BERLESDUNA
ACADEMY TRUST

Records Management Policy

This policy was reviewed by the Trustees on:	**July 2025**
This policy will be reviewed:	**2 Years**
Date to be reviewed:	**July 2027**

1. Introduction

The Trust recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the Trust, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope of the Policy

2.1 This policy applies to all records that are created, received or maintained by staff of the Trust in the course of carrying out its functions.

2.2 Records are defined as all those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

2.3 A small percentage of the Trust's records may be selected for permanent preservation as part of the institution's archives and for historical research.

3. Responsibilities

3.1 The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Trustees.

3.2 The person responsible for records management in the Trust will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

4. Recording Systems

Information created by the Trust must be managed against the same standards regardless of the media in which it is stored.

4.1 Maintenance of Record Keeping Systems:

i. It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).

ii. Applying retention periods is straightforward provided files are closed on a regular basis.

iii. Once a file has been closed, it should be moved out of the current filing system and stored either in a record room or in another appropriate place until it has reached the end of the retention period.

iv. Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:

- All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended;
- Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended;
- Files containing personal or sensitive information should not be left out on desks over night;
- Where possible sensitive personal information should not be sent by e-mail;
- If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers;
- The use of memory sticks is forbidden across the Trust;
- All computer information should be backed up regularly and the back-up should be stored off the site.

v. Information contained in e-mail or fax should be filed into the appropriate electronic or manual filing system once it has been dealt with.

5. The Safe Disposal of Information Using the Retention Schedule (please read alongside the Trust Data Disposal Policy)

5.1 Files should be disposed of in line with the attached retention schedule (see appendix). This is a process which should be undertaken on an annual basis during the month of August.

5.2 Paper records containing personal information should be shredded using a cross-cutting shredder. Other files can be bundled up and put in a skip or disposed of to the waste paper merchant. Loose papers should not be put in skips unless the skip has a lid. CD's/DVD's/Floppy disks should be cut into pieces. Audio/Video tapes and fax rolls should be dismantled and shredded.

5.3 Electronic data should be archived on electronic media and 'deleted' appropriately at the end of the retention period.

6. Monitoring and Review

This policy has been reviewed and approved by the Trustees. The Records Management Policy will be reviewed and updated as necessary every 2 years.

Child Protection

All child protection records will be passed on to the child's new educational establishment once leaving our school. Child Protection records will be placed in a sealed envelope, clearly marked 'private and confidential' and hand delivered to the new educational establishment. A record of the date the file was transferred to the new educational establishment, the name of the staff member delivering the file and the name of the staff member receiving the records will be kept.

For children that are leaving our school to be home educated, or where we do not have a forwarding school, records will be retained and kept in line with our retention schedule.

For child protection records that relate to an allegation of a member of our staff, copies of the records will be retained and kept in line with our retention schedule.

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of administrative life of the record
Child Protection Files	Yes	Education Act 2002, s175, related guidance 'Safeguarding Children in Education' September 2004	DOB + 25 years	SECURE DISPOSAL
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 if that is longer	SECURE DISPOSAL

Staff Records

Consent is not required to collect and hold data on staff that is necessary for the operation of the employment contract. However, schools must issue a Privacy Notice to applicants to tell them how their data will be used and stored. Data must be collected, held, processed and destroyed in accordance with data protection principles.

Personal files contain confidential information and access to them should be restricted to those who need to have access (usually line manager/ Headteacher/ HR Administrator). Access to sensitive information (such as health and disciplinary records etc) should be particularly restricted.

Files may be held in paper form or electronically however both paper and electronic files should have suitable restrictions, for example, locked in a secure cabinet/cupboard or password protected.

Personal Files should be retained for 6 years from the end of employment.

1.1 Governance of the School/Trust					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
1.1.1	Appointment Governors	Yes		Life of appointment + 6 years	SECURE DISPOSAL
1.1.2	Accessibility Plan	There may be if the plan refers to specific pupils	Limitation Act 1980 (section 2)	Life of plan + 6 years	SECURE DISPOSAL
1.2.1	Agenda for Governing Body meetings	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
1.2.2	Minutes of, and papers considered at, meetings of the Governing Body and its committees	May be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal set (signed)			Life of school	
	Inspection Copies			Date of meeting + 3 years	SECURE DISPOSAL
1.2.3	Reports presented to the Governing Body	May be data protection issues if the meeting is dealing 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 for the life of the School	SECURE DISPOSAL or retain with the signed set of minutes
1.2.4	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
Declarations					
1.2.5	Declaration of Interests Statements Governors			Life of the School + 6 years	SECURE DISPOSAL

1.3 Funding and Finance					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life**
	Payroll and Pensions				
1.3.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
1.3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL
1.3.3	Management of the Teachers' Pension Scheme	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.4	Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3.5	Payroll records	Yes		Date of payroll run + 6 years	SECURE DISPOSAL
1.3.6	School Fund - Invoices	No		Current year + 6 years	SECURE DISPOSAL
1.3.7	School Fund - Receipts	No		Current year + 6 years	SECURE DISPOSAL
1.3.8	School Fund – Bank statements	No		Current year + 6 years	SECURE DISPOSAL
1.3.9	Annual Accounts	No	Financial Regulations	Current year + 6 years	ARCHIVE
1.3.10	Loans and Grants	No	Financial Regulations	Date of last payment + 12 years	Review to see if further retention period is required
1.3.11	Contracts Under Seal	No		Contract Completion + 12 years	SECURE DISPOSAL
1.3.12	Contracts Under Signature	No		Contract Completion + 16 years	SECURE DISPOSAL
1.3.13	Budget Reports	No		Current Year + 3 years	SECURE DISPOSAL
1.3.14	Copy of Orders	No		Current Year + 2 years	SECURE DISPOSAL
School Meals					
1.3.9	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
1.3.10	School meals registers	Yes		Current year + 3 years	SECURE DISPOSAL

2.1 Recruitment					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life 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 relevant information should be added to the Staff Personal File (see below) and all other information retained for 6months	SECURE DISPOSAL
2.1.4	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure. SD2 Form	Yes		Destroy once employment decision confirmed. Disclosure certificates MUST NOT be retained on file for more than 6 months. NO record may be held detailing convictions. Where a positive DBS check is received, a risk assessment should be completed and retained on file	SECURE DISPOSAL
2.1.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom[1]	Yes	An employer's guide to right to work checks	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 2 years	SECURE DISPOSAL
2.1.6	Right to work in the UK	Yes	Required by statutory guidance 'Keeping Children Safe in Education' and Home Office Requirement	End of employment + 2 years	A clear copy of the document must be retained on file. Person checking it must clearly state their name and date checked. SECURE DISPOSAL
2.1.7	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL

2.2 Operational Staff Management					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
2.2.1	Staff Personal File, including employment contract and staff training records, payroll information, sickness records, annual leave records, leave of absence	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 + 5 years	SECURE DISPOSAL

2.3 Management of Disciplinary and Grievance Processes					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
2.3.1	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	"Keeping children safe in education Statutory guidance for schools and colleges 2025"; "Working together to safeguard children."	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	SECURE DISPOSAL These records must be shredded
Disciplinary proceedings		Yes			
2.3.2	Disciplinary records – no case to answer			Held on personal file until conclusion of case	SECURE DISPOSAL
2.3.3	Professional advice/letters of expectation			Held of personal file. End of employment + 6 years	SECURE DISPOSAL
2.3.4	Disciplinary Records – Warning			Held of personal file. End of employment + 5 years	SECURE DISPOSAL
2.3.5	Disciplinary Records - Dismissal			Held of personal file. End of employment + 6 years	SECURE DISPOSAL
2.3.6	Capability Records			Held of personal file. End of employment + 6 years	SECURE DISPOSAL

2.4 Health and Safety					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
2.4.1	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
2.4.2	Accident reporting (i.e. accident resulting in injury or property damage)	Yes	Social Security (Claims and Payments) Regulations 1979 (regulation 25). Social Security Administration Act 1992 (section 8). Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format. The incident reporting form may be retained as below.	
	• Adults			Date of incident + 6 years	SECURE DISPOSAL
	• Children			Date of birth of the child + 25 years	SECURE DISPOSAL
2.4.3	Incident reports (i.e. incident that does not result in injury or property damage, might be referred to as a 'near miss')	Yes		Current year + 20 years	SECURE DISPOSAL

3.1 Admissions					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
3.1.1	Admissions – if the admission is successful	Yes	School Admissions Code Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021	Date of admission + 1 year	SECURE DISPOSAL
3.1.2	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021	Resolution of case + 1 year	SECURE DISPOSAL
3.1.3	Register of admissions	Yes		Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	REVIEW - Schools 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
3.1.5	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels 2021	Current year + 1 year	SECURE DISPOSAL
3.1.6	Supplementary information form, including additional information such as religion and medical conditions	Yes			
	Successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
	Unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

3.2 Head Teacher and Senior Management Team					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
3.2.1	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
3.2.2	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of the meeting + 3 years then REVIEW	SECURE DISPOSAL
3.2.3	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
3.2.4	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
3.2.5	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
3.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL

3.3 Operational Administration					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
3.3.1	Management of complaints	Yes		Date of complaint resolved + 3 years	SECURE DISPOSAL
3.3.2	Visitors' books and signing in sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL

4.1 Pupil's Educational Record					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
4.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 (SI 2005 No. 1437)	Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the LA
4.1.2	Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	SECURE DISPOSAL
4.1.3	Management of examination registrations	Yes		The examination board will usually mandate how long these records need to be retained	
4.1.4	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	
4.1.5	Child protection information held on pupil file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges 2025"; "Working together to safeguard children."	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
4.1.6	Child protection information held in separate files	Yes	"Keeping children safe in education Statutory guidance for schools and colleges 2025"; "Working together to safeguard children."	Date of birth of the child + 25 years then REVIEW	SECURE DISPOSAL – these records MUST be shredded
4.1.7	Any other record created in the course of contact with pupils	Yes		Current Year + 3	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL

4.2 Attendance					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
4.2.1	Attendance registers	Yes		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
4.2.2	Correspondence relating to authorised absences and issues		Education Act 1996 (section 7)	Current academic year + 2 years	SECURE DISPOSAL

4.3 Special Educational Needs					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
4.3.1	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 SEN files for a longer period of time in order 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 – this should be documented
4.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	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
4.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 (section 2)	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
4.3.4	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

Curriculum Management:

5.1 Statistics and Management Information					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
5.1.1	Examination results (schools copy)	Yes		Current year + 6 years	SECURE DISPOSAL
5.1.2	SATs records	Yes			
	• 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 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
5.1.3	Published Admission Number (PAN) reports	Yes		Current year + 6 years	SECURE DISPOSAL
5.1.4	Value added and contextual data	Yes		Current year + 6 years	SECURE DISPOSAL
5.1.5	Self-evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL
5.1.6	School Development Plan	No		Current year + 6 years	SECURE DISPOSAL
5.1.7	Curriculum Returns	No		Current year + 3 years	SECURE DISPOSAL
5.1.8	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 SECURE DISPOSAL
5.1.9	Class Record Book	No		Current year + 1 year	SECURE DISPOSAL
5.1.10	Timetable	No		Current year + 1 year	SECURE DISPOSAL
5.1.11	Record of homework set	No		Current year + 1 year	SECURE DISPOSAL

Extracurricular Activities:

6.1 Educational Visits outside the Classroom					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
6.1.1	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 + 25 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
6.1.2	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (section 2)	Date of birth 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	
6.1.3	Records relating to residential trips	Yes		Date of birth of youngest pupil involved + 25 years	SECURE DISPOSAL

6.2 Walking Bus					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
6.2.1	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]

Central Government and Local Authority (LA)

7.1 Local Authority					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
7.1.1	Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
7.1.2	Attendance returns	Yes		Current year +1 year	SECURE DISPOSAL

8.1 Administrative					
	Basic file description	**Data Protection Issues**	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of administrative life of the record**
8.1.1	Employers Liability Certificate	No		Closure of school + 40 Years	SECURE DISPOSAL
8.1.2	Inventories of equipment and Furniture	No		Current year + 6 year	SECURE DISPOSAL
8.1.3	School Brochure/Prospectus	No		Current year + 3 year	SECURE DISPOSAL
8.1.4	Circulars (staff/pupils/parents)	No		Current year + 1 year	SECURE DISPOSAL

Other personnel records

Volunteers

Schools are required to undertake pre-employment checks on Volunteers, and may also ask them to complete application forms and/or take up references.

Before requesting documents relating to engagement and pre-employment checks for Volunteers, they must be issued with a Privacy Notice.

As these individuals are not employees and there is no employment contract in place, the same rules on retention do not apply.

Any relevant papers relating to the engagement of Volunteers can be retained (as set out in the Staff Schedule) but only for as long as their engagement lasts – records must be destroyed once the engagement ends.

Governors/Trustees

Schools are required to undertake pre-employment checks on Governors/Trustees.

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As these individuals are not employees and there is no employment contract in place, the same rules on retention do not apply.

Any relevant papers relating to the engagement of Governors/Trustees can be retained (as set out in the Staff Schedule) and must be kept for 1 year[2] from the end of their term of office. Records must be destroyed after 1 year[2].

Papers related to unsuccessful applicants for Governor/Trustee applicants must be destroyed once the selection process is complete.

[2] Governance Regulations

Third Party Workers, Supply Staff etc.

The school should receive written confirmation that all checks have been undertaken, but not copies of the evidence, from the employing organisation. Where copies of such documents are received they must not be retained by the school. The school may retain a copy of identification documents but these **documents must be destroyed when the individual ceases working at the school**.

RECORD OF DESTRUCTION

Item reference (or other unique identifier)	Description of Item	No. of files/records destroyed	Person authorising destruction	Method	Date

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Finance cont'd.				
Basic File Description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Annual Budget and background papers			Current year + 6 years	SECURE DISPOSAL
Order books and requisitions			Current year + 6 years	SECURE DISPOSAL
Delivery Documentation			Current year + 6 years	SECURE DISPOSAL
Debtors' Records		Limitation Act 1980	Current year + 6 years	SECURE DISPOSAL
School Fund – Cheque books			Current year + 3 years	SECURE DISPOSAL
School Fund – Paying in books			Current year + 6 years then review	SECURE DISPOSAL
School Fund – Ledger			Current year + 6 years then review	SECURE DISPOSAL
School Fund – Invoices			Current year + 6 years then review	SECURE DISPOSAL
School Fund – Receipts			Current year + 6 years	SECURE DISPOSAL
School Fund – Bank statements			Current year + 6 years then review	SECURE DISPOSAL
School Fund – School Journey books			Current year + 6 years then review	SECURE DISPOSAL
Student grant applications			Current year + 3 years	SECURE DISPOSAL
Petty cash books		Financial Regulations	Current year + 6 years	SECURE DISPOSAL

Property				
Basic File Description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**
Title Deeds			Permanent	These should follow the property unless the property has been registered at the Land Registry
Plans			Permanent	Retain in school whilst operational
Maintenance and contractors		Financial Regulations	Current year + 6 years	SECURE DISPOSAL
Leases			Expiry of lease + 6 years	SECURE DISPOSAL
Lettings			Current year + 3 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms			Current year + 6 years	SECURE DISPOSAL
Maintenance log books			Current year + 6 years	SECURE DISPOSAL
Contractors' Reports			Current year + 6 years	SECURE DISPOSAL

Department for Education				
Basic File Description	**Data Prot Issues**	**Statutory Provisions**	**Retention period [operational]**	**Action at the end of the administrative life of the record**
HMI reports			These do not need to be kept any longer	
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
ISI reports and paper			Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns			Current year + 6 years	SECURE DISPOSAL
Circulars from DFE			Whilst operationally required	Review to see whether a further retention period is required

School Meals				
Basic File Description	**Data Prot Issues**	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**
Dinner Register			Current year + 3 years	SHRED
School Meals Summary Sheets			Current year + 3 years	SHRED