St Augustine's Catholic Primary School
Records Retention Schedule

1. Management of the school

1.1 Governing Body					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
1.1.1	Agendas for governing body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy retained with the master set of minutes. All other copies can be disposed of.	Secure disposal
1.1.2	Minutes of governing body meetings – Principal Set signed by the chair	There may be data protection issues if the meetings is dealing with confidential issues relating to staff		To be kept permanently	N/A (If unable to store, then should be offered to the County Archives Service)
1.1.3	Reports presented to the governing body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		To be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports the reports should be kept permanently	Secure disposal or retained with signed minutes
1.1.4	Instrument of Government and Articles of Association	No		Permanent	N/A (County Archives if unable to store)
1.1.5	Action Plans created and administered by the governing body	No		Life of the action plan + 3 years	Secure disposal
1.1.6	Policy documents created and administered by the governing body	No		Life of the policy + 3 years	Secure disposal

1.1.7	Records relating to complaints dealt with by the governing body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Secure disposal
1.1.8	Proposals concerning the change of status of the school including specialist status and academies	No		Date of proposal accepted or declined + 3 years	Secure disposal

1.2 Headteacher and the Senior Management Team					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.2.1	Log books of activity in the school maintained by the headteacher	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry of book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the local archives if appropriate
1.2.2	Minutes of senior leadership team meetings and other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff		Date of the meeting + 3 years then review	Secure disposal
1.2.3	Reports created by the headteacher or senior management team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of report + a minimum of 3 years then review	Secure disposal
1.2.4	Records created by the headteacher, assistant headteacher, middle management and others with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff		Current academic year + 6 years then review	Secure disposal
1.2.5	Correspondence created by the headteacher, assistant headteacher, middle management and others with administrative responsibilities	There may be data protection issues if the correspondence refer to individual pupils or members of staff		Date of correspondence + 3 years then review	Secure disposal

1.2 Headteacher and the Senior Management Team					
	Basic file description	Data protection issues	Statutory provisions	Retention period	Action at the end of the administrative life
1.2.7	School Development Plans	No		Life of the plan + 3 years	Secure disposal

1.3 Admissions Process					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
1.3.1	All records relating to the creation and implementation of the School's Admissions Policy	No	School Admission Code statutory guidance	Life of the policy + 3 years then review	Secure disposal
1.3.2	Admissions if the admission is successful	Yes	School Admission Code statutory guidance	Date of admission + 1 year	Secure disposal
1.3.3	Admissions if the appeal is unsuccessful	Yes	School Admission Code statutory guidance	Resolution of case + 1 year	Secure disposal
1.3.4	Register of admissions	Yes	School attendance: Departmental advice for schools	Every entry in the admissions register must be retained for a period of 3 years after the date the entry was made **St A's will keep basic admission data in Arbor (paper book prior to SIMS) for the life of the school, to be used as an admission register only. All data relevant to progress, attendance, finance or behaviour will be deleted as per the above.**	Secure disposal Or may wish to review

1.3 Admissions Process					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
1.3.5	Proof of address supplied by parent as part of admission process	Yes	School Admission Code statutory guidance	Current year + 1 year	Secure disposal
1.3.6	Supplementary information such as religion, medical etc. For successful admissions	Yes		Added to pupil file and retained in accordance with pupil file	Secure disposal
	Supplementary information such as religion, medical etc. For unsuccessful applications	Yes		Until appeals process completed.	Secure disposal

1.4 Operational Administration					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
1.4.1	General Files	No		Current year + 5 years then review	Secure disposal
1.4.2	Records relating to the creation and publication of the school prospectus	No		Current year + 3 years	Standard disposal
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	Standard disposal
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	Standard disposal
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then review	Secure disposal
1.4.6	Records relating to creation and management of Parent Teacher Associations and/or Pupil Associations	Yes		Current year + 6 years then review	Secure disposal

1. Human Resources

This section deals with all human resources management within the school.

2.1 Recruitment					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
2.1.1	All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	Secure disposal
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	Secure disposal
2.1.3	All records leading up to the appointment of a new member of staff – successful candidates	Yes		All relevant information added to staff file (see below	Secure disposal
2.1.4	Pre-employment vetting information – DBS checks	Yes	DBS Update Service Guidance; Keeping Children Safe in Education	School should not keep DBS certificates. If it does it must only be kept for six months	
2.1.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS'	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked (on the SCR). Paper copies should be kept on the personnel file.	
2.1.6	Pre-employment vetting information – evidence providing the right to work in the UK	Yes	An employer's guide to the right to work checks (Home Office 2015)	Kept on the personnel file. If kept separately should be retained for termination of employment plus no less than 2 years	

2.2 Operational Staff Management					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
2.2.1	Staff Personnel File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	Secure disposal
2.2.2	Timesheets	Yes		Current year + 6 years	Secure disposal
2.2.3	Annual Appraisal Records	Yes		Current year + 5 years	Secure disposal

2.3 Management of Disciplinary and Grievance Processes					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	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	Secure disposal
2.3.2	Disciplinary proceedings	Yes			
	Oral warning			Date of warning + 6 months	Secure disposal (if warnings are placed in personnel file, they must be weeded from the file)
	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	Secure disposal

2.4 Health and Safety					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	Secure disposal
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	Secure disposal
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied.	Secure disposal
2.4.4	Accident reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		Secure disposal
	Adults			Date of the incident + 6 years	
	Children			DOB of the child + 25 years	
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	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	Secure disposal
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Current year + 50 years	Secure disposal
2.4.8	Fire precaution log books	No		Current year + 6 years	Secure disposal

2.5 Payroll and Pensions					
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	Secure disposal
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 15 years	Secure disposal
2.5.3	Salary Cards (pension and payroll info)	Yes		Last date of employment + 85 years	Secure disposal

2. 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				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.1.1	Employer's Liability Insurance Certificate	No		Current year + 6 years	Secure disposal

3.2	Asset Management				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	Secure disposal
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	Secure disposal

3.3	Accounts and Statements including budget management				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.3.1	Annual accounts	No		Current year + 6 years	Standard disposal
3.3.2	All records relating to the creation and management of budgets including the annual budget statement and background papers	No		Life of the budget + 3 years	Secure disposal
3.3.3	Invoices, receipts, order books, requisitions and delivery notes	No		Current financial year + 6 years	Secure disposal
3.3.4	Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure disposal
3.3.5	Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure disposal

3.4	Contract Management				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.4.1	Records relating to the management of contracts	No		Current year + 2 years	Secure disposal

3.5	School Fund				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.5.1	School Fund Cheque Books	No		Current year + 6 years	Secure disposal
3.5.2	School Fund Paying in books	No		Current year + 6 years	Secure disposal
3.5.3	School Fund invoices/Receipts	No		Current year + 6 years	Secure disposal
3.5.4	School Fund Ledger	No		Current year + 6 years	Secure disposal
3.5.5	School Fund bank statements	No		Current year + 6 years	Secure disposal

3.6	School Meals Management				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
3.6.1	Free School Meals registers	Yes		Current year + 6 years	Secure disposal
3.6.2	School meals registers	Yes		Current year + 3 years	Secure disposal
3.6.3	School meals summary sheets	Yes		Current year + 3 years	Secure disposal

3. Property Management

This section covers the management of the buildings and property.

4.1	Property Management				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
4.1.1	Records relating to letting of the school premises	No		Current financial year + 6 years	Secure disposal

4. Pupil Management

5.1	Pupil's Education Record				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
5.1.1	Pupil's Education Record	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain for as long as the child remains at St Augustine's	The file should follow the pupil when he/she leaves the primary school. This will include: • to another primary school • to a secondary school • to a pupil referral unit • 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 home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the

5.1	Pupil's Education Record				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
					pupil will request the record from the Local Authority
5.1.2	Child protection information held on pupil file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded
5.1.3	Child protection information held in separate files	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	DOB of the child + 25 years then review 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	SECURE DISPOSAL – these records MUST be shredded

5.2	Attendance				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	Secure disposal
5.2.2	Correspondence relating to authorised absences	Yes	Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal

5.3	Special Educational Needs (SEN)				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
5.3.1	SEN files, reviews and educational plans	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil +25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time 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	Yes	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	Yes	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	Special Educational Needs (SEN)				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
5.3.4	Accessibility Strategy	Yes	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. Curriculum Management

6.1	Statistics and Management Information				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
6.1.1	Curriculum returns	No		Current year + 3 years	Secure disposal
6.1.2	Examination results (schools copy) SATS results	Yes		Current year + 6 years	Secure disposal
6.1.3	Published Admission Number (PAN) reports	Yes		Current year + 6 years	Secure disposal
6.1.4	Value added and contextual data	Yes		Current year + 6 years	Secure disposal
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years	Secure disposal

6.2	Implementation of Curriculum				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
6.2.1	Schemes of Work	No		Current year + 1 year	Secure disposal
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	No		Where possible pupils' work should be returned to the pupil at the end of the academic year. Where it is kept at school it shall be retained for current year + 1 year	

6. Extra Curricular Activities

7.1	Educational Visits outside the classroom				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom	No	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	Secure disposal
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of trip	Secure disposal
7.1.3	Parental permission slips for school trips – where there has been a major incident	Yes	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. Central Government and Local Authority

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

8.1	Local Authority				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
8.1.1	Secondary transfer sheets	Yes		Current year + 2 years	Secure disposal
8.1.2	Attendance returns	Yes		Current year + 1 year	Secure disposal
8.1.3	School Census returns	No		Current year + 5 years	Secure disposal
8.1.4	Circulars and other information sent from the LA	No		Operational Use	Secure disposal

8.2	Central Government				
	Basic file description	**Data protection issues**	**Statutory provisions**	**Retention period**	**Action at the end of the administrative life**
8.2.1	Ofsted reports and papers	No		Life of the report then review	Secure disposal
8.2.2	Returns made to central government	No		Current year + 6 years	Secure disposal
8.2.3	Circulars and other information sent from central government	No		Operational use	Secure disposal