



Records Retention Policy

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Introduction

Context

Data protection laws state that an organisation must not keep personal data for longer than it needs to. It is the organisation's responsibility to justify how long it keeps personal data, which will depend on the purposes for holding it. At the end of the retention period, an organisation must erase or anonymise the personal data. Erasing or anonymising personal data when it is no longer needed will reduce the risk that it becomes irrelevant, excessive, inaccurate or out of date.

An organisation must also respond to subject access requests for any personal data it holds. This may be more difficult if it is holding old data for longer than it needs.

Associated legislation & guidance

- [Data Protection Act 2018](#)
- [UK GDPR](#)
- [ICO Guide to the UK GDPR](#)

Associated Outdoors Group documents

- [Data Protection Policy](#)

Aims

The aim of this policy is to set out the governing principles that ensure The Outdoors Group (TOG) meets its records retention obligations under the law and adopts good record management practices. It sets out standard retention periods and what to do with records at the end of these periods.

Scope

This policy is relevant for all staff, as all staff process personal data. However, some sections of the Records Retention Schedule will only apply to certain roles. Therefore, staff must ensure they are familiar with the sections that apply to their role.

Roles and Responsibilities

All staff

All staff are responsible for managing records that they have ownership of in their role. This means that they must be familiar with all steps in the lifecycle of the records that they process, from creation to the end of its retention period.

Line managers

Line managers are responsible for overseeing the record management practices of their staff.

Principles of Disposal

A log should be kept of all formal records that have been disposed of.

Paper records

All hard copies of official records and those containing personal data must be destroyed using confidential methods, rather than being placed in general waste bins or skips, which could result in a data breach.

To securely dispose of paper records, staff must use a cross shredder. This should be done immediately. Records must not be left in an unsecure location while they await shredding.

It is vital to ensure shredded material cannot be put back together. The European standard for paper shredding is DIN 32757. There are six levels, ranging from DIN1 to DIN6. The higher the number the higher the standard of shredding and the smaller the shred size. Shredders should be DIN 3 – 4.

Electronic and other media records

Before deletion, it must be determined that all legal and business requirements have expired, and that there is no related litigation or investigation.

The word 'deletion' can mean different things in relation to electronic data. It is not always possible to delete or erase all traces of the data. The key issue is to ensure the data is put beyond use. If it is appropriate to delete personal data from a live system, all backups and copies must be included in the deletion process.

Putting data beyond use means it must:

- Not be used for any decision making, or in a manner which affects an individual in any way
- Not be given to any other organisation
- Have appropriate technical and organisational security and access controls
- Be permanently deleted when this becomes technically possible

If information is 'put beyond use' the individual's Data Subject Access right is exempt. However, if such information is still held it may still need to be provided in response to a court order.

To securely dispose of electronic data, it must be deleted from computers, and emptied from recycle bins, or anywhere else that it can be recovered from. If in doubt, seek advice from TOG's IT support.

Appendix – Records Retention Schedule

Senior Leadership Team (SLT)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
2.1.02	Minutes of SLT meetings and the meetings of other internal administrative bodies	N/A	Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL
2.1.03	Reports created by members of the SLTs.	N/A	Date of the report + a minimum of 3 years then review annually or as required if not destroyed	SECURE DISPOSAL
2.1.04	Records created by members of the SLTs and other members of staff with administrative responsibilities which do not fall under any other category	N/A	Current academic year + 6 years then review annually, or as required if not destroyed	SECURE DISPOSAL
2.1.05	Correspondence created by members of the SLTs and other members of staff with administrative responsibilities	N/A	Current year + 3 years	SECURE DISPOSAL
2.1.06	Professional development plans	N/A	These should be held on the individual's personnel record. If not then termination of employment + 6 years	SECURE DISPOSAL
2.1.07	Company and department development plans	N/A	Life of the plan + 3 years	SECURE DISPOSAL

Operational Administration

2.2.01	General file series which do not fit under any other category	N/A	Current year + 5 years, then review	SECURE DISPOSAL
2.2.02	Records relating to the creation and publication of the brochures and prospectuses	N/A	Current academic year + 3 years	Preserve a copy for archiving otherwise STANDARD DISPOSAL
2.2.03	Records relating to the creation and distribution of circulars to staff, parents, learners and customers	N/A	Current academic year + 1 year	STANDARD DISPOSAL
2.2.04	Privacy Notices	N/A	Until superseded + 6 years	

Operational Administration (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
2.2.05	Consents relating to activities as part of data protection compliance (for example, consent to be sent circulars or mailings)	N/A	Until consent is withdrawn or data relating to the consent is no longer processed.	SECURE DISPOSAL
2.2.06	Newsletters and other items with a short operational use	N/A	Current academic year + 1 year	Archive or STANDARD DISPOSAL
2.2.07	Visitor management systems (including electronic systems, visitors books and signing-in sheets)	N/A	Last entry in the visitors book + 6 years (in case of claims by parents or learners about various actions).	SECURE DISPOSAL

Human Resources

Recruitment				
2.3.01	All records leading up to the appointment of a headteacher	N/A	Unsuccessful attempts. Date of appointment plus 6 months. Add to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years	SECURE DISPOSAL
2.3.02	All records leading up to the appointment of a member of staff – unsuccessful candidates	N/A	Date of appointment of the candidate that was successful + 6 months	SECURE DISPOSAL
2.3.03	Pre-employment vetting information – DBS Checks – successful candidates	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education. 2018 (Statutory Guidance from DoE) Sections 73, 74	Application forms, references and other documents – for the duration of the employee’s employment + 6 years	SECURE DISPOSAL
2.3.04	Forms of proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	N/A	Where possible this process should be carried out using the online system. If it is necessary to take a copy of documentation, then it should be retained on the staff personal file.	SECURE DISPOSAL
2.3.05	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer’s Guide to Right to Work Checks [Home Office, May 2015]	Where possible these documents should be added to the staff personnel file [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of employment + not less than 2 years	SECURE DISPOSAL

Human Resources (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
Operational Staff Management				
2.3.06	Staff personnel file	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years, unless the member of staff is part of any case that requires records to be kept for longer. In which case, see requirements of the case.	SECURE DISPOSAL
2.3.07	Annual appraisal/ assessment records	N/A	Current year + 6 years	SECURE DISPOSAL
2.3.08	Sickness absence monitoring	N/A	Current year + 3 years	SECURE DISPOSAL
2.3.09	Staff training – where the training leads to continuing professional development	N/A	Length of time required by the professional body	SECURE DISPOSAL
2.3.10	Staff training – except where dealing with children, e.g. first aid or health and safety	N/A	This should be retained on the personnel file [see above]	SECURE DISPOSAL
2.3.11	Staff training – where the training relates to children (e.g. safeguarding or other child related training)	N/A	Date of the training + 40 years	SECURE DISPOSAL
Disciplinary and Grievance Processes				
2.3.12	Records relating to any allegation of a child protection nature against a member of staff	“Keeping children safe in education Statutory guidance for schools and colleges September 2018”; “Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children 2018”	Until the person’s normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW. Note: allegations that are found to be malicious should be removed from personnel files.	SECURE DISPOSAL
2.3.13.1	Oral warning	N/A	Date of warning + 6 months	SECURE DISPOSAL and remove from personnel file
2.3.13.2	Written warning – level 1	N/A	Date of warning + 6 months	SECURE DISPOSAL and remove from personnel file
2.3.13.3	Written warning – level 2	N/A	Date of warning + 12 months	SECURE DISPOSAL and remove from personnel file
2.3.13.4	Final warning	N/A	Date of warning + 18 months	SECURE DISPOSAL and remove from personnel file
2.3.13.5	Case not found	N/A	If the incident is related to child protection then see	SECURE DISPOSAL

			above, otherwise dispose of at the conclusion of the case	
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Human Resources (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
Payroll and Pensions				
2.3.14	Absence record	N/A	Current year + 3 years	SECURE DISPOSAL
2.3.15	Batches	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.16	Bonus sheets	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.3.17	Car allowance claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.3.18	Car loans	Taxes Management Act 1970 Income and Corporation Taxes 1988	Completion of loan + 6 years	SECURE DISPOSAL
2.3.19	Car mileage output	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.20	Elements	N/A	Current year + 2 years	SECURE DISPOSAL
2.3.21	Income tax form P60	N/A	Current year + 6 years	SECURE DISPOSAL
2.3.22	Insurance	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.23	Maternity payment	N/A	Current year + 3 years	SECURE DISPOSAL
2.3.24	Members allowance register	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.25	National Insurance – schedule of payments	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.26	Overtime	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 3 years	SECURE DISPOSAL
2.3.27	Part time fee claims	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.28	Pay packet receipt by employee	N/A	Current year + 2 years	SECURE DISPOSAL
2.3.29	Payroll awards	N/A	Current year + 6 years	SECURE DISPOSAL
2.3.30	Payroll – gross/net weekly or monthly	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.31	Payroll reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL

2.3.32	Payslips – copies	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
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Human Resources (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
Payroll and Pensions (Continued)				
2.3.33	Pension payroll	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.34	Personal bank details	N/A	Until superseded + 3 years If employment ceases, then end of employment + 6 years	SECURE DISPOSAL
2.3.35	Sickness records	N/A	Current year + 3 years	SECURE DISPOSAL
2.3.36	Staff returns	N/A	Current year + 3 years	SECURE DISPOSAL
2.3.37	Superannuation adjustments & reports	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL
2.3.38	Tax forms P6/P11/P11D/P35/P45/P46/P48	Inland Revenue Booklet 490. Originals must be retained	Current year + 6 years	SECURE DISPOSAL
2.3.39	Time sheets/clock cards/flexitime	N/A	Current year + 3 years	SECURE DISPOSAL

Health and Safety

2.4.01	Health and safety policy statements	N/A	Life of policy + 3 years	SECURE DISPOSAL
2.4.02	Health and safety risk assessments	N/A	Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	SECURE DISPOSAL
2.4.03	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	<p>Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security administration Act 1992 Section 8. Limitation Act 1980</p> <p>Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628</p> <p>Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628</p> <p>Social Security Administration Act 1992 Section 8.</p> <p>Social Security (Claims and Payments) Amendment</p>	<p>The Accident Book – BI 510 – 3 years after last entry in the book</p> <p>This includes the new format to be used from 1/1/04</p> <p>This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry</p> <p>Completed pages must be kept secure with restricted access.</p>	SECURE DISPOSAL

		(No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically		
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Health and Safety (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
2.4.04	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	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 1 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	The Accident Book – BI 510 – 3 years after last entry in the book This includes the new format to be used from 1/1/04 This means that, if it takes 5 years to complete, the book must be retained for a further 3 years from the last entry Completed pages must be kept secure with restricted access.	SECURE DISPOSAL
2.4.05	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR). For more information see http://www.hse.gov.uk/RIDDOR/	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)	Date of incident + 3 years provided that all records relating to the incident are held on personnel file [see above]	SECURE DISPOSAL
2.4.06	Control of Substances 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. Regulation 18 (2)	Date of incident + 40 years	SECURE DISPOSAL
2.4.07	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL

Health and Safety (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
2.4.08	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE ----- 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	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. ----- To keep the records made and maintained (or a copy of these records) until the person to whom the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made	SECURE DISPOSAL
2.4.09	Fire Precautions log books	N/A	Current year + 3 years	SECURE DISPOSAL
2.4.10	Health and safety file to show current state of building, including all alterations (wiring, plumbing, building works, etc.), to be passed on in the case of change of ownership	N/A	Pass to new owner on sale or transfer of building	N/A

Financial Management

Risk Management and Insurance				
2.5.01	Employer's Liability Insurance Certificate	N/A	Closure of the school + 40 years [May be kept electronically]	SECURE DISPOSAL To be passed to the Local Authority if the school closes
Asset Management				
2.5.02	Inventories of furniture and equipment	N/A	Current year + 6 years	SECURE DISPOSAL
2.5.03	Burglary, theft and vandalism report forms	N/A	Current year + 6 years	SECURE DISPOSAL

Financial Management (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
Accounts and Statements				
2.5.04	Annual accounts	N/A	Current year + 6 years	STANDARD DISPOSAL
2.5.05	Loans and grants managed by the school	N/A	Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
2.5.06	All records relating to the creation and management of budgets, including the annual budget statement and background papers	N/A	Life of the budget + 3 years	SECURE DISPOSAL
2.5.07	Invoices, receipts, order books and requisitions, delivery notices	N/A	Current financial year + 6 years	SECURE DISPOSAL
2.5.08	Records relating to the collection and banking of monies	N/A	Current financial year + 6 years	SECURE DISPOSAL
2.5.09	Records relating to the identification and collection of debt	N/A	Final payment of debt + 6 years	SECURE DISPOSAL
Pupil Finance				
2.5.10	Student Grant applications	N/A	Current year + 3 years	SECURE DISPOSAL
2.5.11	Pupil Premium Fund records	N/A	Date pupil leaves the provision + 6 years	SECURE DISPOSAL
Contract management				
2.5.12	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
2.5.13	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
2.5.14	Records relating to the monitoring of contracts	N/A	Life of contract + 6 or 12 years	SECURE DISPOSAL
School Meals Management				
2.5.22	Free school meals registers (where the register is used as a basis for funding)	N/A	Current year + 6 years	SECURE DISPOSAL
2.5.23	School meals registers	N/A	Current year + 3 years	SECURE DISPOSAL
2.5.24	School meals summary sheets	N/A	Current year + 3 years	SECURE DISPOSAL

Property Management

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
2.6.01	Title deeds of properties belonging to the company	N/A	These should follow the property unless the property has been registered with the Land Registry	
2.6.02	Plans of property belonging to the company	N/A	These should be retained whilst the property belongs to the company and should be passed on to any new owners if the property is leased or sold.	
2.6.03	Leases of property leased by or to the school	N/A	Expiry of lease + 6 years	SECURE DISPOSAL
2.6.04	Records relating to the letting of company premises	N/A	Current financial year + 6 years	SECURE DISPOSAL
2.6.05	All records relating to the maintenance of the property carried out by contractors	N/A	These should be retained whilst the property belongs to the company and should be passed on to any new owners if the property is leased or sold.	SECURE DISPOSAL
2.6.06	All records relating to the maintenance of the property carried out by company employees, including maintenance log books	N/A	These should be retained whilst the property belongs to the company and should be passed on to any new owners if the property is leased or sold.	SECURE DISPOSAL

Admissions Process

3.1.01	All records relating to the creation and implementation of School Admissions Policy	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
3.1.02	Admissions – if the admission is successful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
3.1.03	Admissions – if the appeal is unsuccessful	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL

Admissions Process (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
3.1.04	Register of Admissions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	To be kept permanently as an archive record	REVIEW
3.1.06	Proofs of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
3.1.07	Supplementary information form including additional information such as religion, medical conditions etc.	N/A	For successful admissions - added to the pupil file For unsuccessful admissions - Until appeals process completed	

Pupil's Educational Record

3.2.01	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No 688 Limitation Act 1980 (Section 2)	Primary - Retain whilst the child remains at the primary school Secondary - Date of birth of the pupil + 25 years	Primary - The file should follow the pupil when he/she leaves the primary school, including to another primary school, a secondary school and a pupil referral unit Secondary - Review
3.2.02	Examination Results - pupil copies	N/A	This information should be added to the pupil file	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the pupil have failed
3.2.03	Child protection information held on pupil file	"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"	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.	SECURE DISPOSAL

Pupil's Educational Record (Continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
3.2.04	Child protection information held in separate files	"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"	DOB of the child + 25 years then review.	SECURE DISPOSAL
3.4.01	Special Educational Needs files, reviews and Education, Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Children and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	SECURE DISPOSAL

Attendance

3.3.01	Attendance Registers	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 3 years after the date on which the entry was made.	SECURE DISPOSAL
3.3.02	Correspondence relating to any absence (authorised or unauthorised)	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

Statistics and Management Information

4.1.01	Curriculum returns	N/A	Current year + 3 years	SECURE DISPOSAL
4.1.02	Examination Results (school's copy)	N/A	Current year + 6 years	SECURE DISPOSAL
4.1.2.2	SATS records - Results	N/A	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 of the whole year's SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
4.1.2.3	SATS records - Examination Papers	N/A	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL

Statistics and Management Information (continued)

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
4.1.03	Published Admission Number (PAN) Reports	N/A	Current year + 6 years	SECURE DISPOSAL
4.1.04	Value Added and Contextual Data	N/A	Current year + 6 years	SECURE DISPOSAL
4.1.5.1	Self-Evaluation Forms - Internal moderation	N/A	Academic year plus 1 academic year	SECURE DISPOSAL
4.1.5.2	Self-Evaluation Forms - External moderation	N/A	Until superseded	SECURE DISPOSAL

Implementation of Curriculum

4.2.01	Schemes of work	N/A	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 SECURE DISPOSAL
4.2.02	Timetable	N/A	Current year + 1 year	
4.2.03	Class record books	N/A	Current year + 1 year	
4.2.04	Mark books	N/A	Current year + 1 year	
4.2.05	Record of homework set	N/A	Current year + 1 year	
4.2.06	Pupil's work	N/A	Where possible, the 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	SECURE DISPOSAL

Implementation of Curriculum

4.3.01	Parental consent forms for school trips where there has been no major incident	N/A	Current academic year	SECURE DISPOSAL
4.3.02	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 (Section 2)	Date of birth of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL

School Support Organisations

Section	Basic file description	Statutory provisions	Retention period	Action at end of retention period
4.4.01	Day books	N/A	Current year + 2 years then review	SECURE DISPOSAL
4.4.02	Reports for outside agencies - where the report has been included on the case file created by the outside agency	N/A	Whilst child is attending school and then destroy	SECURE DISPOSAL
4.4.03	Referral forms	N/A	While the referral is current	SECURE DISPOSAL
4.4.04	Contact data sheets	N/A	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
4.4.05	Contact database entries	N/A	Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
4.4.06	Group registers	N/A	Current year + 2 years	SECURE DISPOSAL
4.4.07	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	N/A	Current year + 6 years then review	SECURE DISPOSAL

Local Authority

5.1.01	Secondary Transfer Sheets (primary)	N/A	Current year + 2 years	SECURE DISPOSAL
5.1.02	Attendance returns	N/A	Current year + 1 year	SECURE DISPOSAL
5.1.03	School census returns	N/A	Current year + 5 years	SECURE DISPOSAL
5.1.04	Circulars and other information sent from the local authority	N/A	Operational use	SECURE DISPOSAL

Central Government

5.2.01	OFSTED reports and papers where a physical copy is held	N/A	Life of the report then review	SECURE DISPOSAL
5.2.02	Returns made to central government	N/A	Current year + 6 years	SECURE DISPOSAL
5.2.03	Circulars and other information sent from central government	N/A	Operational use	SECURE DISPOSAL