



VALE of GLAMORGAN COUNCIL

Schools Retention Schedule

MAY 2018

Retention Guidelines

1. The purpose of the retention guidelines

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. This schedule applies to both paper based and electronic records.

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.

This Retention Schedule has been based on the model "Retention Guidelines for Local Authorities" as produced by the Local Government Group of The Records Management Society of Great Britain (version 2003.1).

The schedule should not be seen as a static document and shall change as circumstance dictates.

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.

Version 5

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 should be reviewed on a regular basis

This document is a guideline only and liability is the liability of the end user and not of the Vale of Glamorgan Council. Individual organisations should seek the appropriate legal advice and senior management approval.

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 the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

1.1	Governing Body Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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	The School Governors' Annual Reports (Wales) Regulations 2011 and The School Governors' Annual Reports (Wales) (Amendment) Regulations 2013	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL ¹
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	If the school is unable to store these then they should be offered to the Council Archivist
	Inspection Copies ²			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 ¹ or retain with the signed set of minutes
1.1.4	Meeting papers relating to the annual parents' meeting	No		Date of meeting + a minimum of 6 years	SECURE DISPOSAL

¹ in this context 'SECURE DISPOSAL' should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder

² these are the copies which the clerk to the Governors may wish to retain so that requestors can view all appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made

1.1 Governing Body					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1.5	Instruments of Government including Articles in Association	No		Permanent	These should be retained in the school whilst the school is open and then offered to the Council Archivist 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 the Council Archivist 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 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 School Governors' Annual Reports (Wales) Regulations 2011 and The School Governors' Annual Reports (Wales) (Amendment) Regulations 2013	No	The School Governors' Annual Reports (Wales) Regulations 2011 and The School Governors' Annual Reports (Wales) (Amendment) Regulations 2013		SECURE DISPOSAL
1.1.11	Proposals concerning the change of status of a maintained school	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 Headteacher and Senior Management Team					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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 Council Archivist 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 refers 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 or the Management Team	There may be data protection issues if the report refers 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 records 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, heads 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 Description		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code (Statutory Code document no: 005/2013)	Where admissions is managed by the council there is no requirement to keep records. 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 Council Archivist if appropriate
1.3.2	Admissions if the admission is successful	Yes	School Admissions Code (Statutory Code document no: 005/2013)	Date of admission + 1 year Where admissions is managed by the council there is no requirement to keep records.	SECURE DISPOSAL
1.3.3	Admissions – if the appeal is Unsuccessful	Yes	School Appeals Code	Date of the report + a minimum of 3 years then review Where admissions is managed by the council there is no requirement to keep records.	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes		Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made ³ <small>Where admissions is managed by the council there is no requirement to keep records.</small>	REVIEW Schools managing their own admissions may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.
1.3.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year Where admissions is managed by the council there is no requirement to keep records.	SECURE DISPOSAL
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code (Statutory Code document no: 005/2013)	Current year + 1 year Where admissions is managed by the council there is no requirement to keep records.	SECURE DISPOSAL

1.3 Admissions Process

Basic File Description		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
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 is completed	SECURE DISPOSAL

1.4 Operational Administration Basic File Description		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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	SECURE 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 Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
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 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	Keeping learners safe (158/2015) Safeguarding children in education: handling allegations of abuse against teachers and other staff (Welsh Government circular no: 009/2014)	The school should not 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 “portable” enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ⁴	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment + not less than two years	

2.2 Operational Staff Management					
Basic File Description		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.2.1	Staff Personnel File (Records relating to staff working with children covered by Warner) Staff Personnel File – Not working with children	Yes		Termination of employment + 25 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current Year + 7 years	SECURE DISPOSAL
2.2.3	Annual appraisal / assessment records	Yes		Termination of employment + 25 years + 7 years	SECURE DISPOSAL

2.3 Management of Disciplinary and Grievance Processes					
Basic File Description		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes	Keeping learners safe (Guidance document no: 158/2015) Safeguarding children in education: handling allegations of abuse against teachers and other staff (Welsh Government circular no: 009/2014) Safeguarding Children: Working Together Under the Children Act 2004 All Wales Child Protection Procedures 2008	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 These records must be shredded
2.3.2	Disciplinary Proceedings	Yes		Destroy 7 years from date of late pension payment or 25 years for records relating to staff working with children covered by Warner	SECURE DISPOSAL

⁵Where the warning relates to a child protection matter please contact your Safeguarding children officer for advice

2.4 Health and Safety					
Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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 + 3 years (see below), 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 accident + 3 years	SECURE DISPOSAL
	Children			3 years after the child reaches 18	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 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		Last action + 50 years	SECURE DISPOSAL
2.4.8	Fire Precautions log books	No		Current year + 3 years	SECURE DISPOSAL

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

2.5 Payroll and Pensions					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Destroy 7 years from date of last pension payment or 25 years for records relating to staff working with children covered by Warner	SECURE DISPOSAL
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Destroy 7 years from date of last pension payment or 25 years for records relating to staff working with children covered by Warner	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 Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL

3.2 Asset Management					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 7 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 7 years	SECURE DISPOSAL

3.3 Accounts and Statements including Budget Management					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year + 7 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 notices	No		Current financial year + 7 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 7 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 7 years	SECURE DISPOSAL

3.4 Contract Management					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No		Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No		Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No		Expiry of the contract + 2 years	SECURE DISPOSAL

3.5 School Fund				
Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.5.1	School fund – cheque books	No		Current year + 7 years SECURE DISPOSAL
3.5.2	School fund – paying in books	No		Current year + 7 years SECURE DISPOSAL
3.5.3	School fund – ledger	No		Current year + 7 years SECURE DISPOSAL
3.5.4	School fund – invoices	No		Current year + 7 years SECURE DISPOSAL
3.5.5	School fund – receipts	No		Current year + 7 years SECURE DISPOSAL
3.5.6	School fund – bank statements	No		Current year + 7 years SECURE DISPOSAL
3.5.7	School fund – journey books	No		Current year + 7 years SECURE DISPOSAL

3.6 School Meals Management				
Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.6.1	Free School Meals Registers	Yes		Current year + 5 years SECURE DISPOSAL
3.6.2	School Meals Registers	Yes		Current year + 5 years SECURE DISPOSAL
3.6.3	School Meals Summary Sheets	No		Current year + 2 years SECURE DISPOSAL

4. Property Management

4.1 School Meals Management		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Basic File Description					
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 + 15 years	SECURE DIDPOSAL
4.1.4	Records relating to the letting of school premises	No		Current financial year + 15 years	SECURE DIDPOSAL

4.2 Maintenance		Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Basic File Description					
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 7 years	SECURE DIDPOSAL
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 7 years	SECURE DIDPOSAL

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 Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by The Pupil Information (Wales) Regulations 2011 The Education (Information About Individual Pupils) (Wales) Regulations 2007 The Education (Information About Individual Pupils) (Wales) (Amendment) Regulations 2013	Yes	The Pupil Information (Wales) Regulations 2011 The Education (Information About Individual Pupils) (Wales) Regulations 2007 The Education (Information About Individual Pupils) (Wales) (Amendment) Regulations 2013		
	Primary			Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> • 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 pupil will request the record from the Local Authority

	Secondary			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 Pupil's Educational Record <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 30%;">Basic File Description</th> <th style="width: 10%;">Data Prot. Issues</th> <th style="width: 15%;">Statutory Provisions</th> <th style="width: 15%;">Retention Period (Operational)</th> <th style="width: 30%;">Action at the end of the administrative life of the record</th> </tr> </thead> </table>						Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record						
This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child Abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention										
5.1.3	Child Protection information held on pupil file	Yes	Keeping learners safe (Guidance document no: 158/2015) Safeguarding children in education: handling allegations of abuse against teachers and other staff (Welsh Government circular no: 009/2014) Safeguarding Children: Working Together Under the Children Act 2004 All Wales Child Protection Procedures 2008	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					
5.1.4	Child protection information held in separate files	Yes	Keeping learners safe (Guidance document no: 158/2015) Safeguarding children in education: handling allegations of abuse against teachers and other staff (Welsh Government circular no: 009/2014) Safeguarding Children:	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					

			Working Together Under the Children Act 2004 All Wales Child Protection Procedures 2008		
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Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2	Attendance Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	All Wales Attendance Framework	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 absence			Current academic year + 2 years	SECURE DISPOSAL

5.3	Special Educational Needs Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes		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 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		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		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		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 Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Reports (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	National Data Collection (Teacher Assessments)	Yes		The 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
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 Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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 a further retention period or 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 if this is not the school's policy then current year + 1 year	SECURE DISPOSAL
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7. Extra-Curricular Activities

7.1	Educational Visits outside the Classroom	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	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	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	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 + 10 years	SECURE DISPOSAL
7.1.3	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 DOB + 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.
7.1.4	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	

7.2 Walking Bus					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life 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 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. Welsh Government and Local Authority

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

8.1 Local Authority					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	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 Local Authority	No		Operational use	SECURE DISPOSAL

8.2 Welsh Government					
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.2.1	ESTYN reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to Welsh Government	No		Current year + 6 years	SECURE DISPOSAL
8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL