

Keeping School Records - Retention Schedule

School records and archives

Records are a vital part of the daily life of any school. St Mary's is required by law to keep certain records, many of which must be kept for several years. A small proportion of our records will also be kept permanently as archives because of the unique evidence that they contain about our school, its staff, pupils and the wider community.

Requirements

The General Data Protection Regulation (GDPR) sets out the data protection principles by which organisations should manage their records. Article 5 (e) states that 'personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed' unless kept for 'archiving purposes'.

The Freedom of Information Act 2000 requires public authorities, including maintained schools, to have a records retention and disposal policy, so that information is accessible for as long as it needs to be.

The Independent Inquiry into Child Sexual Abuse (IICSA) was established in March 2015. In July 2015, the IICSA Chair issue a stop on the destruction of files with content relating 'directly or indirectly to the sexual abuse of children or to child protection and care.'

Retention Periods

Many records created by schools must be kept for specific lengths of time (retention periods). Retention periods vary according to the type/purpose of a record and begin at defined points ('trigger points') e.g. closure of file; date of birth of a pupil.

Retention Schedule

The table below identifies how long we keep records for however the IICSA's requirement to keep children's records indefinitely currently overrides any 'Destroy' action.

Records	Trigger Point	Minimum Retention Period at School	Basis for Keeping Records	Action
Accident Reports (children)	Date of birth of child	25 years	Limitation Act 1980, Section 2	Destroy

Records	Trigger Point	Minimum Retention Period at School	Basis for Keeping Records	Action
Accident/injury at work records	Date of incident	4 years	Limitation Act 1980, Section 11	Destroy
Accounting records	End of financial year	6 years	HMRC – Compliance Handbook Manual CH15400	Review: Archive annual accounts
Administrative files (routine)	End of administration use	6 years	Limitation Act 1980, Section 2	Review
Admission registers (created prior to 1988)	Date of last entry	6 years	Limitation Act 1980, Section 2	Archive
Attendance registers	End of academic year	3 years		Destroy
Contracts under hand (e.g. services contracts –catering, cleaning etc)	End of contract	6 years	Limitation Act 1980, Section 2	Destroy
Contract monitoring records (services)	End of current year	2 years		Destroy
Development plans (school)	End of administrative use	6 years	Limitation Act 1980, Section 2	Archive
Examination certificates (public)				Any certificates left unclaimed should be returned to the appropriate Examination Board
Examination results – internal	End of academic year	5 years		Destroy
Examination results – public	End of academic year	6 years	Limitation Act 1980, Section 2	Destroy
Free School Meals Registers	End of current year	6 years	Limitation Act 1980, Section 2	Destroy
Governors' Reports	Date of meeting	6 years	Limitation Act 1980, Section 2	Archive
Instuments of Government	Date Instruments drawn up	Retain permanently until closure of		Archive

Records	Trigger Point	Minimum Retention Period at School	Basis for Keeping Records	Action
		school		
Log Book (Headteacher daily record – compiled up to late 1980's)	Date of last entry	6 years		Archive
Maintenance logs	Date of last entry	10 years	Limitation Act 1980, Section 2	Destroy
Minutes of governors, staff and PTA meetings	End of academic year	6 years	Limitation Act 1980, Section 2	Archive
OFSTED reports and papers	Superseded by new report	Review replacement by new inspection report		Archive
Policies	Superseded by new policy			
Property title deeds and architects plans	No longer used regularly	Permanent		Archive
Pupil files and record cards (requested by new school)	Pupil leaves school	Immediate	Transfer records to secondary or new primary school	
Pupil files and record cards (not requested by new school)	Date of birth of pupil	25 years	Limitation Act 1980, Section 2	Destroy
SATs/PAN/Value Added Records	End of academic year	6 years		Destroy
School Prospectus	End of academic year	3 years		
Special Educational Needs (SEN) files	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Review. Some authorities choose to keep SEN files for a longer period of time. Seek advice from GCC.
Special Educational Needs and Disability	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation	Review

Records	Trigger Point	Minimum Retention Period at School	Basis for Keeping Records	Action
Act 2001 Section 1: statements			Act 1980, Section 2	
Staff – personnel files	End of employment	6 years	Limitation Act 1980, Section 2	Destroy
Job application paperwork (unsuccessful applicants)	End of recruitment process	6 months	Equalities Act 2010	Destroy