



Data Retention Policy

Introduction & Purpose

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 policy schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention policy refers to all information, regardless of the media in which they are stored. However the retention of period set on the ICT/Media Backup will be in addition to the period(s) described in other sections of this policy.

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

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 before disposal.

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 Archives.

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. Records transferred to media must be transferred in accordance with the Data Protection Policy and ICT System Acceptable Use Policy & Agreement.

Governors

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Minutes – Principal Set (signed)	No		Permanent	Retain on premises for 6 years from date of meeting	Transfer to Archives
Minutes – Inspection Copies	No		Date of Meeting + 3 years	DESTROY	
Agendas	No		Date of Meeting + 6 years	Retain on premises for 6 years from date of meeting	Transfer to Archives
Reports	No		Date of Report + 6 years	Retain on premises for 6 years from date of meeting	Transfer to Archives
Annual Parents' meeting papers	No		Date of Meeting + 6 years	Retain on premises for 6 years from date of meeting	Transfer to Archives
Instruments of Government	No		Permanent	Retain on premises whilst academy is open	Transfer to Archives when academy is closed
Trusts and Endowments	No		Permanent	Retain on premises whilst operationally required	Transfer to Archives
Action Plans	No		Date of action plan + 3 years	DESTROY	It may be appropriate to offer to the Archives for a sample to be taken if the academy has been through a difficult period.
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

Governors

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain on premises for 6 years, review further retention in case of contentious disputes. Destroy routine complaints	
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
Proposals for schools to become, or be established as Specialist Status schools	No		Current year + 3 years		Transfer to Archives

Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Log Books	Yes		Date of last entry in the book + 6 years	Retain on premises for 6 years from the date of the last entry.	Transfer to Archives
Minutes of the Senior Management Team and	Yes		Date of meeting + 5 years	Retain on premises for 5 years from meeting	Transfer to Archives

Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
other internal administrative bodies					
Reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain on premises for 3 years from meeting	Transfer to Archives
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	DESTROY	
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY	
Professional development plans	Yes		Closure + 6 years	SHRED	
Development plans	No		Closure + 6 years	Review	Transfer to Archives

Pupils

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Admission Registers	Yes		Date of last entry in the	Retain on premises for 6	Transfer to Archives

Pupils

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
			book (or file) + 6 years	years from the date of the last entry.	
Attendance registers	Yes		Date of register + 3 years	DESTROY	
Pupil Record Cards - Primary	Yes		Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Pupil Record Cards – Secondary	Yes		DOB of the pupil + 25 years	SHRED	
Pupil files - Primary	Yes		Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Pupil files - Secondary	Yes		DOB of the pupil + 25 years	SHRED	
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years	SHRED	
Letters authorising absence	No		Date of absence + 2 years	SHRED	

Pupils

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Absence books			Current year + 6 years	SHRED	
Examination Results - Public	No		Year of examinations + 6 years	DESTROY	Any certificates left unclaimed should be returned to the appropriate Examination Board
Examination Results - Internal	Yes		Current year + 5 years	DESTROY	
Any other records created in the course of contact with pupils	Yes/No		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	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending	
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending	
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending	
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending	
Children SEN Files	Yes		Closure + 35 years	DESTROY unless legal action is pending	

Curriculum

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
Curriculum development	No		Current year + 6 years	DESTROY
Curriculum returns	No		Current year + 3 years	DESTROY
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 DESTROY
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 DESTROY
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 DESTROY
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 DESTROY
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 DESTROY

Curriculum

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
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 DESTROY
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 DESTROY
Examination results	Yes		Current year + 6 years	SHRED
SATS records	Yes		Current year + 6 years	SHRED
PANDA reports	Yes		Current year + 6 years	SHRED
Value added records	Yes		Current year + 6 years	SHRED

Personnel

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year + 6 years	SHRED
Staff Personal files	Yes		Termination + 7 years	SHRED
Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SHRED

Personnel

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Disciplinary - Oral warning	Yes		Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.	Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made.
Disciplinary - written warning – level one	Yes		Date of warning + 6 months	SHRED If this is placed on a personal file, it must be weeded from the file.	
Disciplinary - written warning – level two	Yes		Date of warning + 12 months	SHRED If this is placed on a personal file, it must be weeded from the file.	
Disciplinary - final warning	Yes		Date of warning + 18 months	SHRED If this is placed on a personal file, it must be weeded from the file.	
Disciplinary - case not found	Yes		DESTROY immediately at the conclusion of the case		
Records relating to accident/injury at work	Yes		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	No		Current year + 5 years	SHRED	
Salary cards	Yes		Last date of employment + 85 years	SHRED	

Personnel

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year, +3yrs	SHRED	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SHRED	

Health & Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	DESTROY	
Accident Reporting - Adults	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Current year + 3 years	SHRED	

Health & Safety

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Accident Reporting - Children	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	DOB + 25 years	SHRED	
COSHH			Current year + 10 years	Review where appropriate an additional retention period may be allocated	
Incident reports	Yes		Current year + 20 years	SHRED	
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 asbestos			Last action + 40 years	DESTROY	
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	DESTROY	
Fire Precautions log books			Current year + 6 years	DESTROY	

Administrative

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Employer's Liability certificate			Permanent whilst the academy is open	DESTROY once the academy has closed	
Inventories of equipment and furniture			Current year + 6 years	DESTROY	
General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives
School brochure/prospectus			Current year + 3 years		Transfer to Archives
Circulars (staff/parents/pupils)			Current year + 1 year	DESTROY	
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives
PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives

Finance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Annual Accounts		Financial Regulations	Current year + 6 years		Transfer to Archives
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

Finance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Contracts - under seal			Contract completion date + 12 years	SHRED	
Contracts - under signature			Contract completion date + 6 years	SHRED	
Contracts - monitoring records			Current year + 2 years	SHRED	
Copy orders			Current year + 2 years	SHRED	
Budget reports, budget monitoring etc			Current year + 3 years	SHRED	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
Annual Budget and background papers			Current year + 6 years	SHRED	
Order books and requisitions			Current year + 6 years	SHRED	
Delivery Documentation			Current year + 6 years	SHRED	
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	
School Fund – Cheque books			Current year + 3 years	SHRED	
School Fund – Paying in books			Current year + 6 years	SHRED	
School Fund – Ledger			Current year + 6 years	SHRED	
School Fund – Invoices			Current year + 6 years	SHRED	
School Fund – Receipts			Current year + 6 years	SHRED	
School Fund – Bank statements			Current year + 6 years	SHRED	
School Fund – School Journey books			Current year + 6 years	SHRED	

Finance

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Applications for free school meals, travel, uniforms etc			Whilst child at school	SHRED	
Student grant applications			Current year + 3 years	SHRED	
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	
Petty cash books		Financial Regulations	Current year + 6 years	SHRED	

Property

Basic file description	Data Protection 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	Transfer to Archives
Plans			Permanent	Retain on premises whilst operational then	Transfer to Archives
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY	
Leases			Expiry of lease + 6 years	DESTROY	
Lettings			Current year + 3 years	DESTROY	
Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
Maintenance log books			Last entry + 10 years	DESTROY	
Contractors' Reports			Current year + 6 years	DESTROY	

LEA

LEA					
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
Secondary transfer sheets (Primary)	Yes		Current year + 2 years	SHRED	
Attendance returns	Yes		Current year + 1 year	DESTROY	
Circulars from LEA			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives

DfES

DfES					
Basic file description	Data Protection 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		Transfer to Archives
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
Returns			Current year + 6 years	DESTROY	
Circulars from DfES			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives

School Meals

School Meals					
Basic file description	Data Protection 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	

ICT/Media Backup Frequency & Retention

Server Name	Contents Description	Backup Server	Data Size	Incremental Backup Frequency	Full Backup Frequency	Data Retention	Off-Site Data Retention
SAT-FS-01	File Server, All MRA and CRANES Data. Plus a replicated copy of SAT data	MRA-VEEAM-01	3.6TB	3 times Daily @ 0700, 1200, 1900	Once every 33 Days	33 Days	
MRA-DOOR-01	Paxton Net2 Database to control door security @ MRA site	MRA-VEEAM-01	52.8GB	Once Daily @ 2300	Once every 33 Days	33 Days	
MRA-PR-01	Printer Management at MRA Site	MRA-VEEAM-01	81GB	Once Daily @ 2300	Once every 33 Days	33 Days	
MRA-SCCM-01	Config Manager Distribution Point, Software Library Data.	MRA-VEEAM-01	174GB	Once Daily @ 2300	Once every 33 Days	33 Days	
MRA-VEEAM-01	Backup Server	MRA-VEEAM-01	43GB	Once Daily @ 2300	Once every 33 Days	33 Days	
MRA-VPN-01	VPN connections into site for external working	MRA-VEEAM-01	17GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-CITRIX-01	Windows 7 Machine to connect to city council Oracle system for HR	MRA-VEEAM-01	12GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-DC-01	Domain Controller, AD, DNS	MRA-VEEAM-01	22GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-DC-05	Domain Controller, AD, DNS	MRA-VEEAM-01	22GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-DHCP-01	DHCP for MRA site (10.232.x.x)	MRA-VEEAM-01	21GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-O365-01	Connection to O365 for SAT	MRA-VEEAM-01	40GB	Once Daily @ 2300	Once every 33 Days	33 Days	
SAT-RAPP-01	Remote apps for internal use, SIMS, Tucasi, CASPA, AVCO,	MRA-VEEAM-01	178GB	Once Daily @	Once every	33 Days	

ICT/Media Backup Frequency & Retention

Server Name	Contents Description	Backup Server	Data Size	Incremental Backup Frequency	Full Backup Frequency	Data Retention	Off-Site Data Retention
	SIMS Discover			2300	33 Days		
MRA-SIMS-01	SIMS Database, SIMS Discover Database, Group call, External provider syncing, Solus distribution	MRA-VEEAM-01	121GB	Once Daily @ 2200	Once every 33 Days	33 Days	
SAT-FS-03	File Server, All CPA data. Plus a replicated copy of SAT data	SAT-VEEAM-03	3.58TB	3 times Daily @ 0700, 1200, 1900	Once every 33 Days	33 Days	
CPA-DOOR-01	Paxton Net2 Database to control door security @ CPA site	SAT-VEEAM-03	55GB	Once Daily @ 2230	Once every 33 Days	33 Days	
CPA-EXCHANGE	Old Exchange Server, Kept a copy	SAT-VEEAM-03	290GB	N/A	08/10/2017 @ 2100	Minimum of 3 Years	
CPA-PR-01	Printer Management at CPA Site	SAT-VEEAM-03	19GB	Once Daily @ 2230	Once every 33 Days	33 Days	
CPA-SCCM-01	Config Manager Management server, Distribution Point, Software Library Data.	SAT-VEEAM-03	221GB	Once Daily @ 2230	Once every 33 Days	33 Days	
CPA-VPN-01	VPN connections into site for external working	SAT-VEEAM-03	13GB	Once Daily @ 2230	Once every 33 Days	33 Days	
SAT-DC-03	Domain Controller, AD, DNS	SAT-VEEAM-03	17GB	Once Daily @ 2230	Once every 33 Days	33 Days	
SAT-DC-07	Domain Controller, AD, DNS	SAT-VEEAM-03	18GB	Once Daily @ 2230	Once every 33 Days	33 Days	
SAT-DHCP-03	DHCP for CPA & PTSA site (10.169.x.x), (10.231.71.x)	SAT-VEEAM-03	12GB	Once Daily @ 2230	Once every 33 Days	33 Days	

ICT/Media Backup Frequency & Retention

Server Name	Contents Description	Backup Server	Data Size	Incremental Backup Frequency	Full Backup Frequency	Data Retention	Off-Site Data Retention
SAT-RAPP-03	Remote apps for internal use, SIMS, Tucasi, CASPA, SIMS Discover	SAT-VEEAM-03	24GB	Once Daily @ 2230	Once every 33 Days	33 Days	
SAT-SAV-01	Sophos AV Management server	SAT-VEEAM-03	23GB	Once Daily @ 2230	Once every 33 Days	33 Days	
SAT-VEEAM-03	Backup Server	SAT-VEEAM-03	35GB	Once Daily @ 2230	Once every 33 Days	33 Days	
CPA-SIMS-01	SIMS Database, SIMS Discover Database, Group call, External provider syncing	SAT-VEEAM-03	165GB	Once Daily @ 2330	Once every 33 Days	33 Days	
CPA-SOLUS-01	Solus distribution	SAT-VEEAM-03	92GB	Once Daily @ 2330	Once every 33 Days	33 Days	
SAT-FS-02	File Server, All RPA data. Plus a replicated copy of SAT data	SAT-VEEAM-02	1.49TB	3 times Daily @ 0700, 1200, 1900	Once every 33 Days	33 Days	
RPA-DC-01	Old Domain Controller	SAT-VEEAM-02	18.8GB	N/A	10/10/2017 @ 2100	Minimum of 3 Years	
RPA-IMP-01	Old Impero Server	SAT-VEEAM-02	32.8GB	N/A	28/07/2017 @ 2100	Minimum of 3 Years	
RPA-MDT-01	Old MDT Server	SAT-VEEAM-02	74GB	N/A	28/07/2017 @ 2100	Minimum of 3 Years	
RPA-PR-01	Printer Management at RPA Site	SAT-VEEAM-02	23GB	Once Daily @ 2100	Once every 33 Days	33 Days	
RPA-SAV-01	Old Sophos AV Management Server	SAT-VEEAM-02	27.7GB	N/A	29/08/2017 @ 2100	Minimum of 3 Years	

ICT/Media Backup Frequency & Retention

Server Name	Contents Description	Backup Server	Data Size	Incremental Backup Frequency	Full Backup Frequency	Data Retention	Off-Site Data Retention
RPA-SCCM-01	Config Manager Distribution Point, Software Library Data.	SAT-VEEAM-02	114GB	Once Daily @ 2100	Once every 33 Days	33 Days	
RPA-VPN-01	VPN connections into site for external working	SAT-VEEAM-02	16GB	Once Daily @ 2100	Once every 33 Days	33 Days	
RPA-WiFi-01	Management and control for Unifi Wireless APs	SAT-VEEAM-02	24.2GB	Once Daily @ 2100	Once every 33 Days	33 Days	
SAT-DC-02	Domain Controller, AD, DNS	SAT-VEEAM-02	20.2GB	Once Daily @ 2100	Once every 33 Days	33 Days	
SAT-DC-06	Domain Controller, AD, DNS	SAT-VEEAM-02	20.2GB	Once Daily @ 2100	Once every 33 Days	33 Days	
SAT-DHCP-02	DHCP for MRA site (10.208.x.x)	SAT-VEEAM-02	18.1GB	Once Daily @ 2100	Once every 33 Days	33 Days	
SAT-RAPP-02	Remote apps for internal use, SIMS, CASPA, SIMS Discover	SAT-VEEAM-02	22.6GB	Once Daily @ 2100	Once every 33 Days	33 Days	
SAT-VEEAM-02	Backup Server	SAT-VEEAM-02	37.6GB	Once Daily @ 2100	Once every 33 Days	33 Days	
RPA-SIMS-01	SIMS Database, SIMS Discover Database, Group call, External provider syncing, Solus distribution	SAT-VEEAM-02	132GB	Once Daily @ 2300	Once every 33 Days	33 Days	