporate Statutory	Keeping children safe in education (Dept. of Education Statutory guidance July 2015)	
S16.7	Training	Attach to personnel file	Corporate	Good Business practice	

17. Teaching and the curriculum

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S17.1	Annual Curriculum returns	CY+ 3 years		Good Business Practice	
S17.2	Interim and final reports of the National Curriculum Council	Current information only	Corporate		
S17.3	Curriculum development minutes	CY+ 6 years	Corporate		
S17.4	Curriculum development files	CY+ 6 years	Corporate		
S17.5	School syllabus	CY+ 1 year	Corporate		
S17.6	Schemes of work	CY+1 year	Corporate		
S17.7	Timetable	CY+ 1 year	Corporate		
S17.8	Class record books	CY+1 year	Corporate		
S17.9	Mark Books	CY+1 year	Corporate		
S17.10	Record of homework set	CY+1 year	Corporate		
S17.11	Pupils' work	CY+1 year	Corporate		
S17.12	Examination results	CY+ 6 year	Corporate		
S17.13	Aggregated assessment results	CY + 6	Corporate		
S17.14	SATS records	CY+ 6 years	Corporate		
S17.15	PANDA	CY+ 6 years	Corporate		
S17.16	Value added records	CY+ 6 years	Corporate		

18. Governing Bodies

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S18.1	Instruments and articles of Government				
S18.2	Grant maintained schools	Until superseded	Corporate	Consult Local History Officer / Archivist before disposal	
S18.3	Other schools	Until superseded	Corporate	Consult Local History Officer / Archivist before disposal	
S18.4	Proceedings: minutes	CY+ 6 Years	Corporate	Consult Local History Officer / Archivist before disposal	
S18.5	Proceedings: agenda papers and reports				
S18.6	Papers from the Dept. of Education	Until superseded	Corporate		
S18.7	Papers from the LEA	Until superseded	Corporate		
S18.8	Papers from the school staff	CY+ 6 years	Corporate		
S18.9	Agenda files	Current year	Corporate		
S18.10	Proceedings of the annual parents' meeting	CY+ 3 years	Corporate	Consult Local History Officer / Archivist before disposal	
S18.11	Action Plans	Life of plan + 3 years	Corporate	Consult Local History Officer / Archivist before disposal	
S18.12	Annual Reports required by the Department of Education and Skills	Recommend 10 years after date of publication	Statutory	Education (School Performance Targets) (England) Regulations 2004	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
				Consult Local History Officer/ Archivist before disposal	
S18.13	Other policy statements	Until superseded	Corporate	Consult Local History Officer / Archivist before disposal	
S18.14	Records of complaints relating to the curriculum	CY+ 6 years	Corporate	Good business practice	
S18.15	Governor training manual	Until superseded	Corporate		
S18.16	Correspondence files	CY + 6 years	Corporate		
S18.17	Proposals for schools to become, or be established as Grant Maintained schools	CY+ 3 years	Corporate	Consult Local History Officer / Archivist before disposal	
S18.18	Opt-out ballot papers	6 months after election	Corporate	Good business practice	
S18.19	Records relating to endowments and trusts	6 years after cessation	Corporate	Consult Local History Officer / Archivist before disposal	
S18.20	Resignation of Chair or Vice Chair	6 years after date of resignation	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 5 (4)	
S18.21	Register of members and associated members of the governing body	Consult local history officer/Archivist before disposal	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.22	Register of attendance	Consult Local History Officer/Archivist before disposal	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.23	Requisition of a meeting of governors	Add to Minutes of that meeting	Statutory	School Governance (Procedures) (England) Regulations 2003.	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S18.24	Minutes of the Meeting of governors	Consult Local History Officer/Archivist before disposal	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.25	Agenda	Recommend until the Minutes of the meeting have been approved and signed	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.26	Minutes of committees of governing bodies	Retain master copies. Destroy copies after master set approved	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.27	Written notice of meeting or agenda	Recommend until the Minutes of the Meeting have been approved and signed	Statutory	School Governance (Procedures) (England) Regulations 2003.	
S18.28	Web site	Review at regular intervals not exceeding 3 months	Corporate	Common practice	
S18.29	Resignation of a governor	Recommend date of resignation plus 6 years	Statutory	School Governance (Constitution) (England) Regulations 2007	
S18.30	Removal of LEA and foundation governors	Recommend date of resignation plus 6 years	Statutory	School Governance (Constitution) (England) Regulations 2007	
S18.31	Removal of community governors, partnership governors and sponsor governors	Recommend date of resignation plus 6 years	Statutory	School Governance (Constitution) (England) Regulations 2007	
S18.32	Instrument of government of a school	The life of the school or until superseded	Statutory	School Governance (Constitution) (England) Regulations 2007	
S18.33	Resignation of member of temporary governing body	Recommend 6 years after date of resignation.	Statutory	School Governance (New Schools) (England) Regulations 2007.	
S18.34	Removal of temporary governor	Recommend 6 years after date of removal.	Statutory	School Governance (New Schools) (England) Regulations 2007.	

CODE	Document/Record Type	Retention Period	Authority	Legal Rationale	PRP
S18.35	Requisition of meeting by three members of temporary governing body	Recommend 6 years after date of requisition	Statutory	School Governance (New Schools) (England) Regulations 2007.	
S18.36	Minutes and papers	Recommend life of school	Statutory	School Governance (New Schools) (England) Regulations 2007.	
S18.37	Request for a school to leave the Federation	Recommend 6 years after date of request.	Statutory	School Governance (Federations) (England) Regulations 2007.	
S18.38	Recording and reporting the use of force by members of staff (Governing body must ensure a procedure is in place)	Recommend until the 25 th birthday of the pupil. Recommend add to staff personnel file	Statutory	Apprenticeship, Skills, Children and Learning Act 2009 Education and Inspections Act 2006	