

# POLICY



**Type of Policy:** MAT Policy to adopted in full across all schools  
LGB Policy to be reviewed and approved locally

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Approval Date: **2022/23 – SUMMER TERM (TB)**

Review Date: **2023/24 – SUMMER TERM**

## SOUTH EAST LONDON CATHOLIC ACADEMY TRUST (SELCAT)

### DATA RETENTION POLICY

#### **Our Vision, Mission & Values**

*To create a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish.  
We will aim for excellence and to become remarkable places of learning and love.*

## Governors

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Minutes - Principal set (signed)		Permanent				YES	PROTECTED
Minutes - Inspection copies		Date of meeting + 3 years				NO	OPEN
Agendas – Principal copy		Permanent				YES	OPEN
Agendas – Additional Copies		Date of meeting				NO	OPEN
Reports		Date of report + 6 years				YES	PROTECTED
Annual Parents' meeting papers		Date of meeting + 6 years		n/a		YES	OPEN
Instruments of Government		Permanent				YES	OPEN
Trusts and Endowments		Permanent				YES	OPEN
Action Plans		Date of action plan + 3 years				YES	OPEN
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)				YES	OPEN
Complaints files		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		Current year + 3 years				YES	OPEN

**Management**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 3 years				Yes	PROTECTED
Reports made by the head teacher or the management team		Date of report + 3 years				Yes	PROTECTED
Student records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Closure of file + 6 years				Yes	PROTECTED
Significant correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities		Date of correspondence + 3 years				Yes	PROTECTED
Professional development plans		Closure + 6 years				Yes	OPEN
School development plans		Closure + 5 years				Yes	RESTRICTED
Admissions – if the admission is successful		Admission + 1 year				Yes	RESTRICTED
Admissions – if the appeal is unsuccessful		Resolution of case + 1 year				Yes	RESTRICTED
Admissions – Secondary Schools – Casual		Current year + 1 year				Yes	RESTRICTED
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year				Yes	RESTRICTED
Minutes of School Board Group meetings							

## Pupils

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Admission Registers		Permanent				Yes	RESTRICTED
Attendance registers		Date of register + 3 years	Electronic system			Yes	RESTRICTED
Pupil record cards - Secondary		DOB of the pupil + 25 years <sup>1</sup>	Electronic system			Yes	RESTRICTED
Pupil Files - Secondary		DOB of the pupil + 25 years <sup>1</sup>				Yes	RESTRICTED
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years <sup>1</sup>				Yes	RESTRICTED
Letters authorising absence		Date of absence + 2 years				Yes	RESTRICTED
Absence books		Current year + 6 years				Yes	RESTRICTED
Examination results - Public		Year of examinations + 6 years <sup>1</sup>				No	OPEN
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 Unless legal action is pending				Yes	RESTRICTED
Pupil SEN Files		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		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
Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom <sup>3</sup>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years <sup>4</sup>				Yes	RESTRICTED

<sup>1</sup> Any certificates left unclaimed should be returned to the appropriate Examination Board

*Alternative Curriculum*

			Information Asset Register Information				
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Curriculum returns		Current year + 3 years				No	OPEN
School syllabus		Current year then review				No	OPEN
Schemes of work		Current year then review				No	OPEN
Timetable		Current year then review				No	OPEN
Class record books		Current year then review				No	OPEN
Mark Books		Current year then review				No	OPEN
Record of homework set		Current year then review				No	OPEN
Pupils' work		Current year then review				No	OPEN

*Personnel Records Held in Schools*

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Timesheets, sick pay, instructions submitted to payroll	Financial Regulations	Current year + 6 years				Yes	RESTRICTED
Monthly payroll information form							
Staff Personal files		Termination + 7 years				Yes	RESTRICTED
Interview notes and recruitment records		Date of interview + 6 months				Yes	RESTRICTED
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months				Yes	RESTRICTED
Disciplinary proceedings: case not found		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		Date of warning + 12 months				Yes	RESTRICTED
Disciplinary proceedings: written warning – level one		Date of warning + 6 months				Yes	RESTRICTED
Disciplinary proceedings: final warning		Date of warning + 18 months				Yes	RESTRICTED
Records relating to accident/injury at work		Date of incident + 12 years <sup>2</sup>				Yes	RESTRICTED
Annual appraisal or assessment records		Current year + 5 years				Yes	RESTRICTED
Salary cards		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		Current year + 6 years				Yes	RESTRICTED
Proofs of identity collected as part of the process of checking “portable” enhanced CRB disclosure		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”	These records should not normally be retained once an investigation has been completed <sup>3</sup> .				Yes	RESTRICTED

<sup>2</sup> In the case of serious accidents a further retention period will need to be applied

<sup>3</sup> There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults

			Information Asset Register Information				
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
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	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**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
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		Date of creation + 40 years				Yes	OPEN
Incident reports		Current year + 20 years				Yes	RESTRICTED
Policy Statements		Date of expiry + 1 year				Yes	OPEN
Risk Assessments		Current year + 3 years				Yes	OPEN
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years				Yes	OPEN
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years				Yes	OPEN
Fire Precautions log books		Current year + 6 years				Yes	OPEN



**Administrative**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Employer's Liability certificate		Closure of the school + 40 year				Yes	OPEN
Inventories of equipment and furniture		Current year + 6 years				No	OPEN
School brochure/prospectus		Current year + 3 years				No	OPEN
Circulars (staff/parents/pupils)		Current year + 1 year				No	OPEN
Newsletters, ephemera		Current year + 1 year				No	OPEN
Visitors book		Current year + 2 years				No	OPEN
FPTA		Current year + 6 years				No	OPEN

**Financial Records Held in Schools**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
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		Contract completion date + 12 years				Yes	OPEN
Contracts - under signature		Contract completion date + 6 years				Yes	OPEN
Contracts - monitoring records		Current year + 2 years				Yes	OPEN
Copy orders		Current year + 2 years				No	OPEN
Budget reports, budget monitoring etc		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		Current year + 6 years				Yes	OPEN
Order books and requisitions		Current year + 6 years				Yes	OPEN
Delivery Documentation		Current year + 6 years				Yes	OPEN
Debtors' Records	Limitation Act 1980	Current year + 6 years				Yes	OPEN
School Fund Records <sup>4</sup>		Current year + 6 years				Yes	OPEN
Applications for **free school meals, *travel, *uniforms		Whilst child at school				No	OPEN
Student grant applications		Current year + 3 years				Yes	OPEN
Free school meals registers	Financial Regulations	Current year + 6 years				Yes	OPEN
Petty cash books	Financial Regulations	Current year + 6 years				Yes	OPEN

<sup>4</sup> including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

*Property Records Held in Schools*

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Title Deeds		Permanent <sup>5</sup>				Yes	OPEN
Plans		Permanent Retain in school whilst operational				Yes	PROTECTED <sup>6</sup>
Maintenance and contractors	Financial Regulations	Current year + 6 years				Yes	OPEN
Leases		Expiry of lease + 6 years				Yes	OPEN
Lettings		Current year + 3 years				Yes	OPEN
Burglary, theft and vandalism report forms		Current year + 6 years				Yes	OPEN
Maintenance log books		Last entry + 10 years				Yes	OPEN
Contractors' Reports		Current year + 6 years				Yes	OPEN

<sup>5</sup> these should follow the property unless the property has been registered at the Land Registry

<sup>6</sup> These records carry a PROTECTED marking as there can be security issues about

**Local Authority**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Secondary transfer sheets (Primary)		Current year + 2 years				No	RESTRICTED
Attendance returns		Current year + 1 year				No	OPEN
Circulars from LA		Whilst required operationally then review to see whether a further retention period is required				No	OPEN

DfE

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required				No	OPEN
Returns		Current year + 6 years				No	OPEN
Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required				No	OPEN

*Connexions*

			Information Asset Register Information				
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Service level agreements		Until superseded				Yes	OPEN
Work Experience agreement		DOB of child + 18 years				Yes	RESTRICTED

*Family Liaison Officers and Parent Support Assistants*

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information				
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking
Day Books		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		Whilst the child is attending the school then destroy				No	RESTRICTED
Referral forms		While the referral is current				No	RESTRICTED
Contact data sheets		Current year then review, if contact is no longer active then destroy				No	RESTRICTED
Contact database entries		Current year then review, if contact is no longer active then destroy				No	RESTRICTED
Group Registers		Current year + 2 years				No	RESTRICTED

