***Dobcroft Infant School*** 

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| ***‘To provide a foundation for fulfilled lives, inspiring confident and happy learners’*** | | | | | | |
| Our Values | Enjoy learning | Try our best | Make good choices | Respect each other & our surroundings | Work together | Celebrate our successes |
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**Data Retention Policy 2018**

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| Document Adopted By Governing Body | |
| Date: | May 2018 |
| Signed (Chair): |  |
| Print Name: |  |
| Date of Next Review: |  |

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| **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 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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| **1. Governors** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| Minutes |  |  |  |
| * *Principal set (signed)* |  | 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 |
| Trusts and Endowments |  | Permanent | Retain in school whilst operationally required |
| 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 |  |

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| **2. Management** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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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| **3. Pupils** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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 |  |  |  |
| * *Public* |  | Year of examinations + 6 years | DESTROY |
| * *Internal examination results* |  | 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 |

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| **4. Curriculum** | | | |
| **Basic file description** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |
| 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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| **5. Personnel** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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: |  |  | |
| * *Oral warning* |  | Date of warning + 6 months | DESTROY |
| * *written warning – level one* |  | Date of warning + 6 months | DESTROY |
| * *written warning – level two* |  | Date of warning + 12 months | DESTROY |
| * *final warning* |  | 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 |

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| **6. Health and Safety** | | | |
| **Basic file description** | **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 | Social Security Regulations |  |  |
| * *Adults* |  | Current year + 3 years | DESTROY |
| * *Children* |  | 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  **asbestos** |  | Last action + 40 years | DESTROY |

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| **6. Health and Safety** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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 |

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| **7. Administrative** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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 |

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

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| **9. Property** | | | |
| **Basic file description** | **Statutory**  **Provisions** | **Retention Period**  **[operational]** | **Action at the end of the administrative**  **life of the record** |
| 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 |

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| **10. DfES** | | | |
| **Basic file description** | **Statutory Provisions** | **Retention Period [operational]** | **Action at the end of the administrative life of the record** |
| 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 |