

# SWINEMOOR PRIMARY SCHOOL



## Data Retention Schedule

**The Retention Schedule is divided into eight sections:**

- 1 Management of Governing Body
- 2 Governor Management
- 3 Headteacher & Senior Management Team
- 4 Operational Administration
- 5 Recruitment
- 6 Operational Staff Management
- 7 Disciplinary and Grievance Processes
- 8 Payroll and Pensions
- 9 Health & Safety
- 10 Risk Management and Insurance
- 11 Asset Management
- 12 Accounts and Statements – includes budget management
- 13 Pupil Finance
- 14 Contract Management
- 15 School Fund
- 16 School Meals Management

17	Property Management
18	Maintenance
19	Admissions Process
20	Pupil's Educational Records
21	Pupil's Attendance
22	Statistics and management Information
23	Implementation of Curriculum
24	School Trips
25	School Support Organisations Parent Teacher Associations and Old Pupils Associations

Ref.	Description	Retention Period	Statutory Provisions	Action at end of record life
I	Management of Governing Body			
I.1	Instruments of Government, including Articles of Association	Life of the School		Offer to local archives when school closes, otherwise Destruction
I.2	Trusts and Endowments managed by the Governing Body	Life of the School		Offer to local archives when school closes, otherwise Destruction
I.3	Unsuccessful candidate election records for parent and staff governor appointments	Date of election + 6 months		Secure Destruction
I.4	Appointment records for co-opted Governors	Decision to be recorded in minutes. Records to be kept for length of term, unless allegations where records should be retained for 25 years.		Secure Destruction
I.5	Election records for Chair and Vice Chair	Once decision is minuted records to be destroyed.		Secure Destruction
I.6	Scheme of delegation and terms of reference for committees	Until superseded		Offer to local archives, otherwise Destruction
I.7	Meetings schedule	Current Year		Destruction

1.8	Principal copies of Agendas and Minutes (to be stored together)	10 Years		Offer to local archives when school closes, otherwise Destruction
1.9	Additional copies of Agendas	Date of meeting		Destruction
1.10	Reports presented at Governor's meeting, referred to in Minutes	10 Years		Offer to local archives, otherwise Destruction
1.11	Attendance Register for full Governing Board Meetings	Last meeting + 6 years		Secure Destruction
1.12	Papers in relation to annual parents meeting	Last meeting + 6 years	Education Act 2002, Section 33	Secure Destruction
1.13	Governor Monitoring visit records	Date of visit + 6 years		Secure Destruction
1.14	Annual reports, required by Department of Education	Date of report + 10 years	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Secure Destruction
1.15	Records relating to conversion to Academy status	Life of the School		Offer to local archives when school closes, otherwise Destruction
1.16	Records of complaints made to, and investigated by Governing Body or Headteacher	Major Complaints: current year + 6 years. Negligence involved: current year + 15 years Child Protection or Safeguarding issue: current year + 40 years		Secure Destruction
1.17	Correspondence sent and received by Governing Body or Headteacher	Current year + 3 years		Secure Destruction
1.18	Action plans by Governing Body and Policy documents	Until superseded. If policies relate to child protection, safeguarding or exclusions etc, until IICSA has issued any recommendations		Secure Destruction
2	Governor Management			

2.1	Appointment records for clerk to Governing Body	Until appointment ceases + 6 years	Secure Destruction
2.2	Appointment records for length served and evidence of appointment	Until appointment ceases + 6 years	Secure Destruction
2.3	Governor declaration against disqualification criteria	Until appointment ceases + 6 years	Secure Destruction
2.4	Register of business interests	Until appointment ceases + 6 years	Secure Destruction
2.5	Governors Code of Conduct	A copy of each version should be kept for the life of the school	Destruction
2.6	Training records for Governors	Until appointment ceases + 6 years	Secure Destruction
2.7	Induction programme for new Governors	Until appointment ceases + 6 years	Secure Destruction
2.8	DBS checks carried out on any member of the Governing Body	Date of check + 6 months	Secure Destruction
2.9	Personnel files	Until appointment ceases + 6 years	Secure Destruction
3	Headteacher and Senior Management Team		
3.1	Headteacher activity log books	Date of last entry + 6 years	Offer to local archives, otherwise Destruction
3.2	Senior Management Team meeting Minutes, and other minutes of internal admin bodies	Date of meeting + 3 years	Secure Destruction
3.3	Reports by Headteacher or Management Team	Date of report + 3 years	Secure Destruction
3.4	Records created by Headteacher, or any other member of staff with administrative responsibilities which do not fall under any other category	Current year + 6 years	Secure Destruction

3.5	Correspondence created by Headteacher or any other member of staff with administrative responsibilities	Current year + 3 years	Secure Destruction
3.6	Professional development plans	Held on personnel records - if not length of employment + 6 years	Secure Destruction
3.7	School development plans	Current plan + 3 years	Secure Destruction
4	Operational Administration		
4.1	General files, not relating to any other category	Current year + 5 years	Secure Destruction
4.2	School prospectus and any related records	Current year + 3 years	Offer to local archives, otherwise Destruction
4.3	School circulars and any related records	Current year + 1 year	Destruction
4.4	School privacy notice communicated to parents	Until suspended + 6 years	Destruction
4.5	Consent relating to GDPR compliance ie consent for mailings	Until pupil leaves	Secure Destruction
4.6	Newsletter etc	Current year + 1 year	Offer to local archives, otherwise Destruction
4.7	Visitor management system ie signing in sheets	Last entry + 6 years	Secure Destruction
4.8	Walking bus registers	Date of register + 6 years	Secure Destruction
5	Recruitment		
4.1	Appointment records for Headteacher post	Unsuccessful applications: Date of appointment + 6 months Successful: Add to personnel file for length of employment + 6 years Negligence or abuse claims: minimum 15 years	Secure Destruction

4.2	Unsuccessful candidate for appointments of staff/governor position	Date of appointment of successful candidate + 6 months		Secure Destruction
4.3	Pre-employment checks and vetting of successful candidates, DBS checks	Length of appointment + 6 years	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education. 2018 (Statutory Guidance from DoE) Sections 73, 74	Secure Destruction
4.4	Pre-employment checks and vetting of successful candidates, Evidence to work in UK	Length of appointment + 2 years	An Employer's Guide to Right to Work Checks [Home Office, May 2015]	Secure Destruction
4.5	Portable Enhanced DBS disclosure proof of identity	Retained on personnel file		Secure Destruction
6	Operational Staff Management			
6.1	Staff personnel file	Length of appointment + 6 years If required by IICSA, until enquiries are complete	Limitation Act 1980 (Section 2)	Secure Destruction
6.2	Appraisal/assessment records	Current year + 6 years		Secure Destruction
6.3	Sickness absence monitoring, for the purpose of statutory sick pay	If sick pay is not paid: current year + 3 years Paid: current year + 6 years		Secure Destruction
6.4	Staff training for continual professional development	Length of time required by professional body		Secure Destruction
6.5	Staff training - not relating to children ie first aid	Held on personnel records - if not length of employment + 6 years		Secure Destruction
6.6	Staff training - relating to children ie safeguarding	Date of training + 40 years		Secure Destruction
7	Disciplinary and Grievance Processes			

7.1	Records relating to any allegation of a child protection nature against staff member	Malicious allegations should be removed from personnel files. Otherwise until staff members normal retirement age + 10 years. If part of IICSA enquiries then until the enquiries are complete.	“Keeping children safe in education Statutory guidance for schools and colleges September 2018”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	Secure Destruction
7.2	Disciplinary proceedings	In line with Council Policy, length of employment + 6 years		Secure Destruction
8	Payroll and Pensions			
8.1	Absence record	Current year + 3 years		Secure Destruction
8.2	Batches	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.3	Bonus Sheets	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.4	Car allowance claims	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.5	Car loans	Completion of loan + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.6	Car mileage output	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.7	Elements	Current year + 2 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction

8.8	Income tax form P60	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.9	Insurance	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.10	Maternity Payment	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Secure Destruction
8.11	Members allowance register	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.12	National Insurance schedule of payments	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.13	Overtime	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.14	Part time fee claims	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.15	Employee pay packet receipt	Current year + 2 years		Secure Destruction
8.16	Payroll awards	Current year + 6 years		
8.17	Payroll - weekly or monthly	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.18	Payroll reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction



8.19	Copies of payslips	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.20	Pension payroll	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.21	Personal bank details	Length of employment + 6 years, If details are superseded: old details until 3 years after change		Secure Destruction
8.22	Sickness records	Current year + 3 years		Secure Destruction
8.23	Superannuation adjustments and reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.24	Tax forms P6/PII/PIID/P35/P45/P46/P48	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1998	Secure Destruction
8.25	Time sheets	Current year + 3 years		Secure Destruction
9	Health and Safety			
9.1	Health and Safety policy statements	Life of policy + 3 years		Secure Destruction
9.2	Health and Safety risk assessments	Life of risk assessment + 3 years. If accident occurs a copy of the risk assessment should be stored with the report		Secure Destruction

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9.3	Accident reports for both under and over 18's		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part I of SI 1979 No 628 Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically	
		Accident Book: Date of last entry + 3 years Any major incidents: should be held for 25 years		Secure Destruction
9.4	RIDDOR reportable accidents		Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	
		Date of incident + 3 years, all records to be held in personnel file		Secure Destruction

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9.5	Control of Substance Hazardous to Health (COSHH)		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.	
		Date of incident + 40 years	Regulation 18 (2)	Secure Destruction
9.6	Monitoring of asbestos contact		Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Secure Destruction
9.7	Monitoring of radiation contact, including dose assessment and recording		The Ionising Radiation Regulations 2017. SI 2017 No 1075 Regulation 11 As amended by SI 2018 No 390 Personal Protective Equipment (Enforcement) Regulations 2018	Secure Destruction
		Date of examination + 2 years		
9.8	Fire Precautions log books	Current year + 3 years		Secure Destruction
9.9	Health and Safety file - showing current state of building, including all alterations	To be passed on to new owner on sale or transfer of the property		
10	Risk Management and Insurance			
10.1	Employer's Liability Insurance Certificate - can be kept electronically	Life of school + 40 years - passed to Local Authority on school closure		Secure Destruction
11	Asset Management			
11.1	Inventories of furniture and equipment	Current year + 6 years		Secure Destruction

11.2	Burglary, theft and vandalism report forms	Current year + 6 years		Secure Destruction
12	Accounts and Statements - includes budget management			
12.1	Annual accounts	Current year + 6 years		Destruction
12.2	Loans and grants managed by school	Date of last payment on loan + 12 years		Secure Destruction
12.3	Records relating to creation and management of budgets	Life of the budget + 3 years		Secure Destruction
12.4	Invoices, receipts, order books, requisitions, delivery notices	Current year + 6 years		Secure Destruction
12.5	Records for the collection and banking of monies	Current year + 6 years		Secure Destruction
12.6	Records for the identification and collection of debts	Current year + 6 years		Secure Destruction
13	Pupil Finance			
13.1	Student grant applications	Current year + 3 years		Secure Destruction
13.2	Pupil Premium Fund records	Date pupil leaves provision + 6 years		Secure Destruction
14	Contract Management			
14.1	Records for the management of contracts under seal	Last payment on the contract + 12 years	Limitation Act 1990	Secure Destruction
14.2	Records for the management of contract under signature	Last payment on the contract + 6 years	Limitation Act 1990	Secure Destruction
14.3	Records for the monitoring of contracts	Life of contract + 6 year or 12 years - dependant if under seal/signature		Secure Destruction
15	School Fund			
15.1	Cheque books, paying in books, ledger, invoices, receipts, bank statements and Journey books	Current year + 6 years		Secure Destruction
16	School Meals Management			

16.1	Free school meal registers, which is used for the basis for funding	Current year + 6 years		Secure Destruction
16.2	School meals registers and summary sheets	Current year + 3 years		Secure Destruction
17	Property Management			
17.1	Title deeds for the school	Held with school unless registered with Land Registry		
17.2	Plans of the property that belongs to the school	To be passed on to new owner on sale or transfer of the property		
17.3	Leases of property either to or from the school	Expiry of lease + 6 years		Secure Destruction
17.4	Records of letting of the school premises	Current year + 6 years		Secure Destruction
18	Maintenance			
18.1	Records relating to maintenance carried out by contractors, school employees, including log books	To be passed on to new owner on sale or transfer of the property		Secure Destruction
19	Admissions Process			
19.1	Records relating to creation and implementation of school admissions policy	Life of policy + 3 years	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Secure Destruction

19.2	Successful admissions	Date of admission + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Secure Destruction
19.3	Unsuccessful admissions, and appeals	Resolution of case + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Secure Destruction
19.4	Register of Admissions	Date of entry made + 3 years	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Offer to local archives, otherwise Destruction
19.5	Secondary school casual admissions	Current year + 1 year		Secure Destruction

19.6	Proof of address provided for admissions process	Current year + 1 year	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Secure Destruction
19.7	Additional information provided as part of admissions process e.g. religion, medical conditions	Successful admissions: added to pupil file Unsuccessful admissions: until resolution of appeals process	Statutory Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Secure Destruction
20	Pupil's Educational Record			
20.1	Educational Records of Pupils	Primary: record to follow child ie to another school or secondary school Secondary: Date of birth of pupil + 25 years		Secure Destruction
20.2	Examination Results	Added to pupil file. Any uncollected certificates should be returned to examination boards if contact attempts have failed.		

20.3	Child protection information on pupil file	Retained in a sealed envelope and retained with pupil file. If subject to IICSA, until case is closed	“Keeping children safe in education Statutory guidance for schools and colleges 2018”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	Secure Destruction
20.4	Child protection information in separate files	Date of birth of pupil +25 years	“Keeping children safe in education Statutory guidance for schools and colleges 2018”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	Secure Destruction
21	Pupil's Attendance			
21.1	Attendance Registers	Each entry on the register to be kept for date of entry + 3 years	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Secure Destruction
21.2	Absence correspondence, either authorised or unauthorised	Academic year + 2 years	Education Act 1996 Section 7	Secure Destruction



21.3	Special Educational Needs files, reviews, Education, Health and Care Plan, including advice or information provided to parents - EHCP plan is valid until pupil is 25 years old.	Date of birth of pupil + 31 years	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Secure Destruction
22	Statistics and Management Information			
22.1	Curriculum returns	Current year + 3 years		Secure Destruction
22.2	School's copy of exam results	Current year + 6 years		Secure Destruction
22.3	SATs Records and Exam papers	Results to be recorded on pupil's education file. The school can keep a composite record of all year's SATs results, can be kept for current year + 6 years. Exam papers to be kept until any appeals are completed.		Secure Destruction
22.4	Published Admission Number (PAN) reports	Current year + 6 years		Secure Destruction
22.6	Value added contextual data	Current year + 6 years		Secure Destruction
22.7	Self-Evaluation forms, internal and external moderation	Internal: Current year + 1 year External: Until superseded		Secure Destruction
23	Implementation of Curriculum			
23.1	Schemes of work, timetable, class record books, mark books, record of homework set	Current year + 1 year		Secure Destruction
23.2	Pupil's work	Where possible return work to pupil, otherwise current year + 1 year		Secure Destruction
24	School Trips			

24.1	Parental consent slips - no major incident occurred	Can be kept for date of birth of pupil + 22 years, though the school could dispose of earlier if a risk assessment is undertaken and found to be no longer required, if in doubt legal advice can be sought.		Secure Destruction
24.2	Parental consent slips - major incident occurred. Slips to be retained to show that rules had been followed.	Date of birth of pupil + 25 years.	Limitation Act 1980 (Section 2)	Secure Destruction
25	School Support Organisations			
25.1	Day books	Current year + 2 years		Secure Destruction
25.2	Reports for external agencies, report also held by the external agency	While child is attending school and then dispose		Secure Destruction
25.3	Referral forms	To be held whilst referral is current		Secure Destruction
25.4	Contact data sheets and database entries	Current year, and then review for replacement or Destruction		Secure Destruction
25.5	Group registers	Current year + 2 years		Secure Destruction
26	Parent Teacher Associations and Old Pupils Associations			
26.1	Records relating to the creation of, and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years		Secure Destruction

Note where the IICSA is involved in any case, the school should retain records in line with the investigation, and the IICSA's requirements overrule any retention schedules. Schools can only destroy files due for deletion when investigation is closed, as instructed by the IICSA.