



Altwood
Church of England School

Retention of Records

Retention of Records



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Management of the School					
1.1 Governing Body					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	Cross cut shredder
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal Set (signed)			Permanent	If the school is unable to store these then they should be offered to the County Archives Service
	Inspection Copies- these are copies which the clerk to the Governor may wish to retain so that requestors			Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.

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	can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made				
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the report deals with confidential issues relating to staff			Cross cut shredder
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	Cross cut shredder
1.1.5	Instruments of Government including Articles of Association	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
1.1.6	Trusts and Endowments managed by the Governing Body	No		Permanent	These should be retained in the school whilst the school is open and then offered to County Archives Service
1.1.7	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	Cross cut shredder

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1.1.8	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	Cross cut shredder
1.1.9	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Cross cut shredder
1.1.10	Annual Reports created under the requirements of the Education (Governors Annual Reports) Regulations 2002	No	Education (Governors Annual Reports) Regulations 2002	Date of report + 10 years	Cross cut shredder
1.1.11	Proposals concerning the change of status of a maintained school including specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	Cross cut shredder
1.2 Head Teacher and Senior Management Team					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils		Date of last entry in the book + a minimum of 6 years then review	These could be a permanent historical value and should be offered to the County Archives Service if appropriate

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		or members of staff			
1.2.2	Minutes of Senior Management Team meetings and the meeting of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	Cross cut shredder
1.2.3	Reports created by the Head Teacher of the management Team	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	Cross cut shredder
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the minutes refers to individual pupils or members of staff		Current academic year + 6 years then review	Cross cut shredder
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the minutes refers to individual pupils		Date of correspondence + 3 years then review	Cross cut shredder

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		or members of staff			
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	Cross cut shredder
1.2.7	School Development Plans	No		Life of the plan + 3 years	Cross cut shredder
1.3 Admissions Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the Schools Admissions' Policy	No	School Admissions 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	Cross cut shredder
1.3.2	Admissions- if the admissions is successful	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission + 1 year	Cross cut shredder

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1.3.3	Admissions- if the appeal is successful	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	Cross cut shredder
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained	Every entry in the admission register must be preserved for a period of three years after the date	REVIEW Schools may wish to consider keeping the admission register permanently as often schools received enquiries from past pupils to confirm the dates they attended the school.
1.3.5	Admissions- Secondary Schools- Casual	Yes		Current year + 1 year	Cross cut shredder
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year + 1 year	Cross cut shredder

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1.4 Admissions Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.7	Supplementary information form including additional information such as religion, medical conditions etc	Yes			
	For successful admissions			This information should be added to the pupil file	Cross cut shredder
	For unsuccessful admissions			Until appeals process completed	Cross cut shredder
1.5 Operational Administration					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.4.1	General file series	No		Current year + 5 years then REVIEW	Cross cut shredder
1.4.2	Records relation to the creating and publication of	No		Current year + 3 years	Standard Disposal

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	the school brochure or prospectus				
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 years	Standard Disposal
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 years	Standard Disposal
1.4.5	Visitors Books and Singing in Sheets	Yes		Current year + 6 years then REVIEW	Cross cut shredder
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	Cross cut shredder

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2.1 Human Resources					
2.1 Recruitment					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	Cross cut shredder
2.1.2	All records leading up to the appointment of a new member of staff- unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	Cross cut shredder
2.1.3	All records leading up to the appointment of a new member of staff- successful candidate	Yes		All the relevant information should be added to the staff personal file and all other information retained for 6 months	Cross cut shredder
2.1.4	Pre-employment vetting information- DBS checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education July 2015	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months.	
2.1.5	Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to	

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				keep copy documentation then this should be placed on the member of staff's personal file	
2.1.6	Pre-employment vetting information- Evidence proving the right to work in the UK.	Yes	An employer's guide to right to work checks	Where possible these documents should be added to the Staff Personal File, but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	
2.2 Operational Staff Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.2.1	Staff Personal File	Yes	Limitation Act 1980	Termination of Employment + 6 years	
2.2.2	Time sheets	Yes		Current year + 6 years	
2.2.3	Annual appraisal/assessment records	Yes		Current year + 5 years	

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2.3 Management of Disciplinary and Grievance Processes					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	"Keeping children safe in education statutory guidance for schools and colleges March 2015". "Working together to safeguard children. A guide to inter agency working to safeguard and promote the welfare of children March 2015	Until the persons normal retirement age of 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegation that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	Cross cut shredder
2.3.2	Disciplinary proceedings	Yes			
	Oral warning			Date of warning + 6 months	Cross cut shredder
	Written warning- level 1			Date of warning + 6 months	
	Written warning- level 2			Date of warning + 12 months	
	Final warning			Date of warning + 18 months	
	Case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Cross cut shredder

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2.4 Health and Safety					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	Cross cut shredder
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	Cross cut shredder
2.4.3	Records relating to accident	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	Cross cut shredder
2.4.4	Accident reporting	Yes	Social security Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the incident + 6 years	Cross cut shredder
	Children			DOB of the child + 25 years	Cross cut shredder
2.4.5	Control of Substances Hazardous to Health	No	Control of Asbestos at Work Regulation 2012	Current year + 40 years	Cross cut shredder

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			SI 1012 No 632 Regulation 19		
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No		Last action + 40 years	Cross cut shredder
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last Action + 50 years	Cross cut shredder
2.4.8	Fire Precautions log books	No		Current year + 6 years	Cross cut shredder
2.5 Payroll and Pensions					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986	Current year + 3 years	Cross cut shredder
2.5.2	Records held under Retirement Benefits Schemes Regulations 1995	Yes		Current year + 6 years	Cross cut shredder

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3. Financial Management of the School					
3.1 Risk Management and Insurance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.1.1	Employers Liability Insurance Certificate	No		Closure of the school + 40 years	Cross cut shredder
3.2 Asset Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	Cross cut shredder
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	Cross cut shredder

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3.3 Accounts and Statement including Budget Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year + 6 years	Standard disposal
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	Cross cut shredder
3.3.3	Student Grant applications	Yes		Current year + 3 years	
3.3.4	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	Cross cut shredder
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current year + 6 years	Cross cut shredder
3.3.6	Records relating to the collection and banking of monies	No		Current year + 6 years	Cross cut shredder
3.3.7	Records relating to the identification and collection of debt	No		Current year + 6 years	Cross cut shredder

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3.4 Contract Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	Cross cut shredder
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	Cross cut shredder
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	Cross cut shredder
3.5 School Fund					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.5.1	School Fund – Cheque books	No		Current year + 6 years	Cross cut shredder
3.5.2	School Fund – Paying in books	No		Current year + 6 years	Cross cut shredder
3.5.3	School Fund – Ledger	No		Current year + 6 years	Cross cut shredder

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3.5.4	School Fund – Invoices	No		Current year + 6 years	Cross cut shredder
3.5.5	School Fund – Receipts	No		Current year + 6 years	Cross cut shredder
3.5.6	School Fund – Bank statements	No		Current year + 6 years	Cross cut shredder
3.5.7	School Fund – Journey books	No		Current year + 6 years	Cross cut shredder
3.6 School Meals Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	Cross cut shredder
3.6.2	School Meals Registers	Yes		Current year + 3 years	Cross cut shredder
3.6.3	School Meals Summary Sheets	No		Current year + 3 years	Cross cut shredder

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4. Property Management					
4.1 Property Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.1.1	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	
4.1.2	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.	
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	Cross cut shredder
4.1.4	Records relating to the letting of school premises	No		Current year + 6 years	Cross cut shredder

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4.2 Maintenance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	Cross cut shredder
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	Cross cut shredder
5. Pupil Management					
5.1 Pupil's Educational Record					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		

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	Primary			Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary schools • to a pupil referral unit <p>If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period.</p> <p>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.</p>
	Secondary		Limitation Act 1980 (Section 2)	Date of birth of the pupil +25 years	Cross cut shredder
5.1.2	Examination Results – Pupil Copies	Yes			
	Public			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board

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	Internal			This information should be added to the pupil file	
<p>This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.</p>					
5.1.3	Child Protection Information held on pupil file	Yes	<p>"Keeping children safe in education Statutory guidance for schools and colleges March 2015"</p> <p>"Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"</p>	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file	Cross cut shredder
	Child Protection information held in separate files	Yes	<p>"Keeping children safe in education Statutory guidance for schools and colleges March 2015"</p> <p>"Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"</p>	Date of birth of the child +25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	Cross cut shredder

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Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2 Attendance

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made	Cross cut shredder
5.2.2	Correspondence relating to authorised absence		Educational Act 1996 Section 7	Current year + 2 years	Cross cut shredder

5.3 Special Educational Needs

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth of pupil + 25 years	Review. Note: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a

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					sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of pupil + 25 years (this would normally be retained on the pupil file)	Cross cut shredder – unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of pupil + 25 years (this would normally be retained on the pupil file)	Cross cut shredder – unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of pupil + 25 years (this would normally be retained on the pupil file)	Cross cut shredder – unless the document is subject to a legal hold

6. Curriculum Management

6.1 Statistics and Management Information

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	Cross cut shredder

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6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years	Cross cut shredder
	SATS records	Yes			Cross cut shredder
	Results			The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATS results. These could be kept for current year + 6 years to allow suitable comparison	Cross cut shredder
	Examination papers			Current year + 6 years	Cross cut shredder
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	Cross cut shredder
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	Cross cut shredder
6.1.5	Self-Evaluation Forms	Yes		Current year + 6 years	Cross cut shredder

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6.2 Implementation of Curriculum					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.2.1	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 further retention period, or cross cut shredder
6.2.2	Timetable	No		Current year + 1 year	
6.2.3	Class Record Books	No		Current year + 1 year	
6.2.4	Mark Books	No		Current year + 1 year	
6.2.5	Record of homework set	No		Current year + 1 year	
6.2.6	Pupil's Work	No		Where possible pupil's work should be returned to the pupil at the end of the academic year. If this is not the school's policy, then current year + 1 year	Cross cut shredder

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7. Extra-Curricular Activities					
7.1 Educational Visits outside the Classroom					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the classroom – primary schools	No	Outdoor Education Adviser' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”	Date of visit + 14 years	Cross cut shredder
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the classroom – secondary schools	No	Outdoor Education Adviser' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”	Date of visit + 10 years	Cross cut shredder
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage

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					capacity to retain every single consent form issued by the school for this period of time
7.1.4	Parental permission slips for school trips where there has been a major incident	No	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	
7.2 Walking Bus					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.2.1	Walking Bus Registers	Yes		Date of register + 3 years. This takes into account the fact that if there is an incident requiring an accident report and kept for the period of time required for accident reporting	Cross cut shredder (if these records are retained electronically any backup copies should be destroyed at the same time)

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7.3 Family Liaison Officers and Home School Liaison Assistants					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2 years. Then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3	Referral forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active, then destroy	
7.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active, then destroy	
7.3.6	Group Registers	Yes		Current year + 2 years	

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8. Central Government and Local Authority					
8.1 Local Authority					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	Cross cut shredder
8.1.2	Attendance Returns	Yes		Current year + 1 year	Cross cut shredder
8.1.3	School Census Returns	No		Current year + 5 years	Cross cut shredder
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	Cross cut shredder

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8.2 Central Government					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	Cross cut shredder
8.2.2	Returns made to central government	No		Current year + 6 years	Cross cut shredder
8.2.3	Circulars and other information sent from central government	No		Operational use	Cross cut shredder