

Raedwald Trust
Information Management Retention Periods
May 2019

Basic File Description	Retention Period: If main school	Retention Period: If second school	Disposal Process	Important Considerations
Agenda and Minutes of Trust Board Meetings (Clerked set - signed)	Permanent	Permanent	n/a	Cloud based storage – Governor Hub
Reports presented to the Trust Board	6 years (or permanent if referred to in meeting minutes)	Permanent	n/a	Cloud based storage – Governor Hub
Records relating to complaints dealt with by Trust Board	Date of resolution + 6 years (then reviewed to set next duration)	Date of resolution + 6 years (then reviewed to set next duration)	SECURE DISPOSAL	Cloud based storage - Governor Hub
SLT Minutes / other staff meetings	Date of meeting + 3 years then review	Date of meeting + 3 years then review	SECURE DISPOSAL	Cloud based storage system
School Development Plans	Life of plan + 3 years	Life of plan + 3 years	SECURE DISPOSAL	Cloud based storage system
Register of admissions (including referral requests for RT)	Date of admission/resolution + 1 year	The RT will off-roll students at the point of discharge and delete all records from the RT MIS at the end of each academic year after sending on all data to new provision/returning school	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the RT. A receipt of records sent to home schools will be saved by RT
Attendance registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	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	
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Where possible these should be checked and a note kept of what was seen and what has been checked. Keep copies on the member of staff’s personal file		SECURE DISPOSAL	
Pre-employment vetting information – DBS Checks	The school does not have to keep copies of DBS certificates. If the school does so the copy		SECURE DISPOSAL	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory

	must NOT be retained for more than 6 months			Guidance from Dept. of Education) Sections 73, 74
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Where possible these documents should be added to the Staff Personal File, but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years		SECURE DISPOSAL	An employer’s guide to right to work checks [Home Office May 2015]
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	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		SECURE DISPOSAL	
Accident Reporting	Adult -Date of the incident + 6 years Child - DOB of the child + 25 years		SECURE DISPOSAL	
School brochures	Current + 3 years	Current + 3 years	STANDARD DISPOSAL	
Circulars/newsletters for staff, students, parents	Current + 1 year	Current + 1 year then review	STANDARD DISPOSAL	
Visitors signing in books Staff signing in books	Current + 6 years then Review		SECURE DISPOSAL	
All records related to recruitment of CEO and Head Teachers	Date of Appointment + 6 years		SECURE DISPOSAL	
All records leading up to the appointment of a new member of staff – unsuccessful	Date of Appointment of successful candidate + 6 months		SECURE DISPOSAL	
Staff Personal Files	Termination of Employment + 6 years		SECURE DISPOSAL	
Annual appraisal / assessment records	Current year + 5 years		SECURE DISPOSAL	
Allegation of CP nature against a member of staff (unfounded)	Until the person’s NRA or 10 years from the date of allegation (then review)		SECURE DISPOSAL	
Oral Warning	Date of warning + 6 months		SECURE DISPOSAL	

Written Warning Level 1	Date of warning + 6 months		SECURE DISPOSAL	
Written Warning Level 2	Date of warning + 12 months		SECURE DISPOSAL	
Final Warning	Date of warning + 18 months		SECURE DISPOSAL	
Pupil's Educational Record	<p>Primary - The file should follow the pupil when he/she leaves the primary school. This will include:</p> <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 <p>Secondary -Date of Birth + 25 years - unless they move to another school then records follow the pupil.</p>	Off-roll on RT MIS at point of discharge. Annual deletion from RT MIS at the end of each academic year	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the RT. A receipt of records sent to home schools will be saved by RT
Examination Records - certificates	All uncollected certificates will be returned to the examination board			
Child Protection Records	If any records relating to child protection issues are placed on the pupil file, it should be in a		SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an

	sealed envelope and then retained for the same period of time as the pupil file. If held in separate files - 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			encrypted records held by the RT. A receipt of records sent to home schools will be saved.
SEND Files	Date of Birth + 25 years	Off-roll on RT MIS & servers at point of discharge. Annual deletion from RT MIS at the end of each academic year.	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the RT. A receipt of records sent to home schools will be saved. This retention period is the minimum retention period that any pupil file should be kept
Family Liaison/pastoral officer - Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst child is attending school and then destroy	Whilst child is attending school and then destroy	SECURE DISPOSAL	
Curriculum Returns	Current year + 3 years		SECURE DISPOSAL	
Examination Results (School Copy)	Current year + 6 years		SECURE DISPOSAL	
SATS results	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	Passed to main school.	SECURE DISPOSAL	

	year + 6 years to allow suitable comparison			
SEF	Current year + 6 years		SECURE DISPOSAL	
Non-generic Schemes of Work	Current year + 1 year	Current year + 1 year	SECURE DISPOSAL	
Timetables				
Pupil / Class Record Books				
Mark Books				
Pupil's Work	Current year + 1 year (if essential) Where possible pupils' work should be returned to the pupil at the end of the academic year.	Off-roll on RT MIS at point of discharge. Annual deletion from RT MIS at the end of each academic year. Anonymised examples may be retained for case study/internal standardisation.	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive any encrypted records held by RT. A receipt of records sent to home schools will be saved on the secure RT external hard drive.
Subject Access Requests	6 months from completion date.	N/A	SECURE DISPOSAL	We retain a full copy of everything collated for the SAR for 6 months. We retain a document list for a further 12 months.
Newsletter and other items with a short operational use	Current year + 1 year	N/A	STANDARD DISPOSAL	

Property Management				
Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of record
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	
Plans of property belong 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.	

Leases of property leased by or to the school	NO		Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	NO		Current financial year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
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
Financial Management of The School				
Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL
Annual Accounts	No		Current year + 6 years	SECURE DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
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
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	No		Last payment on the contract + 6 years	SECURE DISPOSAL

Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
School Meals Summary Sheets	No		Current year + 6 years	SECURE DISPOSAL

Note: School operational data is stored on the RT Office 365. A review of all files stored on Office 365 will be undertaken annually with the purpose of removing unnecessary files.