



TRUST RECORDS RETENTION POLICY

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1. Introduction

- 1.1 The main aim of this policy is to enable The Children First Academy Trust to manage records effectively and in compliance with the General Data Protection Regulations (GDPR). As an organisation we collect, hold, store and create significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and documents.
- 1.2 The Children First Academy Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3 The table below sets out the main categories of information that we hold, the length of time that we intend to hold them, and the reason for this.
- 1.4 For information, the tables below set out the legal and other requirements for certain categories of document. Where we have decided to keep information longer than the statutory requirement, this has been explained in the tables in Section 2.
- 1.5 Section 2 of this policy sets out the destruction procedures for documents at the end of their retention period. The Data Protection Officer and academy Data Protection Lead (DPL) shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this policy should be referred to them.
- 1.6 If a document or piece of information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to The Data Protection Officer (DPO) via the Data Protection Lead (DPL) who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

2. Document retention period

CORPORATE/CONSTITUTIONAL

Document Category	Retention Period	Reason for Retention	End of life Action
Agendas for and minutes from Governing Body meetings	See Principal Set below	Meetings commonly refer to confidential issues relating to staff and may be required retrospectively	Secure disposal
Principal Set of Governing Body meeting documentation (signed)	For the duration of the life of the academy	One copy should be retained with the master set of minutes. All other copies can be disposed of.	At the end of the life of the school offered to the Academy Trust. If not required secure disposal.
Inspection Copies	Three years after the date of the meeting	Retained for operational use only.	If these minutes contain any identifiable information they must be shredded
Reports presented to the Governing Body	25 years after the date of the meeting One copy retained with Principal Set	There may be data protection issues if the report deals with confidential issues relating to staff that may need to be referred to in the case of legal action at a later time	Secure disposal.
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Six years after the date of the meeting.	Education Act 2002 Section 33	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Trusts and Endowments managed by the Governing body	For the duration of the life of the school	Reference during the life of the school	Locally stored documentation will be passed to CFOO for review for further retention or secure disposal.
Action plans created and administered by the Trust	Three years after the duration of the plan	Retained for operational use and reference	Secure disposal
Policy documents administered by the Governing Body	Three years after date policy is retired	Retained for operational use and reference	Secure disposal
Records relating to complaints dealt with by the Academy and not escalated to the Trust.	Six years after the resolution of the complaint then review need to retain for a further six years	Disputes may be reinitiated. Status of dispute must be reviewed before deletion	Secure disposal
Annual Report created under the requirements of the Education (Governor's Annual Reports) (England)(Amendment) Regulations 2002.	10 years from the publication of the report	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Secure disposal
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Three years after date proposal accepted or declined	Operational use then until context of plan has been superseded	Secure disposal
Logbooks of activity in the school maintained by the head teacher	Log to be reviewed before disposal. If protection issues apply keep for 25 years. Otherwise keep for 6 years then review for remaining issues before disposal	There may be data protection issues if the log refers to confidential issues relating to staff	Secure disposal
Minutes, reports of Senior Management Team meetings and other internal administrators	3 years from the date of the meeting then review annually.	There may be data protection issues if the minutes refers to individual pupils or members of staff.	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Records created any staff with administrative responsibilities including head teachers, deputy head teachers, heads of year, teachers, pastoral and support staff	6 years from the end of the current academic year then review annually	There may be data protection issues if the minutes refers to individual pupils or members of staff	Secure disposal
Professional Development Plans and School Development plans	3 years after the plan is complete	There may be data protection issues if the plans refer to individual pupils or members of staff	Secure disposal
All records relating to the creation and implementation of the School's Admissions Policy	Three years after the date the policy is no longer followed. Amended policies are to be treated as new policy	Schools Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, schools, adjudicators and admission appeals panels, December 2014	Secure disposal
Admissions – if the admission is successful	One year after the date of submission	Schools Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, schools, adjudicators and admission appeals panels, December 2014	Secure disposal
Admissions – if the appeal is unsuccessful.	One year after the resolution of the case	Schools Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, schools, adjudicators and admission appeals panels, December 2014	Secure disposal
Register of admissions	All entries preserved for three years.	School attendance Departmental advice for maintained schools, academies, independent schools and local authorities. October 2014	Secure disposal
Casual admissions to secondary schools	One year from date attendance ceases.	Operational use and a period to cater for pupils in disrupted circumstances	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Proofs of addresses supplied by parents as part of the admissions process	One year from year of admission.	Schools Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, schools, adjudicators and admission appeals panels, December 2014	Secure disposal
Supplementary information form including additional information such as religion, medical conditions etc. For successful admissions	Until pupil reaches 25 years of age added to pupil file	Added to pupil file	Secure disposal
Supplementary information form including additional information such as religion, medical conditions etc. For unsuccessful admissions	Retain only until the appeal process is completed	Operational use only	Secure disposal
General File Series. Files and records retained during the work of a school that do not contain personal data or fall into any other category with an associated retention period	Five years from current year then review to identify any operational needs or unforeseen protection issues and add to pupil file if there are.	Operational use. Review needed to identify need for retention before disposal	Secure disposal
Records relating to the creation and publication of the school brochure or prospectus	Three years from year of operational use then review annually	Operational use. Review need to retain elements before disposal	Standard Disposal
Records relating to the creation and distribution of circulars to staff, parents or pupils	One year after year of publication	Operational use. Review need to retain elements before disposal	Standard Disposal
Newsletters and other items with short operational use	One year after year of publication	Operational use. Review need to retain elements before disposal	Standard Disposal
Visitors books and signing in sheets	6 years after current year then review annually	Operational use and reference/evidence in claims, appeals or litigation. Review before disposal.	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Records relating to the creation of management or Old Students Associations and Parent/Teacher Associations	6 years after current year then review annually	Operational and reference to cover duration of subjects' association with the school. Review before disposal	Secure disposal
Records of contracts under signature	6 years from last payment on contract	Limitations Act 1980	Secure disposal
Records of contract monitoring	2 years from expiration of contract	Operational use and reference	Secure disposal
Curriculum returns to LEA or Trust	3 years from year return submitted	Operational use and reference once copies filed with LEA/Trust	Secure disposal
Curriculum returns to DfE including School Census Returns	6 years after current year	Operational and reference once copies filed with DfE	Secure disposal
Attendance Returns	1 year after current year	Operational	Secure disposal
School copy of examination results	6 years from current year	Operational and reference	Secure disposal
SATS Results	Until pupil reaches 25 years of age on pupil file. Composite records of cohorts 6 years from current year	Data protection Regulation 2018 Pupil Information Regulations 2005	Secure disposal
SATS Examination Papers	Until appeals and validation process has completed	Operational	Secure disposal
Planned Admission Number reports (PAN)	6 years from year of publication	Operational use and reference	Secure disposal
Value Added and Contextual Data	6 years from year of publication	Operational use and reference	Secure disposal
Secondary Transfer Sheets - Primary	2 years after year of publication	Operational use and reference	Secure disposal
Circulars and information from LEA	Remove when redundant	Operational use and reference	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
OFSTED reports and papers	Until superseded then review annually	Operational use and reference	Secure disposal
Circulars and information from central Government	Remove when redundant	Operational use.	Secure disposal
Correspondence other than email (see below) created by any staff with administrative responsibilities including head teachers, deputy headteachers, heads of year, teachers, pastoral and support staff	3 years from the date of correspondence then review annually	Operational use and reference	Secure disposal after review

INSURANCE

Document Category	Retention Period	Reason for Retention	End of life Action
Employers Liability Insurance documentation	40 years after policy commencement	Employers' Liability (Compulsory Insurance Regulations) 1998	Secure disposal
Policy Schedules and Documentation	3 years after policy termination	Commercial requirement	Secure disposal
Correspondence relating to claims	3 years after settlement	Commercial requirement	Secure disposal

HEALTH AND SAFETY

Document Category	Retention Period	Reason for Retention	End of life Action
Policy Statements	3 years from retirement of policy	Limitation Act 1980	Secure disposal
Health and Safety Risk Assessments	3 years from retirement of assessment	Limitation Act 1980	Secure disposal
Records relating to accident/ injury at work	12 years from date of incident with review to extend for serious accidents	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995	Secure disposal
Reporting of accidents to adults	6 years from date of incident	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Secure disposal
Reporting of accidents to children	Until the subject reaches 25 years of age	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Secure disposal
COSHH	40 years after year of creation	COSHH regulations 2002. Not applicable to records created under 1994-99 regulations.	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Asbestos monitoring in used areas	40 years from last action - permanent	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Secure disposal
Radiation monitoring in used areas	Until person is aged 70 years but at least 50 years in any event	HSE Guide (Radiation) The Ionising Radiations Regulations 1999	Secure disposal
Fire regulations logs	6 years from year of log entry	Fire Safety Order 2005	Secure disposal

PROPERTY

Document Category	Retention Period	Reason for Retention	End of life Action
Deeds of school properties	For the duration of the life of the academy	Should follow property.	Secure disposal
Plans of school properties	For the duration of the life of the academy	To be passed on to new owners	Secure disposal
School property leases	12 years from expiration of lease	Limitation Act 1980	Secure disposal
Letting records	6 years from creation of record	Limitation Act 1980	Secure disposal
Records of maintenance by contractors	6 years from creation of record	Limitation Act 1980	Secure disposal
Records and logs of maintenance by school staff	6 years from creation of log/record	Limitation Act 1980	Secure disposal
Building general records, certifications and warranties etc	6 years after disposal if not of historical interest	Limitation Act 1980	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Inventories of furniture and equipment	6 years from creation of inventory	Limitation Act 1980	Secure disposal
Burglary, theft and vandalism report forms	6 years from creation of report	Limitation Act 1980	Secure disposal

PENSION RECORDS

Document Category	Retention Period	Reason for Retention	End of life Action
Pension records about employees and workers	Records kept by academy for 6 years after end of contract.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal
Pension records re the Scheme	Records kept by academy for 6 years after end of contract.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal
Pension records re active members and opt in/out	Records kept by academy for 6 years after end of contract.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal
Pension records Trust Deed / Rules and HMRC approvals	Records kept by academy for 6 years after end of operational use.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal
Pension records Trustees' Minutes and annual accounts	Records kept by academy for 6 years after end of operational usefulness.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal
Pension records Policy including investment policies	Policies kept by academy for 6 years after end of operational usefulness.	Detailed Guidance for Employers: (April 2017) www.pensionsregulator.gov.uk	Secure disposal

Document Category	Retention Period	Reason for Retention	End of life Action
Maternity Pay Records	Three years from creation of record	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Secure disposal
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Six years from creation of record	Retirement Benefits Schemes (Information Powers) Regulations 1995	Secure disposal

ACADEMY WORKFORCE

Document Category	Retention Period	Reason	End of life Action
All application records associated with the unsuccessful staff candidates	6 months after the date of appointment	Various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications.	Secure disposal
All records associated with the successful application of staff candidates	Details required to create a personal file retained until 6 years after termination of employment. All other information retained for 6 months	Limitation Act 1980 (Section 2)	Secure disposal
All records concerning the appointment of other workers e.g. contractors, consultants, temporary workers	One year after termination of arrangement. Review before disposal	Operational use. Review to identify claims, appeals and any other ongoing process	Secure disposal
Pre-employment DBS checks	Record only satisfactory / unsatisfactory. If copy kept no longer than 6 months	Part 4 of the Schedule to the (Independent School Standards) Regulations 2007	Secure disposal
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	6 months from check	DfE Statutory Guidance "Working together to safeguard children."	Secure disposal

Document Category	Retention Period	Reason	End of life Action
Pre-employment vetting information - Evidence proving the right to work in the United Kingdom	Placed on personal file. If kept elsewhere not less than two years after termination of employment	An employer's guide to right to work checks (Home Office May 2015)	Secure disposal
Staff Personal File	6 years from termination of employment	Limitation Act 1980 (Section 2)	Secure disposal
Timesheets	2 years after year they apply to.	Working Time Regulations 1998 as amended	Secure disposal
Staff appraisal/assessment	6 years after year they apply to.	Limitation Act 1970	Secure disposal
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	On staff retirement or 10 years from allegation whichever is the longer then review. If found copy to be placed on personal file and copy to subject. Malicious allegations to be removed from personnel files.	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	Secure disposal
Disciplinary Proceedings – oral and written warning level 1	6 months from date of warning	ICO Guidance, Employment Practices Code and supplementary guidance.	Secure Disposal
Disciplinary Proceedings – written warning level 2	1 year from date of warning	CO Guidance, Employment Practices Code and supplementary guidance.	Secure Disposal
Disciplinary Proceedings –final warning	18 months from date of warning	CO Guidance, Employment Practices Code and supplementary guidance.	Secure Disposal

Document Category	Retention Period	Reason	End of life Action
Disciplinary Proceedings –case not found	Dispose at conclusion. If child protection related see above	CO Guidance, Employment Practices Code and supplementary guidance.	Secure Disposal
Sick Pay / Calculations / Certificates / Self certificates	3 years after tax year end in which period ends Sick Pay Guide (HMRC)	The Statutory Maternity Pay (General) and Statutory Sick Pay (General) (Amendment) Regulations 2005	Secure disposal

PUPILS

Document Category	Retention Period	Reason	End of life Action
FSM registers	6 years from year of register	Operational. Cover duration of Ever6 status.	Secure disposal
Registers for school meals and summary sheets	3 years from year of register	Operational and reference	Secure disposal
Pupil Educational Record - Primary	Duration of pupil's attendance at primary school. In the case of pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be retained for until the child's 25 th birthday and then reviewed.	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	The file must follow the pupil when he/she leaves the primary school. This will include: - to another primary school - to a secondary school - to a pupil referral unit - 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. Secure disposal
Pupil Educational Record - Secondary	Until pupil reaches 25 years of age	Pupil Information Regulations 2005	Secure disposal

Document Category	Retention Period	Reason	End of life Action
Pupil copies of public and internal examination results	Until pupil reaches 25 years of age (on pupil file)	Uncollected certificates should be returned to the examination board	Returned to examination board
Child protection information held on pupil file	In sealed envelope on pupil file until pupil reaches 25 years of age	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children March 2015	Secure disposal
Child protection information stored outside of pupil file.	Until pupil reaches 25 years of age. Principal copy with the appropriate local authority.	Keeping children safe in education Statutory guidance for schools and colleges March 2015; Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children March 2015	Secure disposal
Attendance Registers	Paper Registers: 3 years after recording attendance Electronic Register: 3 years after the end of the school year	Pupil Registration Regulations 2006. Regulation 14 School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Secure Disposal
Authorised absence confirmation communications	2 years after current year	Education Act 1996 Section 7	Secure disposal
SEN reviews, files and IEPs	Until pupil reaches 25 years of age on pupil file	Limitation Act 1980 (Section 2)	Secure disposal
Statement of SEN made under section 234 of the Education Act 1990 including subsequent amendments	Until pupil reaches 25 years of age on pupil file. In the case of documentation subject to a legal hold review annually after the initial 25-year period.	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Secure disposal.
Educational needs advice and information to parents	Until pupil reaches 25 years of age on pupil file. In the case of documentation subject to a legal hold review annually after the initial 25-year period.	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2	Secure disposal.

Document Category	Retention Period	Reason	End of life Action
Accessibility Strategy	Until pupil reaches 25 years of age on pupil file. In the case of documentation subject to a legal hold review annually after the initial 25-year period.	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2	Secure disposal.
Schemes of Work, timetables, class records, mark books, homework records and images produced in association with curriculum activities	1 year after current year then review need for retention on a case-by-case basis	Operational and reference	Secure disposal
Pupil's work	Returned to pupil at the end of the current year otherwise 1 year after current year	Classed with curriculum items above but you can justify retaining for purposes such as moderation samples, display or analysis. In all cases consider offering the original to the pupil/parent and retaining copies	Secure disposal
Records of approvals for educational visits - Primary	14 years after date of visit	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"	Secure disposal
Records of approvals for educational visits - Secondary	10 years after date of visit	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice"	Secure disposal
Consent forms for educational visits with no major incident	Conclusion of trip	Of no further use and retention unnecessary	Secure disposal
Consent forms for educational visits with a major incident	Until pupil reaches 25 years of age	Limitation Act 1980 (Section 2)	Secure disposal

Document Category	Retention Period	Reason	End of life Action
Registers for walking buses	3 years after the date of the register	This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with	Secure disposal
		the accident report and kept for the period of time required for accident reporting	
School/Home Liaison Day Books	2 years after current date then review annually	Operational use	Secure disposal
School/Home Liaison reports from other agencies if included in their own case file	Until child leaves the school	Operational use	Secure disposal
School/Home Liaison referral forms	While referral is current	Operational use	Secure disposal
School/Home Liaison contact data sheets	Current year then review. Remove if no longer active	Operational use	Secure disposal
School/Home Liaison contact database entries	Current year then review. Remove if no longer active	Operational use	Secure disposal
School/Home Liaison Registers	2 years after year register created	Operational use	Secure disposal

PARENTS

Document Category	Retention Period	Reason	End of life Action
Parent details as a pupil contact	One year from current year then review annually	Schools Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, schools, adjudicators and admission appeals panels, December 2014	Secure disposal
Messaging services	Operational use and review to delete after six months then dispose. Review content to produce hard-copy and retain as detailed in appropriate section	Operational	Deletion

Document Category	Retention Period	Reason	End of life Action
Consents	Operational. Disposal once recorded	Operational	Secure disposal
Photographs of parents	Operational, dispose when no longer in use	Subject to consent	Secure disposal
Cashless Catering records	For information extracted from cashless catering processors one year after year containing transactions	Operational	Secure disposal
Other documents produced by the school	3 years from the date of issue then review	Operational use and reference	Secure disposal after review

ALUMNI / ALUMNAE

Document Category	Retention Period	Reason	End of life Action
Records of former pupils kept by Alumni associations	One year after subject is no longer engaged in the association	Operational	Secure disposal

FREEDOM of INFORMATION and SUBJECT ACCESS REQUEST

Document Category	Retention Period	Reason	End of life Action
Freedom of Information	7 years or for pupil related files when pupil reaches 25 years of age.	Operational	Secure disposal
Data Breach Records (e.g. actual or record of assessment of risk impact assessments)	7 years or for pupil related files when pupil reaches 25 years of age.	Operational	Secure Disposal

Document Category	Retention Period	Reason	End of life Action
Subject Access Requests	7 years or for pupil related files when pupil reaches 25 years of age.	Operational	Secure Disposal
Complaints	7 years or for pupil related files when pupil reaches 25 years of age.	Operational	Secure Disposal

3. Deletion and retention of documents

3.1. When a document is at the end of its retention period, it should be dealt with in accordance with this policy.

3.2. Confidential waste (Secure Disposal)

3.2.1. This should be made available for collection in the confidential waste bins or sacks or shredded through assessed compliant data disposal organisations.

3.2.2. Anything that contains personal information should be treated as confidential.

3.3. Other documentation (Standard Disposal)

3.3.1. Other documentation can be deleted or placed in recycling bins where appropriate.

3.4. Automatic deletion

3.4.1. Certain information will be automatically archived by the computer systems. Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact the ICT lead in your school.

3.5. Individual responsibility

3.5.1. Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:

3.5.1.1. Has the information come to the end of its useful life?

3.5.1.2. Is there a legal requirement to keep this information or document for a set period?

3.5.1.3. Would the information be likely to be needed in the case of any legal proceedings? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)

3.5.1.4. Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?

3.5.1.5. Is the document of historic or statistical significance?

3.5.1.6. If the decision is made to keep the document, this must be referred to the Data Protection Officer via the Data Protection Lead of an individual school and reasons given.

4. Deletion and retention of data stored as email

4.1. Email must only be retained for as long as stipulated in the Children First Academy Trust Email Policy.

4.2. Email services have an operational function and are not provided for the storage or filing of documents and as such emails must be reviewed and dealt with promptly.

4.3. Emails that contain information that exists elsewhere on the school's systems must be deleted within the period stated in the Email Policy.

4.4. Information that is attached to or contained within emails is subject to a retention period as detailed within section 2 of this document.

5. Deletion and retention of user accounts, including email and other third-party services

5.1. Network accounts,

5.1.1. Will be locked as soon as the user leaves the employment of the Trust or its schools.

5.1.2. A decision on the retention of data should be decided within 90 days. The files and emails should be moved to the required appropriate storage during this time

5.2. Third party services,

5.2.1. A list of the users third party access should already be known for each user or should be able to be ascertained quickly

5.2.2. All third-party access should be removed immediately upon the user leaving the Trust.