

# AYCLIFFE DRIVE PRIMARY SCHOOL



## Retention Policy

Based on the model provided by Herts for Learning

## Strategy Committee

Updated June 2018  
To be reviewed 2021

Staff Responsible

Mrs M Green

Head Teacher

## **1 The purpose of the retention Policy**

The retention policy 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.

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 all information, regardless of the media in which they are stored

## **2 What to do with records once they have reached the end of their administrative life**

### **2a Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded or burnt before disposal

### **2b Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives

### **2c Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered

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<b>1. Governors</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Minutes			
<ul style="list-style-type: none"> <li>• <i>Principal set (signed)</i></li> </ul>		Permanent	Retain in school for 6 years from date of meeting
Agendas		Date of meeting	DESTROY
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Action Plans		Date of action plan + 3 years	DESTROY
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		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 Destroy routine complaints
Reports required by the Department for Education and Skills		Date of report + 10 years	

<b>2. Management</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	DESTROY
Professional development plans		6 years	DESTROY
School development plans		6 years	Review

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<b>3. Pupils</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Admission Registers		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.
Attendance registers		Date of register + 3 years	DESTROY
Pupil record cards		DOB of the pupil + 25 years	DESTROY
Pupil files		DOB of the pupil + 25 years	DESTROY
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 52 year	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY
Examination results			
<ul style="list-style-type: none"> <li>• <i>Public</i></li> </ul>		Year of examinations + 6 years	DESTROY
<ul style="list-style-type: none"> <li>• <i>Internal examination results</i></li> </ul>		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Accessibility Strategy	SEN and Disability Act	12 years	DESTROY unless legal action is pending

<b>4. Curriculum</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Curriculum development		Current year + 6 years	DESTROY
Curriculum returns		Current year + 3 years	DESTROY
School syllabus		Current year + 1 year	
Schemes of work		Current year + 1 year	
Timetable		Current year + 1 year	
Class record books		Current year + 1 year	
Examination results		Current year + 6 years	DESTROY

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<b>5. Personnel</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Timesheets, sick pay		Current year + 6 years	DESTROY
Staff Personal files		Termination + 7 years	DESTROY
Interview notes and recruitment records		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including CRB checks)	CRB guidelines	Date of check + 6 months	DESTROY
Disciplinary proceedings:			
• <i>Oral warning</i>		Date of warning + 6 months	DESTROY
• <i>written warning – level one</i>		Date of warning + 6 months	DESTROY
• <i>written warning – level two</i>		Date of warning + 12 months	DESTROY
• <i>final warning</i>		Date of warning + 18 months	DESTROY
Records relating to accident/injury at work		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents a further retention period will need to be applied
Annual appraisal/assessment records		Current year + 5 years	DESTROY
Maternity pay records	Statutory Maternity Pay Regulations	Current year, +3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	DESTROY

<b>6. Health and Safety</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting	Social Security Regulations		
• <i>Adults</i>		Current year + 3 years	DESTROY
• <i>Children</i>		DOB + 25 years	DESTROY
COSHH		Current year + 10 years	Review
Incident reports		Current year + 20 years	DESTROY
Policy Statements		Date of expiry + 1 year	DESTROY
Risk Assessments		Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>asbestos</b>		Last action + 40 years	DESTROY

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<b>6. Health and Safety</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>		Last action + 50 years	DESTROY
Fire Precautions log books		Current year + 6 years	DESTROY

<b>7. Administrative</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Employer's Liability certificate		Permanent whilst the school is open	DESTROY once the school has closed
School brochure/prospectus		Current year + 3 years	
Newsletters, ephemera		Current year + 1 year	Review to see whether a further retention period is required
Visitors' book		Current year + 2 years	Review to see whether a further retention period is required

<b>8. Finance</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Annual Accounts	Financial Regulations	Current year + 6 years	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts		Contract completion date + 6 years	DESTROY
Copy orders		Current year + 2 years	DESTROY
Budget reports, budget monitoring etc		Current year + 3 years	DESTROY
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	DESTROY
Annual Budget and background papers		Current year + 6 years	DESTROY
Debtors' Records	Limitation Act	Current year + 6 years	DESTROY
Applications for free school meals, travel, uniforms etc		Whilst child at school	DESTROY
Student grant applications		Current year + 3 years	DESTROY
Free school meals registers	Financial Regulations	Current year + 6 years	DESTROY

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<b>8. Finance</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Petty cash books	Financial Regulations	Current year + 6 years	DESTROY

<b>9. Property</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then
Maintenance and contractors	Financial Regulations	Current year + 6 years	DESTROY
Leases		Expiry of lease + 6 years	DESTROY
Lettings		Current year + 3 years	DESTROY
Maintenance log books		Last entry + 10 years	DESTROY
Contractors' Reports		Current year + 6 years	DESTROY

<b>10. DfES</b>			
<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
OFSTED reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns		Current year + 6 years	DESTROY
Circulars from DfES		Whilst operationally required	Review to see whether a further retention period is required