

The Bishop Wheeler Catholic Academy Trust



Policy

Trust Records Management Policy & Procedure

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The Bishop Wheeler Catholic Academy Trust



Our Mission

Outstanding Catholic education for all pupils. As a family of schools, we will enable our young people to develop spiritually, morally, intellectually and personally, putting their faith into action, through serving Christ in others, in the church and in the world around them.

**This policy was approved by the Chief Executive Officer
on behalf of the Trust Board**

Signature:

**Mr D Beardsley
Chief Executive Officer**

Date:

31st March 2022

Policy Document		Trust Records Management Policy and Procedure.	
Legislation/Category		Highly Recommended	
Lead member of Staff		Trust Head of Governance	
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Change Review

Version	Date	Changes
1.0	June 2020	New Policy
2.0	March 2022	Review
3.0	September 2023	Content of Pupil Record – Updated Records not forming part of the Pupil Record – Updated Retention of Child Protection Files – Updated Retention of SEN Files – Updated 4.18 Biometric Data – Added 12.9 Safeguarding and other Training Certificates - Added

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Definitions

In this Record Management policy, unless the context otherwise requires, the following expressions shall have the following meanings:

'BWCAT' refers to The Bishop Wheeler Catholic Academy Trust.

'Trust, we and our' covers all of the schools within The Bishop Wheeler Catholic Academy Trust and The Bishop Wheeler Catholic Academy Trust Office.

'Academy' refers to individual school within the Trust.

'Governing Body', means the Directors of the Trust Board.

'Academy Council', means Governors elected or appointed to individual Academy Councils.

'CEO', means the Chief Executive Officer for the Trust.

'Headteacher' means the Executive Headteacher, Headteacher, Head of school, Acting Headteacher. The lead person in each school.

'GDPR', means General Data Protection Regulation.

1. Introduction

The Data Protection Act 2018 adopts the General Data Protection Regulation (GDPR) principle of 'storage limitation', which requires that personal data should be kept for **no longer than is necessary** for the purpose for which the data is processed. The legislation does not impose specific limits or prescriptions on periods of retention for any data. It is important to put in place policies, as well as technical and organisational measures, to adequately prove that the organisation (through evidence) adheres to, and comply with the 'storage limitation' principle.

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 Trust. Records provide evidence for demonstrating performance and accountability. This policy provides the policy framework through which this effective management can be achieved and audited.

2. Purpose

The purpose of this policy is to ensure that all records created, received or maintained by employees of the Trust are retained (for a specified period of time) to provide evidence of transactions and activities. The records may be created or received and then stored in hard copy or electronically.

The key objectives are to:

- Protect Records that are essential to mission-critical business operations
- Ensure compliance with legal and regulatory record keeping requirements, thereby avoiding costly fines or other penalties
- Reduce risks in litigations and government/regulatory investigations
- Build an information management culture where records are managed consistently
- Ensure compliance with legislation and standards
- Manage records so that they can properly support the school's objectives
- Make better use of physical and electronic storage space
- Ensure information is accessible in an efficient and prompt manner when appropriate and required both internally and externally e.g. Freedom of Information requests and Subject Access Requests
- Ensure records are maintained in a safe and secure environment
- Ensure records are kept for no longer than necessary in accordance with Retention and Disposal standards and disposed of or retained correctly
- Ensure the academy's vital records are identified and protected (i.e. those required to maintain business continuity in the event of a disaster, and without which the academy could not operate)

- Make better use of employee time
- Ensure employees receive appropriate guidance in records management

All persons involved with record management including creation and processing, will be aware of their duties and responsibilities by adhering to these guidelines. Failure to comply with this policy may result in disciplinary action.

3. Scope

This policy applies to all records held by or on behalf of all of the academies within BWCAT. This includes information on paper and in electronic format.

This policy and associated procedures apply to all employees of the Bishop Wheeler Catholic Academy Trust, to include all those employed within the central team and those employed in each individual Academy.

The Trust is responsible for ensuring that appropriate procedures are in place for the organisation, to ensure that all employees of the Trust understand their corporate responsibilities in accordance with the regularity environment.

The Headteacher of each academy is responsible for ensuring that this policy and procedures are effectively communicated and implemented within the academy. The Headteacher will ensure that a nominated individual is responsible for records management in the academy, will give guidance for good records management practice and will promote compliance with this policy. They will also monitor compliance with this policy by supporting the annual review of academy records and safe destruction audit.

All employees of the Trust must ensure that records for which they are responsible are accurate, stored securely, are maintained and disposed of in accordance with the Trust's record management guidelines.

4. Legal Framework

This policy has been developed in the context of:

- The Academies Act 2010
- Freedom of Information Act 2000
- Data Protection Act 2018
- General Data Protection Regulation 2018
- Guidelines for the Information & Records Management Society (IRMS)
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust and Academies

This policy will be reviewed and revised in accordance with our data protection obligations. We may amend, update or supplement it from time to time and will issue an appropriate notification of that at the relevant time.

5. What is a Record

It is important, to make a distinction between what is and what is not a record. A record is:

“information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business”.

Essentially, it is a record of the Trust’s business that requires effective management and preservation. Examples of records include:

- Correspondence
- Meeting minutes
- Education Record/Pupil Record
- Invoices

A non-record, by definition, is an item of information that does not require the same rigour of management as that required for records and is of immediate value only. Non-records will be disposed of once they have served their useful purpose. Examples of these are:

- Telephone messages
- Draft copies of final version documents
- Notes for personal use only
- Copies of reports
- Obsolete administrative manuals
- Information brochures
- Catalogues and pricelists
- Copies of forms
- Reference material not relating to specific projects
- Any other documentation that does not serve as the basis for official action.

6. Managing Pupil Record

The pupil record is the core record charting an individual pupil’s progress through the education system. The pupil record should accompany the pupil to every educational establishment and should contain information that is accurate, objective and is accessible.

Each academy will maintain a Pupil Record for each pupil. The education record will be the principal record that charts an individual pupil’s progress through the education system and should be managed as set out in this policy.

A pupil or their nominated representative have the legal right to see their information at any point during their education and even until the record is destroyed (when the pupil is 25 years of age). This is the right of a Subject Access Request. It is important that all information should be accurately recorded, objective in nature and expressed in a professional manner.

Transferring the pupil record to secondary education

Any electronic records being transferred to another academy/school must be done securely and all MIS records must be transferred via CTF via secure access. Records should be transferred to the next academy/school within 15 school days of receipt of confirmation that a pupil is registered at another academy/school.

The academy which the pupil attended until the statutory leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years. (See the retention schedule for further information).

Responsibility of the pupil record once the pupil leaves the Academy

The pupil record should not be weeded before transfer to the secondary place of education unless any records with a short retention period have been placed in the file. Primary schools do not need to keep copies of any records in the pupil record except if there is ongoing legal action when the pupil leaves the academy. Custody of and responsibility for the records passes to the academy the pupil transfers to.

Where a pupil leaves their existing provision, the academy will ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving school/educational establishment (where this is known) as soon as possible and within 5 school days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005. A copy of the chronology/inventory must be retained for audit purposes.

Child Protection information must be sent as soon as possible by the Designated Safeguarding Lead (DSL) or a member of their team to their equivalent at the new academy/school, please see the individual academy's safeguarding policy for further details.

Academies must ensure the information is kept secure and traceable during transfer:

- Records can be delivered or collected in person, with signed confirmation for tracking purposes
- Pupil records should not be sent by post. If the use of post is absolutely necessary, records should be sent by "Special Delivery Guaranteed" or via a reputable and secure courier to a pre-informed named contact, along with a list of the enclosed files. The new academy/school should sign a copy of the list to confirm receipt of the files and securely return to the previous academy/school.
- If held electronically, records may be sent to a named contact via a secure encrypted e-mail, or other secure transfer method.

If the pupil is transferring to an independent school or a post 16 establishment, the existing academy should transfer copies of relevant information only and retain the original full record as the last known academy.

If a request is received to transfer the pupil file or other information about a pupil to a school outside of the UK, academies should contact the Trust Head of Governance for further advice.

Storage of pupil records

All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access and the contents should be secure within the file. Equally, electronic records should have appropriate security.

7. Contents of the Pupil Record

The table below lists common and potential record types that may form part of the pupil record.

Record Type	Notes
Record of transfer from Early Years setting	If applicable
Admission Form	
Data collection/checking form - current	
Annual written reports to parents	
National curriculum and religious education locally agreed syllabus record sheets	
Any information relating to a major incident involving the pupil	
Statements/plans, reports, etc. for education support, e.g., SEN, speech and language	Store in a separate area of the record or keep in a separate linked file
Medical information relevant to the pupils on going education/behaviour	Store in a separate area of the record or keep in a separate linked file
Child protection reports/disclosures and supporting documentation	Keep in a separate linked file/CPOMS, so as to limit access to specific staff
Pupil Mentoring Files	Keep in a separate linked file as may contain confidential information.
Any information relating to permanent exclusions or suspensions	
Police Incident Reports	Keep in Child Protection and or Pupil Mentoring Files
Specific correspondence with parents or outside agencies relating to major issues	This may be in e-mail form. Once the matter is closed, save any correspondence that records sequence of events, pertinent issues and outcomes to pupil record
Summary details of complaints made by the parents or the pupil relevant to the child's on-going education/behaviour	This may be in e-mail form, see note above. Most complaints records are retained by

	the academy and not as part of the pupil record
Examination results – pupil copy	All uncollected certificates should be returned to the exam board or centres may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Records Not Forming Part of the Pupil Record

The following record types should be stored separately from the main pupil record, as they are usually subject to shorter retention periods. (please see the Retention Schedule section), they should not be forwarded to the pupil’s next Academy:

- Attendance registers and information
- Absence (authorised/not authorised) notes and correspondence
- Parental consent forms for trips/outings
- Accident forms (a copy can be placed on the pupil record if it is a major incident)
- Medicine consent and administering records (this is the academies record)
- Generic correspondence with parents about minor issues (i.e. ‘Dear parent’)
- Pupil work
- Previous data collection forms which have been superseded (there is no need to retain these)
- Photograph consent form (this is the academies record)
- Biometric data, must be deleted when the pupil leaves the academy.

8. Request for Information

Good record management will enable compliance with request for information under legislation, most notably the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR) and parental/pupil requests for Educational records (Subject Access Request). The production of the academies Publication Scheme is also dependant on records being properly managed, and this again will ensure compliance with the FOIA.

Article 5 (e) of the GDPR states that information should not be kept for longer than necessary and Article 5 (f) states that information must be kept securely. Correct records management will enable compliance and ensure efficient delivery of requests for information.

9. Records Management Lifecycle

All information goes through a lifecycle, from its creation to its disposal. See below for an example of a typical information lifecycle:

- Pre-creation - deciding what information needs to be captured as a record and how
- Create/receive - information that needs to be kept as a record can enter the academy in many ways, some are created within and some come from external sources.
- Index/classify – the addition of descriptive information to records, for example make them easier to find, manage the different versions and show the level of protection required and the date on which disposal should be considered.
- Process - records may need to be processed at any point (have something done to them) in order to achieve school business aims.
- Store/manage – identifying whether records are electronic or physical and how and where and if they should be stored to preserve integrity and authenticity and they are secure but can be efficiently accessed by those who need to use them and are authorised to do so.
- Active records are those requiring frequent access and they should generally be stored electronically in the immediate workplace. Inactive records requiring infrequent access should generally be stored elsewhere in the academy or in another location.
- Retrieval- the finding of stored records by those who are entitled to search for them.
- Destroy or Preserve - if records do not need to be retained permanently, have outlived any business or statutory requirement to retain further and have reached the disposal date they should be destroyed correctly in accordance with retention guidance. If information is to be preserved, it must be anonymised.

10. Record Management

Each academy will have in place a record keeping system (paper and electronic) so that records are managed. This should comprise of an electronic system for filing records and a system for paper records.

Records should be managed in an efficient manner, should be accurate and accessible to only those with authorisation to do so. They should be kept securely at all times.

11. Record Creation

When records are created or received, so that they can be properly managed, the academy will consider adding the following information to records:

- A reference number if the record is part of a series of records
- A front file cover for paper records stating the contents of the file
- A standard way of naming records
- Page numbering to show the page number and number of pages
- Version control
- A means of showing that the record contains personal or sensitive information
- Ensuring future access by considering the preservation of digital records, how paper records are printed and the standard of the facilities used to store paper records
- Identifying sensitive records and applying the appropriate protection

12. Security and Access

The record keeping system will provide the appropriate level of security for records, whilst ensuring they are accessible when they need to be. This requires controls including:

- Procedures to document access to personal or confidential records
- Employees being aware of the types of information they can access for their roles
- An annual review of who has access to personal and confidential records with amendments to access where necessary
- Employees not accessing or creating personal or confidential records on mobile device, unless these devices are approved by the Headteacher and are either encrypted or have a secure workspace.
- Strict adherence to our Data Protection Policy and ICT Acceptable Use Policy.

13. Retention and Disposal

The Trust's Records Retention Schedule which is attached to this policy (**Appendix A**) sets out the minimum time records should be kept for and the action that should be taken at the end of the retention period. This is based on local Government Association and Information and Records Management Society (IRMS).

Retention periods specify the minimum time a record should be kept and what action should be taken at the end of that period. This is called a review. The retention period will commence from a trigger event (such as the transfer of a pupil).

Reaching the end of the minimum retention period does not always mean the record should be destroyed. In some cases, the record may be retained longer or transferred to permanent archive. In all cases, the GDPR must be followed and records kept for longer than is necessary must be anonymised. Records being retained longer than is necessary by the academy must be assigned a further review date.

Safe destruction of records

All records containing personal or sensitive information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs/DVDs/Floppy Disks should be cut into pieces
- Audio/video tapes should be dismantled and shredded
- Hard disks will be dismantled and securely disposed following approval and guidelines of the Trust IT Manager

Records must **not** be put in the regular waste bin or a skip.

The Trust contracts companies to provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way. Staff working for external providers should have been trained in handling confidential documents and will have Disclosure and Barring Service clearance.

- Where an external provider is used, the academy must obtain a Certificate of Destruction to confirm confidential destruction of the collection.
- Where records are destroyed internally, the process must ensure that all records are authorised to be destroyed by a Senior Leader **and the destruction recorded in the Academy destruction log**. Records should be shredded as soon as the record has been documented as being destroyed.

Retention Guidelines

Under the Freedom of Information Act 2000, academies are required to maintain a retention schedule listing the record series which the academy creates in the course of its business. The retention schedule 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. The retention schedule lays down the basis for normal processing under Data Protection Legislation and the Freedom of Information Act.

Employees 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 record series regardless of the media format in which they are stored.

Why are we required to keep a retention schedule?

Managing records against a retention schedule is deemed to be 'normal processing' under the Data Protection Legislation and the Freedom of Information Act.

Provided employees are managing record series using the retention schedule, they cannot be found guilty of unauthorised tampering with files once a Freedom of Information request or a Subject Access request has been made.

Information which is subject to Freedom of Information or Data Protection Legislation will be available when required.

Employees can be confident about safe data destruction at the appropriate time and are not required to maintain or store information unnecessarily.

Maintaining and amending the retention schedule

Where appropriate the retention schedule will be reviewed and amended to include any new record series created and remove any obsolete record series.

Monitoring and review of this Policy

The Trust shall be responsible for reviewing this policy every three years (or earlier if new guidance is produced) to ensure that it meets legal requirements and reflects best practice.

Appendix A Retention Schedule

1. Child protection					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
1.1	Child Protection Files Pupil Police Incident Forms	Yes	Education Act 2002, related guidance "Keeping children safe in education 2023." "Safeguarding Children in Education" September 2004	When there has been a referral to CSWS 35 years from closure of the referral If no referral to CSWS DOB of the child + 25 Years	SECURE DISPOSAL SHRED/DELETE Notes 1. Child Protection information must be sent under separate cover to the new school whilst the child is still under 18. Schools should ensure secure transit and confirmation of receipt should be obtained. 2. Where a child is removed from roll to be educated at home, the file should be Sent to the local Authority (LA)
1.2	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 "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005	Until the persons normal retirement age, or 10 years from the date of the allegation whichever is the longer.	SECURE DISPOSAL SHRED/DELETE

2. Special Educational Needs (SEN)					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
2.1	Special Educational Needs Files, Reviews and Individual Education Health and Care Plans (EHCP)	Yes	Limitation Act 1980 (Section 2)	DOB of pupil + 25Years	SECURE DISPOSAL SHRED/DELETE Notes: 1. SEN reviews 2. Individual Education Plans/Pupil Profiles 3. Health questionnaires

	Early Help Plans (EHP)				<ol style="list-style-type: none"> 4. Parental consent forms 5. Education Health and Care Plans (EHCP) 6. Early Help Plans (EHP) 7. Third party agency reports 8. Reports from specialist agencies, i.e. speech and language/GP or Consultant reports. 9. Or any other document relating to SEN
2.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement NB: Statements have now been replaced by EHCP.	YES	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of pupil +25 years. This could be retained on the SEN file	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Ensure that the document is not subject to a legal hold. (Ongoing investigation/complaint)
2.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	DOB of pupil + 25 years. This could be retained on the SEN file	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Ensure that the document is not subject to a legal hold. (ongoing investigation/complaint)
2.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	DOB of pupil + 25 years This could be retained on the SEN file	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Ensure that the document is not subject to a legal hold. (Ongoing investigation/complaint)

3 Pupil's Educational Record					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
3.1	Pupils Educational Record (Pupil File) PRIMARY NB: See pg.10 Content of pupil record.	Yes	The Education (Pupil Information) (England) Regulations 2005	Retain whilst the pupil remains at the primary school.	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> 1. The file should follow the pupil when he/she leaves the primary school. This will include: <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 Trust or other 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
3.2	Pupils Educational Record (Pupil File) SECONDARY NB: See pg.10 Content of pupil record.	YES	Limitation Act 1980 (Section 2)	DOB of pupil + 25 years	SECURE DISPOSAL SHRED/DELETE
3.3	Pupil Mentoring Files Common Assessment Framework (CAF)/Early Help Plans (EHP) Pupil Police Incident Forms	Yes		DOB of pupil +25 years	SECURE DISPOSAL SHRED/DELETE

4 Pupil Management					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
4.1	Examination Results PUBLIC	Yes		This information should be added to the pupil file	All uncollected certificates should be returned to the exam board or centres may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.
4.2	Examination Results INTERNAL	YES		This information should be added to the pupil file	As Above
4.3	Examination results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE

4.4	SATS records - Examination papers and results	Yes		<p>Current year +6 years</p> <p>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.</p> <p>The examination papers should be kept until any appeals/validation process is complete</p>	SECURE DISPOSAL SHRED/DELETE
4.5	<p>Attendance Registers</p> <p>Attendance Registers Reports</p>	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Current academic Year +6 years	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes</p> <ol style="list-style-type: none"> 1. Delete backups and copies as well
4.6	<p>Correspondence relating to authorised absence</p> <p>Pupil authorised absence form issued, books/sheets</p>	Yes	Education Act 1996 Section 7	Current academic year +6 years	SECURE DISPOSAL SHRED/DELETE
4.7	<p>Telephone message books for recording pupil absence/sickness</p> <p>Pupil late arrival book/sheets</p> <p>Signing in sheets for pupils attending from other schools</p>	Yes		Current academic year +6 years	<p>SECURE DISPOSAL SHRED/DELETE</p> <ol style="list-style-type: none"> 1. This is only for message books. Do not need to keep post it notes etc. with messages on. 2. Majority of schools have an automatic recording system/answer machine system then data input onto the MIS so the requirement for a phone book is not required.
4.8	Any other record created in the	Yes		Current Academic year +6 years	SECURE DISPOSAL SHRED/DELETE

	course of conduct with pupils				
4.9	Pupil Work Experience Agreements and Correspondence	Yes		Current Year + 7 years	SECURE DISPOSAL SHRED/DELETE
4.10	Parental permission slips for school trips – where there has been NO major incident	Yes		Conclusion of the trip	SECURE DISPOSAL SHRED/DELETE
4.11	Parental permission slips for school trips where there HAS been a major incident	Yes	Limitation Act 1980	DOB of pupil + 25 years	SECURE DISPOSAL SHRED/DELETE Notes 1. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils
4.12	Pupil Risk Assessment Forms	Yes		Current academic year +6 years	SECURE DISPOSAL SHRED/DELETE
4.13	Consent to Administer Medication at school	Yes		Destroy when pupil no longer requires the medication	SECURE DISPOSAL SHRED/DELETE
4.14	Photograph Consent forms	Yes		Destroy once the pupil has left school or if consent changes.	SECURE DISPOSAL SHRED/DELETE Notes: 1. One form to be completed at start of school this form to be retained in pupil file, (no requirement for a new form each school year) 2. If pupil/Parent changes consent old form to be destroyed new form to be retained in the pupil file. 3. Destroy form once the pupil has left the school.
4.15	Routine complaints (e.g. from parents to the school)	Yes		Conclusion of complaint +1 year	SECURE DISPOSAL SHRED/DELETE Notes: 1. If any complaint is in relation to child protection matters, please refer to child protection section. 2. If any complaint is in relation to a staff member directly, please refer to Disciplinary and grievance section.
4.16	Records created by schools to obtain approval to run an Educational Visit	No	3 part supplement to the Health and safety of Pupils on	Date of visit +14 years	SECURE DISPOSAL SHRED/DELETE

	outside the classroom. PRIMARY		Educational Visits (1998)		
4.17	Records created by schools to obtain approval to run an Educational Visit outside the classroom SECONDARY	No	3-part supplement to the Health and safety of Pupils on Educational Visits (1998)	Date of visit + 10 Years	SECURE DISPOSAL SHRED/DELETE
4.18	Biometric Data	Yes	Protection of Freedoms Act 2012.	Retained by the school for as long as consent is provided (and not withdrawn). Once a pupil or staff member leaves, the biometric data will be deleted from the school's system.	SECURE DISPOSAL SHRED/DELETE
4.19	Walking Bus Register	Yes		Date of register + 3 years	SECURE DISPOSAL SHRED/DELETE Notes 1. 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. 2. If these records are retained electronically any backup copies should be destroyed at the same time.

5. Curriculum					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
5.1	School Development Plan	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
5.2	Curriculum returns	No		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
5.3	Schemes of work	No		Current year + 1 year	SECURE DISPOSAL SHRED/DELETE
5.4	Timetable	No		Current year +1 year	SECURE DISPOSAL SHRED/DELETE

5.5	Class record books	No		Current year +1 year	SECURE DISPOSAL SHRED/DELETE Notes 1. Pupil exercise books do not need to be placed in Shred it bins. Take the front cover off the books with the pupils' name destroy securely the rest of the book can be disposed.
5.6	Mark books	No		Current year + 1year	SECURE DISPOSAL SHRED/DELETE Note 1. Pupil exercise books do not need to be placed in Shred it bins. Take the front cover off the books with the pupils' name destroy securely the rest of the book can be disposed.
5.7	Record of homework set	No		Current year +1 year	SECURE DISPOSAL SHRED/DELETE
5.8	Pupils work	No		Current year +1 year	SECURE DISPOSAL SHRED/DELETE Notes 1. Pupil exercise books/work do not need to be placed in Shred it bins. Take the front cover off the books/remove the pupils' name destroy securely the rest of the book/work can be disposed. 2. Where possible pupils' work should be returned to the pupil at the end of the academic year.
5.9	Documents in relation to detentions/uniform sanctions or similar	Yes		Destroy each term	SECURE DISPOSAL SHRED/DELETE
5.10	Value added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
5.11	Self-Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE

6. Admissions					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
6.1	All records relating to the creation and implementation of the school's admission policy	No	School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL SHRED/DELETE
6.2	Admissions - If the admission is successful	YES	School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL SHRED/DELETE
6.3	Admissions – If the appeal is unsuccessful	Yes	School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Resolution of the case +1 year	SECURE DISPOSAL SHRED/DELETE
6.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.	SECURE DISPOSAL SHRED/DELETE
6.5	Proof of address supplied by parents for the admissions process	Yes	School Admission Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL SHRED/DELETE
6.6	Supplementary Information Form (SIF) including	Yes		The information should be	SECURE DISPOSAL SHRED/DELETE

	additional information such as religion, medical conditions. For Successful Admissions			added to the pupil file	
6.7	Supplementary Information Form (SIF) including additional information such as religion, medical conditions. For Unsuccessful Admissions	Yes		Until appeals process is completed	SECURE DISPOSAL SHRED/DELETE
6.8	Published Admission Number reports (PAN)	Yes		Current Year +6 Years	SECURE DISPOSAL SHRED/DELETE

7. Operational Administration					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
7.1	School Brochure and prospectus	No		Current year + 6 years	STANDARD DISPOSAL
7.2	Circulars (staff/parents/pupils)	No		Current year + 1 years	STANDARD DISPOSAL
7.3	Newsletters and other items with a short operational use	No		Current year +1 year	STANDARD DISPOSAL
7.4	Records relating to the creation and management of PTA/Old Pupils Association	No		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
7.5	Reception telephone message books Visitor signing-in books Meeting room diaries	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE Notes: <ol style="list-style-type: none"> 1. This is only for message books. Do not need to keep post it notes etc. with messages on. 2. Majority of schools have an automatic recording system/answer machine system then data input onto the MIS so the requirement for a phone book is not required.
7.6	Pupil medical room record books	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
7.7	Service Level Agreements	No		Until Superseded	SECURE DISPOSAL SHRED/DELETE

3. School Meals					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
8.1	Free School Meal Register	Yes		Current year + 6 Years	SECURE DISPOSAL SHRED/DELETE
8.2	School Meal Register	Yes		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
8.3	School Meals Summary Sheet	No		Current year + 3 years	SECURE DISPOSAL SHRED/DELETE

4. Family Liaison Officers and Home School Liaison Assistants					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
9.1	Day Books	Yes		Current year + 2 years	SECURE DISPOSAL SHRED/DELETE
9.2	Reports for outside agencies- where the report has been included on the case file created by the outside agency	Yes		Whilst the pupil is attending the school then destroy	SECURE DISPOSAL SHRED/DELETE
9.3	Referral Forms	Yes		Whilst the referral is current then destroy	SECURE DISPOSAL SHRED/DELETE
9.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL SHRED/DELETE
9.5	Contact database entries	Yes		Current year then review if contact is no longer active then destroy	SECURE DISPOSAL SHRED/DELETE
9.6	Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL SHRED/DELETE

5. Health and Safety					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
10.1	Health and safety Policy Statements	NO		Life of policy + 3 years	SECURE DISPOSAL SHRED/DELETE
10.2	Accessibility Plans/Policy	No	Disability Discrimination Act	Current year + 6 Years	SECURE DISPOSAL SHRED/DELETE
10.3	Accident Reporting: Adults (a) Accident Books (b) RIDDOR Forms	Yes	Social Security (Claims and Payments) Regulations	(a) Current year + 3 years (b) Current Year +6 years	SECURE DISPOSAL SHRED/DELETE Notes:

	(c) Local Accident Investigation Records		(1979), Regulation 25 Social Security Administration Act (1992), Section 8. Limitation Act (1980)	Retain in staff file (c) Current year +3 years	<ol style="list-style-type: none"> 1. This means that if it takes 5 years to complete the accident book, the book must be retained for a further 3 years from the date of the last entry 2. Completed forms must be kept secure with restricted access. Data Protection Act 2018 and GDPR
10.4	<p>Accident Reporting: Child (Under 18)</p> <p>(a) Accident Books</p> <p>(b) RIDDOR Forms</p> <p>(c) Local Accident Investigation Records</p>	Yes	<p>Social Security (Claims and Payments) Regulations (1979), Regulation 25</p> <p>Social Security Administration Act (1992), Section 8.</p> <p>Limitation Act (1980)</p>	<p>(a) Current year +3 years</p> <p>(b) DOB of child +25 years Retain in pupil file</p> <p>(c) DOB of child +25 years Retain in pupil file</p>	<p>SECURE DISPOSAL SHRED/DELETE</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. This means that if it takes 5 years to complete the accident book, the book must be retained for a further 3 years from the date of the last entry 2. Completed forms must be kept secure with restricted access. Data Protection 2018 and GDPR
10.5	Violent Incident reporting form	Yes	Limitation Act (1980)	Current year + 20 years	SECURE DISPOSAL SHRED/DELETE
10.6	Health and Safety Risk Assessments.	No		Life of risk Assessment +3 years	SECURE DISPOSAL SHRED/DELETE
10.7	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to health Regulations 2002. SI 2002 No 2677 Regulation 11. Records kept under the 1994 and 1999 regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year +40 years	SECURE DISPOSAL SHRED/DELETE
10.8	Process of monitoring of areas where employees and persons are likely to have	No	Control of Asbestos at Work Regulations 2012	Last action +40 years	SECURE DISPOSAL SHRED/DELETE

	become in contact with asbestos.		SI 1012 No 632 Regulation 19		
10.9	Process of monitoring of areas where employees or persons are likely to have become in contact with Radiation.	No	The ionising Radiation Regulations 2017 SI 2017 No 1075 Regulation 11. As amended by SI 2018 No 390 Personal protective Equipment (Enforcement Regulations 2018)	Last Action + 50 years (or until the person reaches 75 years of age)	SECURE DISPOSAL SHRED/DELETE Notes: 1. The record should include the condition of the equipment at time of examination
10.10	Dose Assessment and Recording for Radiation	No	The ionising Radiation Regulations 2017 SI 2017 No 1075 Regulation 11. As amended by SI 2018 No 390 Personal protective Equipment (Enforcement Regulations 2018)	To keep the records made and maintained (or a copy of these records) until the person to whom the records relate has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made.	SECURE DISPOSAL SHRED/DELETE
10.11	Fire Precautions log book/Fire Drill Registers	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
10.12	Health and Safety file to show the current state of the building including all alterations (wiring, building, plumbing works etc.) To be passed on in the case of change of ownership	No		Pass to new owner at sale or transfer of building	
10.13	Employer's Liability Insurance Certificate	No		Closure of the school +40 years	SECURE DISPOSAL SHRED/DELETE
10.14	Claims made against insurance policies – damage to property	Yes		Case concluded + 3 years	SECURE DISPOSAL SHRED/DELETE
10.15	Claims made against insurance policies – personal injury	Yes		Case concluded + 6 years	SECURE DISPOSAL SHRED/DELETE
10.16	Emergency Lighting testing and log books	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
10.17	Gas Safety Certificates	NO		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
10.18	Fixed Electrical Testing	NO		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
10.19	Portable Appliance Testing	NO		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
10.20	Legionella Testing and Log books	NO		Current year +6 years	SECURE DISPOSAL SHRED/DELETE

6. Property Management					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
11.1	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.	
11.2	Plans of property belonging 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.	
11.3	Planning Permission	No		Permanent	
11.4	Lease of property leased by or to the school	No		Expiry of lease +6 years	SECURE DISPOSAL SHRED/DELETE
11.5	Records relating to the letting of school premises	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
11.6	Inventories of furniture and equipment Record of equipment checks e.g. Defibrillator	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
11.7	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
11.8	All records relating to the maintenance of the school carried out by contractors	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
11.9	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 SHRED/DELETE

7. Recruitment					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
12.1	All records leading up to the appointment of a new Headteacher	Yes		Add to personal file and retain until end of appointment +6 years, except in cases of negligence or claims of child abuse then at least 15 years.	SECURE DISPOSAL SHRED/DELETE Notes: 1. Unsuccessful attempts. Date of appointment +6 months
12.2	All records leading up to the appointment of a member of staff/governor - Unsuccessful Candidates	Yes		Date of appointment of successful candidate +6 months	SECURE DISPOSAL SHRED/DELETE
12.3	All records leading up to the appointment of new member of staff/governor	Yes		All the relevant information should be added to the staff personal file and all other information retain until end of appointment +6 years	SECURE DISPOSAL SHRED/DELETE
12.4	Pre-employment vetting information – DBS checks – Successful candidates	Yes	DBS Update Service Employer Guide: Keeping Children Safe in Education. (Statutory Guidance from Dept. of Education) latest version	The Trust/schools do not have to keep copies of DBS certificates. If the Trust/school do so the copy must NOT be retained for more than 6 months	SECURE DISPOSAL SHRED/DELETE Notes: 1. School does not need to keep a copy of DBS certificates . If the school does so the copy must NOT be retained for more than 6 months.
12.5	Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible this process should be carried out using the on-line system.	SECURE DISPOSAL SHRED/DELETE Notes: 1. If it is necessary to take a copy of documentation then it should be retained on the staff personal file
12.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom - Successful candidates	Yes	An Employer’s Guide to Right to Work Checks	Where possible these documents should be added to the staff personal file (See above) 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 SHRED/DELETE

12.7	Staff Personal File	Yes	Limitations Act 1980	Termination of employment +6 years	SECURE DISPOSAL SHRED/DELETE
12.8	Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL SHRED/DELETE
12.9	Safeguarding and other training certificates	Yes		School to retain a copy for current Year +2 years Original certificate not to be retained.	SECURE DISPOSAL SHRED/DELETE

8. Disciplinary and Grievance Processes					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
13.1	Disciplinary Proceedings Oral Warning	Yes		Date of Warning +6 months	SECURE DISPOSAL SHRED/DELETE
13.2	Written Warning – level 1	Yes		Date of warning +6 months	SECURE DISPOSAL SHRED/DELETE
13.3	Written Warning – level 2	Yes		Date of warning + 12 months	SECURE DISPOSAL SHRED/DELETE
13.4	Final Warning	Yes		Date of warning + 18 months	SECURE DISPOSAL SHRED/DELETE
13.5	Case not found	Yes		If the incident is child protection related, then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL SHRED/DELETE
9. Payroll and Pensions					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
14.1	Absence record	Yes		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
14.2	Bonus Sheets	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +3 years	SECURE DISPOSAL SHRED/DELETE
14.7	Income tax from P60	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE

14.8	Insurance	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.9	Maternity Payment	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.10	Members allowance register	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.11	National Insurance- schedule of payments	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.12	Overtime	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
14.13	Part time fee claims	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
14.14	Payroll awards	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.15	Payroll – gross/net weekly or monthly	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.16	Payroll Reports	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.17	Payslips - copies	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.18	Pensions Payroll	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE

14.19	Personal bank details	Yes		Current employment +6 years	SECURE DISPOSAL SHRED/DELETE
14.20	Sickness records	Yes		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
14.21	Staff returns	Yes		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
14.22	Superannuation adjustments/Reports	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	SECURE DISPOSAL SHRED/DELETE
14.23	Tax forms P6/P11/P11D/P35/P45/P46/P48	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE Notes: 1. The minimum requirement as stated in Inland Revenue booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a corporate decision to retain for current year +6 years. Employees should retain records for 22 months after current tax year.
14.25	Time sheets/clock cards/flexitime	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE

10. Financial Management					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
15.1	Annual report and financial statements	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.2	Loans and grants managed by the school/Trust	No		Date of last payment on the loan +12 years then review	SECURE DISPOSAL SHRED/DELETE
15.3	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 SHRED/DELETE
15.4	Invoices, receipts, order books and	Yes/No		Current financial year +6 years	SECURE DISPOSAL SHRED/DELETE

	requisitions, delivery notices				
15.5	Records relating to the identification and collection of debt	Yes		Final payment of debt +6 years	SECURE DISPOSAL SHRED/DELETE
15.6	Student Grant Applications	Yes		Current year +3 years	SECURE DISPOSAL SHRED/DELETE
15.7	Pupil Premium Fund Records	Yes		Date Pupil leaves the school +6 years	SECURE DISPOSAL SHRED/DELETE
15.8	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on contract +12 years	SECURE DISPOSAL SHRED/DELETE
15.9	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract +6 years	SECURE DISPOSAL SHRED/DELETE
15.10	Records relating to the monitoring of contracts	No		Life of contract + 6 years	SECURE DISPOSAL SHRED/DELETE
15.11	Records relating to the register of contracts	No		Include all current plus those completed within last 6 years	
15.12	School Fund Cheque books	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.13	School Fund Paying in books	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.14	School Fund Ledger	No		Current year+6 years	SECURE DISPOSAL SHRED/DELETE
15.15	School Fund Invoices	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.16	School fund Receipts	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.17	School Fund Bank Statements	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.18	School Fund Journey Books	Yes		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
15.19	Car allowance claims	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.20	Car mileage output	Yes	Tax Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.21	Orders & requisitions	NO		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.22	Copy remittances	NO		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE

15.23	Receipt books	NO		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.24	Budget reports, budget monitoring	Possible		Life of the budget + 3 years	SECURE DISPOSAL SHRED/DELETE
15.25	Signed Bank Reconciliations	No		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.26	Consultants – Diary of visits, reports generated	No		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE
15.27	Gift Aid Declarations Form	Possible		Current year + 6 years	SECURE DISPOSAL SHRED/DELETE

11. Management of Governing Body					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
16.1	Instruments of Government including Articles of Association			For the full life of the Trust/Academy	SECURE DISPOSAL SHRED/DELETE
16.2	Register of Members, Membership Certificates	No	Companies Act 2006	Permanent	SECURE DISPOSAL
16.3	Register of Trustees, Declaration of willingness and eligibility to act as a Director	No	Companies Act 2006	Permanent	SECURE DISPOSAL
16.4	Trust and Endowments managed by the Governing Body			Permanent	SECURE DISPOSAL SHRED/DELETE
16.5	Records relating to the election of parent and staff governors not appointed by the governors	Yes		Date of election +6 Months	SECURE DISPOSAL SHRED/DELETE
16.6	Records relating to the election of chair and vice chair	Yes		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed.	SECURE DISPOSAL SHRED/DELETE
16.7	Scheme of delegation and terms of reference for committees	NO		Until superseded or whilst relevant	SECURE DISPOSAL SHRED/DELETE Notes: 1. Schools may wish to retain these records for reference purposes in case decisions need to be justified.
16.8	Meetings Schedule	No		Current Year	SECURE DISPOSAL SHRED/DELETE

16.9	Agendas – Principle copy	Yes/No There may be data protection issues if the meeting is dealing with confidential issues relating to staff.	Companies Act 2006	Where possible the agenda should be stored with the principle set of the minutes	SECURE DISPOSAL SHRED/DELETE
16.10	Minutes – Principle set (signed)	Yes/No There may be data protection issues if the meeting is dealing with confidential issues relating to staff.	Companies Act 2006	Permanent	SECURE DISPOSAL SHRED/DELETE
16.11	Reports made to the governors meeting which are referred to in the minutes	Yes/No There may be data protection issues if the meeting is dealing with confidential issues relating to staff.	Companies Act 2006	Permanent	SECURE DISPOSAL SHRED/DELETE
16.12	Register of attendance at full governing board meetings	Yes		Date of last meeting in the book +6 years	SECURE DISPOSAL SHRED/DELETE
16.13	Papers relating to the management of the annual parents' meeting	Yes		Date of meeting +6 years	SECURE DISPOSAL SHRED/DELETE
16.14	Agendas Additional copies	No		Date of meeting	SECURE DISPOSAL SHRED/DELETE
16.15	Records relating to Governor Monitoring visits	Yes		Date of visit +3 years	SECURE DISPOSAL SHRED/DELETE
16.16	Annual reports required by the DoE	No		Date of report +10 years	SECURE DISPOSAL SHRED/DELETE
16.17	All records relating to the conversion of schools to academy status	No		For life of the organisation	SECURE DISPOSAL SHRED/DELETE
16.18	Records relating to complaints made to and investigated by the governing body or head teacher	Yes		Major complaints: Current year +6 years If negligence involved, then: Current year +15 years	SECURE DISPOSAL SHRED/DELETE

16.19	Correspondence sent and received by the governing body or head teacher	Yes/No		General correspondence should be retained for current year +3 years	SECURE DISPOSAL SHRED/DELETE
16.20	Action plans created and administered by the governing body	No		Expiry of Plan + 3 years	SECURE DISPOSAL SHRED/DELETE
16.21	Policy documents created and administered by the governing body	No		Expiry of Policy + 3 years	SECURE DISPOSAL SHRED/DELETE
16.22	Signed Business interest forms	No	Companies Act 2006	Permanent	SECURE DISPOSAL
16.23	Signed Gifts and Hospitality forms	No	Companies Act 2006	Permanent	SECURE DISPOSAL
16.24	EFA Approvals	No	Funding Agreement	Permanent	SECURE DISPOSAL

12. Governance Management					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
17.1	Records relating to the appointment of the clerk to the governing body	Yes		Date on which clerk appointment ceases +6 years	SECURE DISPOSAL SHRED/DELETE
17.2	Records relating to the terms of office of serving governors, including evidence of appointment	Yes		Date appointment ceases +6 Years	SECURE DISPOSAL SHRED/DELETE
17.3	Records relating to governor declaration against disqualification criteria	Yes		Date appointment ceases +6 years	SECURE DISPOSAL SHRED/DELETE
17.4	Governors Code of Conduct	No		This is expected to be a dynamic document; one copy of each version should be kept for the life of the organisation	SECURE DISPOSAL SHRED/DELETE
17.5	Records relating to the training required and received by Governors	Yes		Date Governor steps down +6 years	SECURE DISPOSAL SHRED/DELETE
17.6	Records relating to the induction programme for new governors	Yes		Date appointment ceases +6 years	SECURE DISPOSAL SHRED/DELETE
17.7	Records relating to DBS checks carried out on clerk and members of the governing body	Yes		Date of DBS check +6 Months	SECURE DISPOSAL SHRED/DELETE
17.8	Governor personnel files	Yes		Date appointment ceases +6 years	SECURE DISPOSAL SHRED/DELETE

13. CEO, Executive Headteacher, Headteacher, Head of School, Senior Leadership Teams

	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
18.1	Log books of activity in the school maintained by the Headteacher	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 + 6 years then review.	SECURE DISPOSAL SHRED/DELETE Notes: 1. These could be of permanent historical value and should be offered to the County Archive Service if appropriate
18.2	Minutes of Senior management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of meeting +3 years then review,	SECURE DISPOSAL SHRED/DELETE Notes: 1. After 3 years' review, if no longer required destroy
18.3	Reports created by the Headteacher or the management team	There may be data protection issues if the records refer to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL SHRED/DELETE Notes: 1. After 3 years' review, if no longer required destroy
18.4	Records created by Headteacher, deputy head, head of year and other members of staff with administrative responsibilities which do not fall under any other category	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 SHRED/DELETE Notes: After 6 years' review, if no longer required destroy
18.5	Correspondence created by Headteacher deputy head, 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 year +3 years	SECURE DISPOSAL SHRED/DELETE
18.6	Professional development plans	Yes		These should be held on the individual's personnel record. If not then termination	SECURE DISPOSAL SHRED/DELETE

				of employment +6 years	
18.7	School Development Plan	No		Life of the plan +3 years	SECURE DISPOSAL SHRED/DELETE

14. Local Authority					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
19.1	Secondary Transfer Sheets (Primary)	Yes		Current year +2 years	SECURE DISPOSAL SHRED/DELETE
19.2	Attendance returns	Yes		Current year +1 year	SECURE DISPOSAL SHRED/DELETE
19.3	School Census returns	Yes		Current year +5 years	SECURE DISPOSAL SHRED/DELETE
19.4	Circulars and other information sent from the local authority	No		Operational Use	SECURE DISPOSAL SHRED/DELETE

15. Central Government					
	Basic File Description	Data Protection Issue	Statutory Provision	Retention Period	Action at the end of the administrative life of the record
20.1	OFSTED reports and papers where a physical copy is held	No		Life of the report the review	SECURE DISPOSAL SHRED/DELETE
20.2	Returns made to central government	No		Current year +6 years	SECURE DISPOSAL SHRED/DELETE
20.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL SHRED/DELETE

The 13 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy

St. Joseph's Catholic Primary School Otley, a Voluntary Academy

Ss Peter and Paul Catholic Primary School, a Voluntary Academy

Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy

St Mary's Horsforth Catholic Voluntary Academy

St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy

St Joseph's Catholic Primary School Harrogate, a Voluntary Academy

St Mary's Catholic Primary School Knaresborough, a Voluntary Academy

St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Holy Name Catholic Voluntary Academy

St Roberts Catholic Primary School, a Voluntary Academy

St John Fisher Catholic High School Harrogate, a Voluntary Academy

St Joseph's Catholic Primary School Tadcaster, a Voluntary Academy



The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by Guarantee, registered in England and Wales.

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