



## Data Retention Policy

<b>Issue No.</b>	<b>Author or Reviewer</b>	<b>Date Written or Reviewed</b>	<b>Comments</b>	<b>Date Approved by FES/PEAP</b>	<b>Date Approved by Full Governors</b>	<b>Next Review Date</b>
V1	Lin Diaby	June 2018		29/06/2018	11/07/2018	June 2020
V2	Lin Diaby	20/10/2020	No amendments required	N/A	20/10/2020	October 2022

## **Data Retention Policy**

### **1. The purpose of the retention policy**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.

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

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

### **2. Benefits of a retention schedule**

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

Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 1998 and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed then records disposal relating to the request or legal hold must be stopped.

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

Information which is subject to Freedom of Information and Data Protection legislation will be available when required. The school is not maintaining and storing information unnecessarily.

### **3. Maintaining and amending the retention schedule**

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

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

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

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

This schedule will be reviewed every 2 years or when regulations and legislations changes are made.

#### 4. Using the Retention Schedule

The Retention Schedule is divided into sections:

1. Management of the School
2. Human Resources
3. Financial Management of the School
4. Property Management
5. Pupil Management
6. Curriculum Management
7. Extra-Curricular Activities
8. Central Government and Local Authority

There are sub headings under each section to help guide you to the retention period you are looking for.

## 1. Management of the School

This section contains retention periods connected to general management of the school. This covers the work of the Governing Body, the Head Teacher and the Senior Management Team, the admissions process and operational administration.

1.1 Governing Body					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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 should be retained with the master set of minutes. All other copies can be disposed of.	Secure Disposal <sup>1</sup>
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff.			
	Principal Set (signed)			Permanent	
	Inspection Copies <sup>2</sup>			Date of meeting +3 years	If these minutes contain any sensitive, personal information they must be shredded.
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff.		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently.	Secure Disposal or retain with the signed set of the minutes.
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years.	Secure Disposal

<sup>1</sup> In this context Secure Disposal should be taken to mean disposal using confidential waste bins, or shredding using a cross cut shredder.

<sup>2</sup> These are copies which the Clerk to the Governing Body may wish to retain so that requestors can view all appropriate information without the clerk needing to print off and collate redacted copies of minutes each time a request is made.

1.1 Governing Body					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
1.1.5	Instruments of Government including Articles of Association	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.6	Trusts and Endowments managed by the Governing Body	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.
1.1.7	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	Secure Disposal
1.1.8	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	Secure Disposal
1.1.9	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
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	Secure Disposal
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years.	Secure Disposal

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

1.2 Head Teacher and Senior Management Team					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils or members of staff.		Date of last entry in the book + a minimum of 6 years then review.	These could be of permanent historical value and should be offered to the County Archives Service if appropriate.
1.2.2	Minutes of Senior Management Team meetings and the meetings of 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 Head Teacher of the Management Team	There may be data protection issues if the minutes refer to individual pupils or members of staff.		Date of the report + a minimum of 3 years then review.	Secure Disposal
1.2.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities.	There may be data protection issues if the minutes refer to individual pupils or members of staff.		Current academic year + 6 years then review.	Secure Disposal
1.2.5	Correspondence created by Head Teachers, Deputy Head Teachers, Head of Year and other members of staff with administrative responsibilities.	There may be data protection issues if the correspondence refers to individual pupils or members of staff.		Date of correspondence + 3 years then review.	Secure Disposal
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	Secure Disposal
1.2.7	School Development Plans	No		Life of the plan + 3 years	Secure Disposal

1.3 Admissions Process					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
1.3.1	All records relating to the creation and implantation of the School Admissions Policy.	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review.	Secure Disposal
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year.	Secure Disposal
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year.	Secure Disposal
1.3.4	Register of admissions	Yes	School attendance: Guidance for maintained schools, academies, independent schools and local authorities November 2016	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made. <sup>3</sup>	Secure Disposal
1.3.5	Proofs of address supplied by parents as part of the admissions process.	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	Secure Disposal
1.3.7	Supplementary Information form including additional information such as religion, medical conditions, etc.	Yes			
	For successful admissions			This information should be added to the pupil file.	Secure Disposal
	For unsuccessful admissions			Until appeals process completed.	Secure Disposal

1.4 Operational Administration					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
1.4.1	General file series	No		Current year + 5 years then review.	Secure Disposal
1.4.2	Records relating to the creation and publication of the school brochure or 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 the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then review	Secure Disposal



## 2. Human Resources

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

2.1 Recruitment					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
2.1.1	All records leading up to the appointment of a new Head Teacher	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 candidate.	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months.	Secure Disposal
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide May 2018 Keeping Children Safe in Education September 2016	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.	Secure Disposal
2.1.5	Proofs of identity collected as part of the process of checking enhanced DBS disclosure and Asylum and Immigration Act purposes.	Yes	An Employers Guide to Right to Work Checks (Home Office August 2017)	Termination of employment + 2 years	Secure Disposal
2.1.6	Pre-employment vetting information – evidence proving the right to work in the United Kingdom <sup>4</sup>	Yes	An Employers Guide to Right to Work Checks (Home Office August 2017)	Termination of employment + 2 years.	Secure Disposal
	UK Border Agency Documentation (Work Permit)	Yes	An Employers Guide to Right to Work Checks (Home Office August 2017)	Termination + 2 years	Secure Disposal
	Records relating to employees from outside of the UK e.g. visa, work permits, etc.	Yes	An Employers Guide to Right to Work Checks (Home Office August 2017)	Termination + 2 years	Secure Disposal

4. Employers are required to take a clear copy of the documents which they are shown as part of this process.

2.2 Operational Staff Management					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
2.2.1	Staff Personal Files Including: Copies of qualifications certificates, NQT satisfactory completion of skills test, two original references, original contract acceptance, copy of contract of employment and any letters of variation.	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/assessment records	Yes		Current year + 6 years.	Secure Disposal

2.3 Management of Disciplinary and Grievance Processes					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
2.2.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Keeping Children Safe in Education September 2016 Working Together to Safeguard Children March 2015 Data Protection: A Toolkit for Schools April 2018	Termination of employment + 25 years.	Secure Disposal
2.3.2	Formal Disciplinary Warning – Not child protection related.	Yes		Current year + 6 years.	Secure Disposal

2.4 Health and Safety					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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		
	Adults			Date of the incident + 6 years	Secure Disposal
	Children			Date of birth of the child + 25 years.	Secure Disposal
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 SI1012 o 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		Last action + 50 years	Secure Disposal
2.4.8	Fire Precautions log books	No		Current year + 6 years	Secure Disposal

2.5 Payroll and Pensions					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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 + 6 years	Secure Disposal

### 3. Financial Management of the School

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

3.1 Risk Management and Insurance					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
3.1.1	Employers Liability Insurance Certificate	No		Closure of the school + 40 years	Secure Disposal

3.2 Asset Management					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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 descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
3.3.1	Annual Accounts	No		Current year + 6 years	Standard Disposal
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then review	Secure Disposal
3.3.3	Student Grant applications	Yes		Current year + 3 years	Secure Disposal
3.3.4	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
3.3.5	Invoices, receipts, order books and requisitions, delivery notes	No		Current financial year + 6 years	Secure Disposal
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure Disposal
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure Disposal

3.4 Contract Management					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	Secure Disposal
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	Secure Disposal
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	Secure Disposal

3.5 School Fund					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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 Ledgers	No		Current year + 6 years	Secure Disposal
3.5.4	School Fund Invoices	No		Current year + 6 years	Secure Disposal
3.5.5	School Fund Receipts	No		Current year + 6 years	Secure Disposal
3.5.6	School Fund Bank Statements	No		Current year + 6 years	Secure Disposal
3.5.7	School Fund Journey Books	No		Current year + 6 years	Secure Disposal

3.6 School Meals Management					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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	No		Current year + 3 years	Secure Disposal

## 4. Property Management

This section covers the management of the buildings and property.

4.1 Property Management					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
4.1.1	Title deeds of properties belonging to the school	No		Permanent These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belonging to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	Secure Disposal
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	Secure Disposal

4.2 Maintenance					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	Secure Disposal
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	Secure Disposal

## 5. Pupil Management

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

5.1 Pupil's Educational Record					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
5.1.1	Pupil's Education Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005		
	Middle			Retain whilst the child remains at the middle school	<p>The file should follow the pupil when he/she leaves the middle school. This will include:</p> <ul style="list-style-type: none"> <li>• To another middle school</li> <li>• To a secondary or upper school</li> <li>• To a pupil referral unit</li> <li>• If the pupil dies whilst at middle school the file should be returned to the Local Authority to be retained for the statutory retention period.</li> </ul> <p>If the pupil transfer 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.</p>
	Upper/Secondary		Limitation Act 1980	Date of birth of the pupil + 25 years	Secure Disposal
5.1.2	Examination Results – Pupil Copies	Yes			
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board.
	Internal			This information should be added to the pupil file	
5.1.3	Child Protection Information held on pupil file	Yes	Keeping Children Safe in Education September 2016;	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then	Secure Disposal – these records must be shredded.



			Working Together to Safeguard Children March 2015	retained for the same period of time as the pupil file.	
5.1.4	Child Protection Information held in separate files.	Yes	Keeping Children Safe in Education September 2016; Working Together to Safeguard Children March 2015	Date of birth 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 descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
5.2.1	Attendance Registers	Yes	School attendance; Guidance for maintained schools, academies, independent schools and local authorities November 2016	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	Secure Disposal
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	Secure Disposal

## 5.3 Special Educational Needs

	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth 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 SEND files for a longer period of time to defend themselves in a “failure to provide sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.

5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement. Education Health and Care Plans	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.
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	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.

## 6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
6.1.1	Curriculum returns	No		Current year + 3 years	Secure Disposal
6.1.2	Examination Results – Schools Copy	Yes		Current year + 6 years	Secure Disposal
	SATS records - Results	Yes		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.	Secure Disposal
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete.	Secure Disposal
6.1.3	Publishes 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 descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
6.2.1	Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate further retention period or Secure Disposal
6.2.2	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate further retention period or Secure Disposal
6.2.3	Class Record Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate further retention period or Secure Disposal
6.2.4	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate further retention period or Secure Disposal
6.2.5	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate further retention period or Secure Disposal
6.2.6	Pupil's work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year. If this is not, then current year + 1 year.	Secure Disposal

## 7. Extra Curricular Activities

7.1 Educational Visits outside the Classroom					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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 <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 – Legal Framework and Employer Systems and Section 4 – Good Practice	Date of visit + 14 years – Primary Date of visit + 10 year – Secondary	Secure Disposal
7.1.2	Parental Consent Forms for school trips where there has been no major incident.	Yes		Conclusion of the trip	Although the consent forms could be retained for date of birth + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
7.1.3	Parental Consent Forms for school trips where there has been a major accident	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years. The consent form for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils.	

7.2 Walking Bus					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
7.2.1	Walking Bus Registers	Yes		Date of register + 3 years. This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting.	Secure Disposal (If these records are retained electronically any back up copies should be destroyed at the same time)

7.3 Family Liaison Officers and Home School Liaison Assistants					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
7.3.1	Day Books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst the child is attending school and then destroy	
7.3.3	Referral Forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review. If contact is no longer active, then destroy.	
7.3.5	Contact database entries	Yes		Current year then review. If contact is no longer active, then destroy.	
7.3.6	Group registers	Yes		Current year + 2 years	

## 8. 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 descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
8.1.1	Secondary/Upper Transfer Sheets (Primary/Middle)	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 send from the Local Authority	No		Operational use	Secure Disposal

8.2 Central Government					
	Basic file descriptions	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative live of the record
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