



Data Retention Schedule

Governors

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Minutes - Principal set (signed)		Permanent	Retain in school for 6 years from date of meeting
Agendas		Date of meeting	DESTROY
Reports		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government		Permanent	Retain in school whilst school is open
Action Plans		Date of action plan + 3 years	DESTROY
Policy documents		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)
Complaints files		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes Destroy routine complaints
Reports required by the Welsh Government		Date of report + 10 years	

Management

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	DESTROY
Professional development plans		6 years	DESTROY
School development plans		6 years	Review

Pupils

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Admission Registers		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.
Attendance registers		Date of register + 3 years	DESTROY
Pupil record cards		DOB of the pupil + 25 years	DESTROY
Pupil files		DOB of the pupil + 25 years	DESTROY
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 52 year	DESTROY
Letters authorising absence		Date of absence + 2 years	DESTROY
Public examination results		Year of examinations + 6 years	DESTROY
Internal examination results		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	SEN and Disability Act	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	SEN and Disability Act	12 years	DESTROY unless legal action is pending
Accessibility Strategy	SEN and Disability Act	12 years	DESTROY unless legal action is pending

Curriculum

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Curriculum development		Current year + 6 years	DESTROY
Curriculum returns		Current year + 3 years	DESTROY
School syllabus		Current year + 1 year	
Schemes of work		Current year + 1 year	
Timetable		Current year + 1 year	
Class record books		Current year + 1 year	
Examination results		Current year + 6 years	DESTROY

Personnel

Basic File Description	Statutory Provisions	Retention Period (Operational	Action at the end of the administrative life of the record
Timesheets, sick pay		Current year + 6 years	DESTROY
Staff Personal files		Termination + 7 years	DESTROY
Interview notes and recruitment records		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including CRB checks)	CRB guidelines	Date of check + 6 months	DESTROY
Disciplinary proceedings:			
Disciplinary - Oral warning		Date of warning + 6 months	DESTROY
Disciplinary - written warning – level one		Date of warning + 6 months	DESTROY
Disciplinary - written warning – level two		Date of warning + 12 months	DESTROY
Disciplinary - Final warning		Date of warning + 18 months	DESTROY
Records relating to accident/injury at work		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents, a further retention period will need to be applied
Annual appraisal/assessment records		Current year + 5 years	DESTROY
Maternity pay records	Statutory Maternity Pay Regulations	Current year, +3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	DESTROY

Health and Safety

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Accessibility Plans	Disability Discrimination Act	Current year + 6 years	DESTROY
Accident Reporting			
Accident Reporting - Adults	Social Security Regulations	Current year + 3 years	DESTROY
Accident Reporting - Children	Social Security Regulations	DOB + 25 years	DESTROY
COSHH		Current year + 10 years	Review
Incident reports		Current year + 20 years	DESTROY
Policy Statements		Date of expiry + 1 year	DESTROY
Risk Assessments		Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos		Last action + 40 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	DESTROY
Fire Precautions log books		Current year + 6 years	DESTROY

Administrative

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Employer's Liability certificate		Permanent whilst the school is open	DESTROY once the school has closed
School brochure/prospectus		Current year + 3 years	
Newsletters		Current year + 1 year	Review to see whether a further retention period is required
Visitors' book	..	Current year + 2 years	Review to see whether a further retention period is required

Finance

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Annual Accounts	Financial Regulations	Current year + 6 years	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required
Contracts		Contract completion date + 6 years	DESTROY
Copy orders		Current year + 2 years	DESTROY
Budget reports, budget monitoring etc		Current year + 3 years	DESTROY
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	DESTROY
Annual Budget and background papers		Current year + 6 years	DESTROY
Debtors' Records	Limitation Act	Current year + 6 years	DESTROY
Applications for free school meals, travel, uniforms etc		Whilst child at school	DESTROY
Student grant applications		Current year + 3 years	DESTROY
Free school meals registers	Financial Regulations	Current year + 6 years	DESTROY
Petty cash books	Financial Regulations	Current year + 6 years	DESTROY

Property

Basic File Description	Statutory Provisions	Retention Period (Operational	Action at the end of the administrative life of the record
Title Deeds		Permanent	These should follow the property
Plans		Permanent	Retain in school whilst operational then
Maintenance and contractors	Financial Regulations	Current year + 6 years	DESTROY
Leases		Expiry of lease + 6 years	DESTROY
Lettings		Current year + 3 years	DESTROY
Maintenance log books		Last entry + 10 years	DESTROY
Contractors' Reports		Current year + 6 years	DESTROY

Welsh Government

Basic File Description	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
Estyn reports and papers		Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns	-	Current year + 6 years	DESTROY
Circulars from Welsh Government	-	Whilst operationally required	Review to see whether a further retention period is required