

## School Retention Schedule and Information Asset Register

For advice on completing the fields hover the mouse pointer over the headings for each column.

### Governors

Retention Schedule			Information Asset Register Information									Information Risk Information
Document Name and Basic Description	Statutory Provisions	Retention Period	Information Asset Number or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Identified Information Risks
Governors Minutes - Principal set (signed)	n/a	Permanent								YES	PROTECTED	
Governors Minutes - Inspection copies	n/a	Date of meeting + 3 years								NO	OPEN	
Governors Agendas – Principal copy	n/a	Permanent								YES	OPEN	
Governors Agendas – Additional Copies	n/a	Date of meeting								NO	OPEN	
Governors Reports	n/a	Date of report + 6 years								YES	PROTECTED	
Annual Parents' meeting papers	n/a	Date of meeting + 6 years								YES	OPEN	
Instruments of Government	n/a	Permanent								YES	OPEN	
Governors Trusts and Endowments	n/a	Permanent								YES	OPEN	
Governors Action Plans	n/a	Date of action plan + 3 years								YES	OPEN	
Policy documents	n/a	Expiry of policy								YES	OPEN	
	n/a	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)										
Complaints files	n/a	Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes								YES	RESTRICTED	
Annual Reports required by the Department for Education and Skills	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years								YES	OPEN	
Proposals for schools to become, or be established as Specialist Status schools	n/a	Current year + 3 years								YES	OPEN	

### Management

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Log Books	n/a	Date of last entry in the book + 6 years								Yes	OPEN	
Minutes of the Senior Management Team and other internal administrative bodies	n/a	Date of meeting + 5 years								Yes	PROTECTED	
Reports made by the head teacher or the management team	n/a	Date of report + 3 years								Yes	PROTECTED	

Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	n/a	Closure of file + 6 years								Yes	PROTECTED	
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	n/a	Date of correspondence + 3 years								Yes	PROTECTED	
Professional development plans	n/a	Closure + 6 years								Yes	OPEN	
School development plans	n/a	Closure + 6 years then review								Yes	OPEN	
Admissions – if the admission is successful	n/a	Admission + 1 year								Yes	RESTRICTED	
Admissions – if the appeal is unsuccessful	n/a	Resolution of case + 1 year								Yes	RESTRICTED	
Admissions – Secondary Schools – Casual	n/a	Current year + 1 year								Yes	RESTRICTED	
Proofs of address supplied by parents as part of the admissions process	n/a	Current year + 1 year								Yes	RESTRICTED	

#### Pupils

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Admission Registers	n/a	Permanent								Yes	RESTRICTED	
Attendance registers	n/a	Date of register + 3 years								Yes	RESTRICTED	
Pupil record cards - Primary	n/a	Retain for the time which the pupil remains at the primary school								Yes	RESTRICTED	
	n/a	Transfer to the secondary school (or other primary school) when the child leaves the school										
Pupil record cards - Secondary	n/a	DOB of the pupil + 25 years								Yes	RESTRICTED	
Pupil Files - Primary	n/a	Retain for the time which the pupil remains at the primary school								Yes	RESTRICTED	

	n/a	Transfer to the secondary school (or other primary school) when the child leaves the school <sup>1</sup>										
Pupil Files - Secondary	n/a	DOB of the pupil + 25 years <sup>1</sup>								Yes	RESTRICTED	
Special Educational Needs files, reviews and Individual Education Plans	n/a	DOB of the pupil + 25 year <sup>1</sup>								Yes	RESTRICTED	
Letters authorising absence	n/a	Date of absence + 2 years								Yes	RESTRICTED	
Absence books	n/a	Current year + 6 years								Yes	RESTRICTED	
Examination results - Public	n/a	Year of examinations + 6 years								No	OPEN	
Examination results - Internal examination results	n/a	Current year + 5 years								No	OPEN	
	n/a	If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary										
Any other records created in the course of contact with pupils	n/a	Current year + 3 years then review								Yes	RESTRICTED	
Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years  Unless legal action is pending								Yes	RESTRICTED	
Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years  Unless legal action is pending								Yes	RESTRICTED	
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years  Unless legal action is pending								No	RESTRICTED	
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years								Yes	RESTRICTED	

		Unless legal action is pending										
Pupil SEN Files	n/a	DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases Unless legal action is pending								Yes	RESTRICTED	
Parental permission slips for school trips – where there has been no major incident	n/a	Conclusion of the trip								Yes	RESTRICTED	
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB 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								Yes	RESTRICTED	
	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)									Yes	RESTRICTED	
Primary Schools Records created		Date of visit + 14 years[4]										
Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years								Yes	RESTRICTED	
Walking Bus registers	n/a	Date of register + 3 years								Yes	RESTRICTED	

Alternative Curriculum

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Curriculum development	n/a	Current year + 6 years								No	OPEN	
Curriculum returns	n/a	Current year + 3 years								No	OPEN	
School syllabus	n/a	Current year then review								No	OPEN	
Schemes of work	n/a	Current year then review								No	OPEN	
Timetable	n/a	Current year then review								No	OPEN	
Class record books	n/a	Current year then review								No	OPEN	
Mark Books	n/a	Current year then review								No	OPEN	
Record of homework set	n/a	Current year then review								No	OPEN	
Pupils' work	n/a	Current year then review								No	OPEN	
SATS records including examination results. Exam papers should only be retained if they are required to evidence the results	n/a	Current year + 6 years								Yes	RESTRICTED	

Personnel Records Held in Schools

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Timesheets, sick pay	Financial Regulations	Current year + 6 years								Yes	RESTRICTED	
Staff Personal files	n/a	Termination + 7 years								Yes	RESTRICTED	
Interview notes and recruitment records	n/a	Date of interview + 6 months								Yes	RESTRICTED	
Pre-employment vetting information (including CRB checks)	CRB guidelines	Date of check + 6 months								Yes	RESTRICTED	
Disciplinary proceedings: case not found	n/a	Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case								Yes	RESTRICTED	
Disciplinary proceedings: written warning – level two	n/a	Date of warning + 12 months								Yes	RESTRICTED	
Disciplinary proceedings: written warning – level one	n/a	Date of warning + 6 months								Yes	RESTRICTED	
Disciplinary proceedings: oral warning	n/a	Date of warning + 6 months								Yes	RESTRICTED	
Disciplinary proceedings: final warning	n/a	Date of warning + 18 months								Yes	RESTRICTED	
Records relating to accident/injury at work	n/a	Date of incident + 12 years								Yes	RESTRICTED	
Annual appraisal or assessment records	n/a	Current year + 5 years								Yes	RESTRICTED	
Salary cards	n/a	Last date of employment + 85 years								Yes	RESTRICTED	
Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year +3yrs								Yes	RESTRICTED	

Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	n/a	Current year + 6 years								Yes	RESTRICTED	
Proofs of identity collected as part of the process of checking "portable" enhanced CRB disclosure	n/a	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 keep copy documentation then this should be placed on the member of staff's personal file								Yes	RESTRICTED	
Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed.								Yes	RESTRICTED	
Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation is that is longer								Yes	RESTRICTED	

#### Health and Safety

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Accessibility Plans	Disability Discrimination Act	Current year + 6 years								Yes	RESTRICTED	
Accident Reporting – Children	Social Security (Claims and Payments) Regulations 1979 Regulation 25.  Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident								Yes	RESTRICTED	
Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25.  Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;								Yes	RESTRICTED	
COSHH Risk Assessments	n/a	Date of creation + 40 years								Yes	OPEN	
Incident reports	n/a	Current year + 20 years								Yes	RESTRICTED	
Policy Statements	n/a	Date of expiry + 1 year								Yes	OPEN	
Risk Assessments	n/a	Current year + 3 years								Yes	OPEN	

Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	n/a	Last action + 40 years								Yes	OPEN	
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	n/a	Last action + 50 years								Yes	OPEN	
Fire Precautions log books	n/a	Current year + 6 years								Yes	OPEN	

#### Administrative

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Employer's Liability certificate	n/a	Closure of the school + 40 years								Yes	OPEN	
Inventories of equipment and furniture	n/a	Current year + 6 years								No	OPEN	
School brochure/prospectus	n/a	Current year + 3 years								No	OPEN	
General file series	n/a	Current year + 5 years								No	OPEN	
Circulars (staff/parents/pupils)	n/a	Current year + 1 year								No	OPEN	
Newsletters, ephemera	n/a	Current year + 1 year								No	OPEN	
Visitors book	n/a	Current year + 2 years								No	OPEN	
PTA/Old Pupils Associations	n/a	Current year + 6 years								No	OPEN	

#### Financial Records Held in Schools

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Annual Accounts	Financial Regulations	Current year + 6 years								Yes	OPEN	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years then review to see whether a further retention period is required								Yes	OPEN	
Contracts - under seal	n/a	Contract completion date + 12 years								Yes	OPEN	
Contracts - under signature	n/a	Contract completion date + 6 years								Yes	OPEN	
Contracts - monitoring records	n/a	Current year + 2 years								Yes	OPEN	
Copy orders	n/a	Current year + 2 years								No	OPEN	
Budget reports, budget monitoring etc	n/a	Current year + 3 years								Yes	OPEN	
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years								Yes	OPEN	
Annual Budget and background papers	n/a	Current year + 6 years								Yes	OPEN	
Order books and requisitions	n/a	Current year + 6 years								Yes	OPEN	
Delivery Documentation	n/a	Current year + 6 years								Yes	OPEN	
Debtors' Records	Limitation Act 1980	Current year + 6 years								Yes	OPEN	
School Fund Records		Current year + 6 years								Yes	OPEN	





Circulars from DfE	n/a	Whilst operationally required then review to see whether a further retention period is required								No	OPEN	
--------------------	-----	---	--	--	--	--	--	--	--	----	------	--

#### Connexions

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Service level agreements	n/a	Until superseded								Yes	OPEN	
Work Experience agreement	n/a	DOB of child + 18 years								Yes	RESTRICTED	

#### School Meals

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Dinner Register	n/a	Current year + 3 years								Yes	RESTRICTED	
School Meals Summary Sheets	n/a	Current year + 3 years								No	OPEN	

#### Family Liaison Officers and Parent Support Assistants

Retention Schedule			Information Asset Register Information									Information Risk Information
Basic file description	Statutory Provisions	Retention Period	Information Asset No. or Reference	Information Asset Owner	Principal Record Keeper if different to Owner	Location(s)	Volume of Records and Format	Includes Personal Data Yes/No	Details of any Information Sharing	Business Critical	Protective Marking	Information Risk Category
Day Books	n/a	Current year + 2 years then review								No	RESTRICTED	
Reports for outside agencies – where the report has been included on the case file created by the outside agency	n/a	Whilst the child is attending the school then destroy								No	RESTRICTED	
Referral forms	n/a	While the referral is current then								No	RESTRICTED	
Contact data sheets	n/a	Current year then review, if contact is no longer active then destroy								No	RESTRICTED	
Contact database entries	n/a	Current year then review, if contact is no longer active then destroy								No	RESTRICTED	
Group Registers	n/a	Current year + 2 years								No	RESTRICTED	

This template document contains public sector information licensed under the Open Government Licence v3.0. For details of the Licence please visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

This document was created in 2015 by Hull City Council for use in Hull Schools and Academies. It was adapted from a range of sources including Kent County Council's Information Management Toolkit for Schools and the National Archives IAR Template