

Appendix A: St. Peter's School Retention Periods

<b>1 Child Protection</b> <b>These retention periods should be used in conjunction with the document "Safeguarding Children and Safer Recruitment in Education" which can be downloaded from <a href="http://www.everychildmatters.gov.uk">www.everychildmatters.gov.uk</a>.</b>					
	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	DOB + 25 years <sup>1</sup>	SHRED: Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	SHRED: The following is an extract from "Safeguarding Children and Safer Recruitment in Education" p60 "Record Keeping 5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer."

<sup>1</sup> This amendment has been made in consultation with the Safeguarding Children Group.

2 Governors						
	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
2.1	Minutes					
	<ul style="list-style-type: none"> <li>Principal set (signed)</li> </ul>	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
	<ul style="list-style-type: none"> <li>Inspection copies</li> </ul>	No		Date of meeting + 3 years	SHRED	
2.2	Agendas	No		Date of meeting	SHRED	
2.3	Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives
2.6	Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
2.7	Action Plans	No		Date of action plan + 3 years	SHRED	It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period
2.8	Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives
2.9	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	
2.10	Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives
2.11	Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years	Transfer to Archives
2.12	Proposal and documentation relating to Academy conversion.	No			Current year + 3 years	Transfer to Archives

<b>3 Management</b>						
	<b>Basic file description</b>	<b>DP Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
3.1	Log Books e.g Racist, Homophobic, search etc.	Yes <sup>2</sup>		Current Year + 6 years	Log by Academic Year.	Transfer to the Archives at end of Academic Year
3.2	Minutes of the Senior Management Team and other internal administrative bodies	Yes <sup>1</sup>		Current Year + 6 years	Retain in the school for 6 years from meeting	Transfer to Archives
3.3	Reports made by the head teacher or SLT	Yes <sup>1</sup>		Current Year + 6 years	Retain in the school for 6 years from meeting	Transfer to Archives
3.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes <sup>1</sup>		Current Year + 6 years	SHRED	
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Current Year + 6 years	SHRED	
3.6	Professional development plans	Yes		Current Year + 6 years	SHRED	
3.7	School development plans	No		Current Year + 6 years	Review	Offer to the Archives
3.8	Admissions – if the appeal admission is successful	Yes		Current Year + 1 year	SHRED	
3.9	Admissions – if the appeal is unsuccessful	Yes		Current Year + 1 year	SHRED	
3.10	Proofs of address supplied by parents as part of the admissions process	Yes		Current Year + 1 year	SHRED	

<sup>2</sup> From January 1<sup>st</sup> 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils and members of staff will become subject to the Data Protection Act 1998.

4 Pupils						
	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.1	Admission Registers	Yes		Current Year + 6 years	Log by Academic Year.	Transfer to the Archives at end of Academic Year
4.2	Attendance registers	Yes		Current Year + 6 years	SHRED [If these records are retained electronically any backup copies should be destroyed at the same time]	
4.4	Pupil files	Yes	Limitation Act 1980	DOB of the pupil + 25 years <sup>3</sup>	SHRED	
4.5	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the review  NOTE: This retention period is the minimum 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.	SHRED	
4.6	Letters authorising absence	No		Current year + 6 years	SHRED	
4.7	Absence Records			Current year + 6 years	SHRED	
4.8	Examination results	Yes				

<sup>3</sup> As above

4.8a	<ul style="list-style-type: none"> <li>Public</li> </ul>	No		Year of examinations + 6 years	SHRED	Any certificates left unclaimed should be returned to the appropriate Examination Board
4.8b	<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>	Yes		Current year + 6 years <sup>4</sup>	SHRED	
4.9	Any other records created in the course of contact with pupils	Yes/No		Current year + 6 years	Review at the end of 3 years and either allocate a further retention period or SHRED	
4.10	Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
4.11	Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
4.12	Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SHRED unless legal action is pending	
4.13	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SHRED unless legal action is pending	
4.14	Children's SEN Files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an	SHRED unless legal action is pending	

<sup>4</sup> If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary.

				additional retention period in certain cases		
4.15	Parental permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SHRED	
4.16	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SHRED	
4.17	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	N	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	DOB of pupil + 25 years <sup>5</sup>	N	SHRED or delete securely

## 5 Curriculum

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
5.1	Curriculum development	No		Current year + 1 year	SHRED
5.2	Curriculum returns	No		Current year + 1 year	SHRED
5.3	School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.4	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 new retention period or SHRED
5.5	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED

<sup>5</sup> This retention period has been set in agreement with the Safeguarding Children's Officer

5.6	Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.7	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.8	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 a new retention period or SHRED
5.9	Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.10	Examination results	Yes		Current year + 6 years	SHRED
5.11	SATS records	Yes		Current year + 6 years	SHRED
5.12	PAN reports	Yes		Current year + 6 years	SHRED
5.13	Value added records	Yes		Current year + 6 years	SHRED

<b>6 Personnel Records held in Schools</b>					
	<b>Basic file description</b>	<b>DP Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
6.1	Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
6.2	Staff Personal files	Yes		Termination + 7 years	SHRED
6.3	Interview notes and recruitment records	Yes		Termination + 7 years	SHRED
6.4	Pre-employment vetting information (including CRB checks)	No	CRB guidelines	Date of check + 6 months	SHRED [by the designated member of staff]
6.5	Disciplinary proceedings:	Yes	<b>Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.</b>		
6.5a	<ul style="list-style-type: none"> <li><i>oral warning</i></li> </ul>			Date of warning + 6 months	SHRED <sup>6</sup>
6.5b	<ul style="list-style-type: none"> <li><i>written warning – level one</i></li> </ul>			Date of warning + 6 months	SHRED
6.5c	<ul style="list-style-type: none"> <li><i>written warning – level two</i></li> </ul>			Date of warning + 12 months	SHRED
6.5d	<ul style="list-style-type: none"> <li><i>final warning</i></li> </ul>			Date of warning + 18 months	SHRED
6.5e	<ul style="list-style-type: none"> <li><i>case not found</i></li> </ul>			If child protection related please see 1.2 otherwise	SHRED

<sup>6</sup> If this is placed on a personal file it must be weeded from the file.

				shred immediately at the conclusion of the case	
6.6	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	SHRED
6.7	Annual appraisal/assessment records	No		Current year + 5 years	SHRED
6.8	Salary cards	Yes		Last date of employment + 85 years	SHRED
6.9	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) , revised 1999 (SI 1999/567)	Current year, +3yrs	SHRED
6.10	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED
6.11	Proofs of identity collected as part of the process of checking "portable" enhanced CRB 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.	



7 Health and Safety					
	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
7.1	Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SHRED
7.2	Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
7.2a	<ul style="list-style-type: none"> <li>Adults</li> </ul>	Yes		Date of incident + 7 years	SHRED
7.2b	<ul style="list-style-type: none"> <li>Children</li> </ul>	Yes		DOB of child + 25 years <sup>7</sup>	SHRED
7.3	COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	SHRED
7.4	Incident reports	Yes		Current year + 20 years	SHRED
7.5	Policy Statements			Date of expiry + 1 year	SHRED
7.6	Risk Assessments			Current year + 3 years	SHRED

<sup>7</sup> A child may make a claim for negligence for 7 years from their 18<sup>th</sup> birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SHRED
7.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SHRED
7.9	Fire Precautions log books			Current year + 6 years	SHRED

## 8 Administrative

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
8.1	Employer's Liability certificate			Closure of the school + 40 years	SHRED	
8.2	Inventories of equipment and furniture			Current year + 6 years	SHRED	
8.3	General file series			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives
8.4	School brochure or prospectus			Current year + 3 years		Transfer to Archives
8.5	Circulars (staff/parents/pupils)			Current year + 1 year	SHRED	
8.6	Newsletters			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
8.7	Visitors book			Last Date + 10 years	Review to see whether a further retention period is required	Transfer to Archives
8.8	PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives

9 Finance						
	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.1	Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
9.2	Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives
9.3	Contracts					
9.3a	<ul style="list-style-type: none"> <li>under seal</li> </ul>			Contract completion date + 12 years	SHRED	
9.3b	<ul style="list-style-type: none"> <li>under signature</li> </ul>			Contract completion date + 6 years	SHRED	
9.3c	<ul style="list-style-type: none"> <li>monitoring records</li> </ul>			Current year + 2 years	SHRED	
9.4	Copy orders			Current year + 2 years	SHRED	
9.5	Budget reports, budget monitoring etc.			Current year + 3 years	SHRED	
9.6	Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
9.7	Annual Budget and background papers			Current year + 6 years	SHRED	
9.8	Order books and requisitions			Current year + 6 years	SHRED	
9.9	Delivery Documentation			Current year + 6 years	SHRED	
9.10	Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	
9.11	School Fund – Cheque books			Current year + 3 years	SHRED	
9.12	School Fund – Paying in books			Current year + 6 years then review	SHRED	
9.13	School Fund – Ledger			Current year + 6 years then review	SHRED	
9.14	School Fund – Invoices			Current year + 6 years then review	SHRED	
9.15	School Fund – Receipts			Current year + 6 years	SHRED	
9.16	School Fund – Bank statements			Current year + 6 years then review	SHRED	

9.17	School Fund – School Journey books			Current year + 6 years then review	SHRED	
9.18	Applications for free school meals, travel, uniforms etc.			Whilst child at school	SHRED	
9.19	Student grant applications			Current year + 3 years	SHRED	
9.20	Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	
9.21	Petty cash books		Financial Regulations	Current year + 6 years	SHRED	

## 10 Property

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
10.1	Title Deeds			Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
10.2	Plans			Permanent	Retain in school whilst operational	Offer to Archives <sup>8</sup>
10.3	Maintenance and contractors		Financial Regulations	Current year + 6 years	SHRED	
10.4	Leases			Expiry of lease + 6 years	SHRED	
10.5	Lettings			Current year + 3 years	SHRED	
10.6	Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
10.7	Maintenance log books			Last entry + 10 years	SHRED	
10.8	Contractors' Reports			Current year + 6 years	SHRED	

## 11 Local Education Authority

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
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<sup>8</sup> If the property has been sold for private housing then the archives service will embargo these records for an appropriate period of time to prevent them being used to plan or carry out a crime.

11.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SHRED	
11.2	Attendance returns	Yes		Current year + 1 year	SHRED	
11.3	Circulars from LEA			Whilst required operationally	Review to see whether a further retention period is required	Transfer to Archives

## 12 Catholic Education Service

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
12.1	Returns	Yes		Current year + 1 year	SHRED	
12.2	Circulars from CES			Whilst required operationally	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

## 13 Department for Children, Schools and Families

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
13.1	HMI reports			These do not need to be kept any longer		Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
13.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
13.3	Returns			Current year + 6 years	SHRED	
13.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

## 14 Connexions

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
14.1	Service level agreements			Until superseded	SHRED	

14.2	Work Experience agreement			DOB of child + 18 years	SHRED
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**15 Parent Pay**

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
15.1	Dinner Register			Current year + 3 years	SHRED
15.2	School Meals Summary Sheets			Current year + 3 years	SHRED

**16 Family Liaison Officers and Parent Support Assistants**

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
16.1	Day Books	Y		Current year + 10 years then review	SHRED
16.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Y		Whilst the child is attending the school then destroy	SHRED
16.3	Referral forms	Y		While the referral is current then destroy	SHRED
16.4	Contact data sheets	Y		Current year then review, if contact is no longer active then destroy	SHRED
16.5	Contact database entries	Y		Current year then review, if contact is no longer active then destroy	DELETE
16.6	Group Registers	Y		Current year + 2 years	SHRED

**17 Other Records - Administration**

	Basic file description	DP Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
	Financial Records				

17.1	Financial records – accounts, statements, invoices, petty cash etc.	N		Current year + 6 years	
	<b>Insurance</b>				
17.2	Insurance policies – Employers Liability	N	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy	
17.3	Claims made against insurance policies – damage to property	Y		Case concluded + 3 years	
17.4	Claims made against insurance policies – personal injury	Y		Case concluded + 6 years	
	<b>Human Resources</b>				
17.5	Personal Files - records relating to an individual's employment history	Y <sup>9</sup>		Termination + 6 years then review	
17.6	Pre-employment vetting information (including CRB checks)	N	CRB guidelines	Date of check + 6 months	
17.7	Staff training records – general	Y		Current year + 2 years	

<sup>9</sup> For Data Protection purposes the following information should be kept on the file for the following periods :

- all documentation on the personal file    Duration of employment
- pre-employment and vetting information    Start date + 6 months
- records relating to accident or injury at work    Minimum of 12 years
- annual appraisal/assessment records    Minimum of 5 years
- records relating to disciplinary matters (kept on personal files)
  - oral warning    6 months
  - first level warning    6 months
  - second level warning    12 months
  - final warning    18 months

17.8	Training (proof of completion such as certificates, awards, exam results)	Y		Last action + 7 years	
	<b>Premises and Health and Safety</b>				
17.9	Premises files (relating to maintenance)	N		Cessation of use of building + 7 years then review	
17.10	Risk Assessments	N		Current year + 3 years	



