



Washwood Heath
Multi Academy Trust

GDPR Data Retention Policy

Prepared by:	WHMAT Data Protection Working Group
Applies to:	Employees at WHMAT Academies
Approved by:	WHMAT Board of Trustees following consultation with GDPR working group, whole school staff and Data Protection Officer (DPO)
Issued to WHMAT Academies for use:	22.05.2018
Annual review date:	24 months from ratification by Board of Trustees
Links to:	WHMAT GDPR Compliant Data Protection Policy WHMAT Freedom of Information Policy WHMAT E-Safety Policy WHMAT's Disciplinary Policy & Procedure WHMAT's Safeguarding & Child Protection Policy WHMAT's Employee Code of Conduct WHMAT's GDPR Managers' Toolkit IRMS Toolkit 2016 ICO's Code of Practice for use of CCTV
Version:	Version 3 22.05.2018

CONTENTS

1. Commitment & Aims	3
2. Scope	3
3. Responsibilities	3
4. Retention Schedule	4
5. Secure Disposal	5
6. Transfer of Data	5
7. Training	5
8. Policy Review	6
9. Links with other Policies	6

Retention of Records Schedule

Appendix 1	WHMAT Governance	7
Appendix 2	Head of Academy/Senior Leadership Team	9
Appendix 3	Pupil Admissions	10
Appendix 4	Operational Administration	11
Appendix 5	Human Resources	12
Appendix 6	Financial & Risk Management	18
Appendix 7	School Meals Management	20
Appendix 8	Property Management	21
Appendix 9	Pupils' Educational Records	22
Appendix 10	Pupils' Attendance & SEN Records	24
Appendix 11	Curriculum Management	25
Appendix 12	Educational Visits	27

1.0 Commitment & Aims

- 1.1 Washwood Heath Multi Academy Trust (WHMAT) is committed to keeping, processing and disposing of data in line with the data protection principles set out in the *General Data Protection Regulation (GDPR)*, the *Data Protection Act 2018 (DPA)* and associated legislation.
- 1.2 The purpose of this Policy is therefore to ensure that WHMAT data is a) stored by staff for reasonable/agreed periods, so that it is not kept for longer than reasonably necessary; and b) is disposed of securely in line with this Policy. It should be read alongside *WHMAT's GDPR Data Protection Policy*, available at www.washwoodmat.com.
- 1.3 Any references in this policy to WHMAT, also refer to individual academies within it.
- 1.4 Staff who, without reasonable excuse, fail to meet the requirements of this policy may be subject to disciplinary action in line with WHMAT's Disciplinary Policy & Procedure.

2.0 Scope

- 2.1 This Policy applies to all records created, received or maintained by WHMAT staff in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by WHMAT and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. As such, the responsibilities under this Policy apply to all WHMAT staff, advisory board members and trustees who are processing, holding or storing personal data (see further at 3.0 below).

3.0 Responsibilities

- 3.1 The Fifth Data Protection Principle of the DPA requires that data should not be kept longer than necessary for the purpose for which it is processed. The ICO has published guidance in relation to this Principle. This recommends that you should:
 - a. Review the data that you have;
 - b. Review the length of time you keep personal data;
 - c. Consider the purpose or purposes you hold the information for in deciding whether (and for how long) to retain it;
 - d. Securely delete information that is no longer needed for this purpose or these purposes; and
 - e. Update, archive or securely delete information if it goes out of date.

- 3.2 With this in mind, WHMAT academies have a corporate responsibility to maintain their records and record keeping systems in accordance with the regulatory environment and data protection principles.
- 3.3 The person with overall responsibility for this policy is the Head of Academy in each academy (CEO in relation to head office data and storage systems).
- 3.4 The CEO and/or Heads of Academy will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- 3.5 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this Policy.

4.0 Retention Schedule

- 4.1 Under the *Freedom of Information Act 2000*, WHMAT academies are required to maintain a retention schedule listing the data that they hold/process in the course of their business.
- 4.2 The retention schedule lays down the length of time which the record needs to be retained and the actions which should be taken when it is of no further administrative use.
- 4.3 Staff are expected to manage their current record keeping systems using the retention guidance and to take account of the different kinds of retention periods when they are creating new record keeping systems.
- 4.4 The recommended retention guidelines appear in the appendices to this policy and are broken down into the following subject areas:
 - Appendix 1: WHMAT Governance
 - Appendix 2: Head of Academy & Senior Leadership matters
 - Appendix 3: Pupil Admissions
 - Appendix 4: Operational Administration
 - Appendix 5: Human Resources
 - Appendix 6: Financial & Risk Management
 - Appendix 7: School Meals Management
 - Appendix 8: Property Management
 - Appendix 9: Pupils' Educational Records
 - Appendix 10: Pupils' Attendance Records & SEN
 - Appendix 11: Curriculum Management
 - Appendix 12: Educational Visits

4.5 Please note that staff may hold or process other data that is not specifically listed in the appendices attached. Any questions about how long data should be retained or disposed of, should be directed to the base academy's data protection lead and/or Head of Academy in the first instance, who will consult with the DPO as appropriate.

5.0 Secure Disposal

5.1 All staff are responsible for ensuring that documents and records containing either personal or sensitive personal information are disposed of securely in line with the retention periods in this policy.

5.2 Some examples of disposal methods are:

- Using a confidential and reputable waste service;
- Shredding paper records, using a crosscutting shredder and disposing of the contents;
- Cutting CDs/DVDs into pieces;
- Dismantling audio recordings;
- Destroying hard discs.

5.3 To meet the requirement of *The Freedom of Information Act 2000*, each WHMAT academy should ensure that a responsible manager authorises the disposal of records containing personal data.

5.4 If an external provider is used for disposal, the WHMAT academy must also be able to prove that the records have been destroyed (most companies will provide a Certificate of Destruction as an audit trail).

6.0 Transfer of Data

6.1 When records have been assigned lengthy retention periods, WHMAT academies may wish to convert paper records to digital media.

6.2 In these circumstances, it is recommended that IT Support provide WHMAT staff with training on how to carry out this process. Records must be "digitised" in a standard and recognised file format.

6.3 Before converting data, consideration should be given to the legal admissibility of records that have been converted from paper to electronic media.

7.0 Training

7.1 Heads of Academy (CEO for Head Office staff), will ensure that staff receive training on this policy once it has been ratified by the board of trustees.

7.2 Data retention will also form part of continuing professional development, where changes to legislation, guidance or WHMAT processes make it necessary.

8.0 Policy Review

- 8.1 The GDPR Working Group is responsible for monitoring and reviewing this policy.
- 8.2 It will be reviewed and updated, subject to consultation, every 24 months from ratification by WHMAT's board of trustees, unless changes to associated legislation or good practice require an earlier review.

9.0 Links with other policies

- 9.1 This policy is linked to a number of other internal and external policies, guidance and documents as set out on the front page.

Appendix 1 – WHMAT Governance

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1	Agendas for Governing Body/Advisory Board or Trustee meetings	One copy retained with the master set of minutes All other copies can be disposed	SECURE DISPOSAL
1.2	Minutes of Governing Body/Advisory Board or Trustee meetings <ul style="list-style-type: none"> Principle Set (signed) (If WHMAT or base academies are unable to store these then they should be offered to the County Archives Service) Inspection Copies (copies printed for meetings that can be used for reference) 	PERMANENT Date of meeting +3 years	PERMANENT If these minutes contain any sensitive, personal information, they must be shredded
1.3	Reports presented to the Governing Body/Advisory Board or Trustees	Keep for a minimum of 6 years. However, if the minutes refer directly to individuals, then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years.	SECURE DISPOSAL
1.5	Instruments of Government including Articles of Association	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
1.6	Trust and endowments managed by the Governing Body/Advisory Board or Trustees	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
1.7	Action plans created and administered by Governing Bodies/Advisory Boards or Trustees	Life of the action plan + 3 years	SECURE DISPOSAL

1.8	Policy documents created and administered by the Governing Body/Advisory Boards or Trustees	Life of the policy + 3 years	SECURE DISPOSAL
1.9	Records relating to complaints dealt with by the Governing Body/Advisory Board or Trustees	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of the contentious disputes	SECURE DISPOSAL
1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years	SECURE DISPOSAL
1.11	Proposals or papers relating to change of status e.g. maintained school to academy, academy to MAT, merger and growth etc.	Date proposal accepted or declined + 3 years	SECURE DISPOSAL
1.12	WHMAT Strategic Plan	Life of the document + 3 years	STANDARD DISPOSAL

Appendix 2 - Head of Academy & Senior Leadership Team

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1	Log books of activity maintained by Heads of Academy	Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives service if appropriate
2.2	Minutes of Senior Leadership (SLT) &/or Senior Management Team (SMT) meetings (including meetings of other internal administrative bodies)	Date of the meeting + 3 years then review	SECURE DISPOSAL
2.3	Reports created by the Head of Academy, SLT or SMT	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
2.4	Records created by Heads & other SLT or SMT with administrative responsibilities	Current academic year + 6 years then review	SECURE DISPOSAL
2.5	Correspondence created by Heads & other SLT or SMT with administrative responsibilities	Date of correspondence + 3 years then review	SECURE DISPOSAL
2.6	Professional Development Plans	Life of the plan + 6 years	SECURE DISPOSAL
2.7	School Development Plans/School Improvement Plans or Department Improvement Plans	Life of the plan + 3 years	SECURE DISPOSAL

Appendix 3 - Pupil Admissions

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
3.1	All records relating to the creation and implementation of the School Admissions Policy	Life of the policy + 3 years then review	SECURE DISPOSAL
3.2	Admissions – if the admission is successful	Date of admission + 1 year	SECURE DISPOSAL
3.3	Admissions – if the appeal is unsuccessful	Resolution of the case + 1 year	SECURE DISPOSAL
3.4	Register of Admissions	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	REVIEW WHMAT academies may wish to consider keeping the admission register permanently as often academies receive enquiries from past pupils to confirm dates they attended the academy
3.5	Admissions – Secondary Schools - Casual	Current year + 1 year	SECURE DISPOSAL
3.6	Proofs of address supplied by parent as part of the admissions process	Current year + 1 year	SECURE DISPOSAL
3.7	Supplementary Information form including additional information such as religion, medical conditions etc. For successful admissions For unsuccessful admissions	This information should be added to the pupil file Until appeals process completed	SECURE DISPOSAL SECURE DISPOSAL

Appendix 4 - Operational Administration

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
4.1	General file series	Current year + 5 years then REVIEW	SECURE DISPOSAL
4.2	Records relating to the creation and publication of the academy brochure or prospectus	Current year + 3 year	STANDARD DISPOSAL
4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year	STANDARD DISPOSAL
4.4	Newsletters and other items with short operational use	Current year + 1 years	STANDARD DISPOSAL
4.5	Visitors' Books and Signing in Sheets	Current year + 6 years then review	SECURE DISPOSAL
4.6	Records relating to the creation and management of Parent Teacher Associations or equivalent bodies	Current year + 6 years then review	SECURE DISPOSAL

Appendix 5 – Human Resources

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1	All records leading up to the appointment of a new member of staff/volunteer/trustee/advisory board member – successful candidate	Date of appointment + 6 years (all added to HR file)	SECURE DISPOSAL
5.2	Application forms for unsuccessful candidates	Interview + 6 months	SECURE DISPOSAL
5.3	Pre-employment vetting information – DBS Checks	WHMAT does not have to keep copies of DBS certificates & they should not be retained on file	SECURE DISPOSAL
5.4	Proof of identity collected as part of the process checking “portable” enhanced DBS closure	Leave Date + 1 year	SECURE DISPOSAL
5.5	Pre-employment vetting information Evidence proving the right to work in the United Kingdom	Leave Date + 2 years	SECURE DISPOSAL
5.6	Pre-employment medical checks	Leave Date + 6 years	SECURE DISPOSAL
5.7	Employee references	Leave Date + 6 years	SECURE DISPOSAL

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.8	Employee HR File	Leave Date + 6 years	SECURE DISPOSAL
5.9	Employee Bank Details	6 months from start date	SECURE DISPOSAL
5.10	Contracts and/or contract variation letters	Leave Date + 6 years	SECURE DISPOSAL
5.11	P45 (details of employee leaving work), or P46 (used when employee does not have a P45 form)	Leave Date + 6 years	SECURE DISPOSAL
5.12	HR Portal Forms	Leave Date + 6 years	SECURE DISPOSAL
5.13	Resignation letters	Leave Date + 6 years	SECURE DISPOSAL
5.14	Annual leave/TOIL/ Banked Hours records	Current year + 6 years	SECURE DISPOSAL
5.15	Timesheets	Current year + 6 years	SECURE DISPOSAL
5.16	Annual appraisal/assessment records	Current year + 6 years	SECURE DISPOSAL
5.17	Employee additional payment forms	Current year + 6 years	SECURE DISPOSAL
5.18	Employee training records	Leave Date + 3 years	SECURE DISPOSAL
5.19	Proof of employee qualifications	Leave Date + 3 years	SECURE DISPOSAL
5.20	Pecuniary interest forms	Leave Date + 3 years	SECURE DISPOSAL
5.21	Occupational health reports	Leave Date + 6 years	SECURE DISPOSAL
5.22	Ergonomic assessments	Leave Date + 6 years	SECURE DISPOSAL

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.23	Informal/Formal sickness monitoring forms e.g. Attendance Improvement Plans	Leave Date + 6 years	SECURE DISPOSAL
5.24	Sickness records (portal data reports)	Leave Date + 6 years	SECURE DISPOSAL
5.25	Return to work forms	Leave Date + 6 years	SECURE DISPOSAL
5.26	Fit notes (old GP notes)	Leave Date + 6 years	SECURE DISPOSAL
5.27	Self-certification forms (sickness absence 4 to 7 days)	Leave Date + 6 years	SECURE DISPOSAL
5.28	Volunteer records	Leave Date + 6 years	SECURE DISPOSAL
5.29	NQT Records	Leave Date + 6 years	SECURE DISPOSAL
5.30	Retirement benefit schemes	Leave Date + 6 years	SECURE DISPOSAL
5.31	Agency / Supply staff information	Leave Date + 6 years	SECURE DISPOSAL
5.32	Restructure letters	Leave Date + 6 years	SECURE DISPOSAL
5.33	Redundancy estimates	Leave Date + 6 years	SECURE DISPOSAL
5.34	Time recording system information	Leave Date + 6 months	SECURE DISPOSAL
5.35	Special leave of absence (SLOA) forms	Leave Date + 3 years	SECURE DISPOSAL

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.36	Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Retirement age or 10 years from date of allegation Whichever is longer	SECURE DISPOSAL These records must be shredded
5.37	Disciplinary Proceedings (If warnings are placed on HR files then they must be removed in line with periods below) Oral/Recorded warnings Written warnings Final written warnings No case to answer Informal/Formal performance monitoring	Warning + 6 months Warning + 12 months Warning + 24 months Outcome + 6 months Current year + 3 years	SECURE DISPOSAL SECURE DISPOSAL SECURE DISPOSAL SECURE DISPOSAL SECURE DISPOSAL
5.38	Grievance records	Leave Date + 6 years	SECURE DISPOSAL

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.39	Health and Safety Policy Statements	Life of Policy + 3 years	SECURE DISPOSAL
5.40	Health and Safety Risk Assessments	Life of risk assessment + 3 years	SECURE DISPOSAL
5.41	Accident Reporting		
	Adults	Date of the incident + 6 years	SECURE DISPOSAL
	Children	DOB of the child + 25 years	SECURE DISPOSAL
5.42	External contractor checks	Current year + 6 years	SECURE DISPOSAL
5.43	CCTV standard footage	Specific to capacity of system	OVERWRITTEN
5.44	CCTV footage saved for specific reason	Current year + 6 years	SECURE DISPOSAL
5.45	Control of Substances Hazardous to Health (COSHH)	Current year + 40 years	SECURE DISPOSAL
5.46	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	SECURE DISPOSAL
5.47	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years	SECURE DISPOSAL
5.48	Fire Precaution Log Books	Current year + 6 years	SECURE DISPOSAL

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
5.49	Payroll records	Current year + 6 years	SECURE DISPOSAL
5.50	Staff Expense Accounts	Current year + 6 years	SECURE DISPOSAL
5.51	Maternity pay records	Current year + 3 years	SECURE DISPOSAL

Appendix 6 - Financial & Risk Management

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1	Employer's Liability Insurance Certificate	Closure of academy + 40 years	SECURE DISPOSAL
6.2	Inventories of furniture and equipment	Current year + 6 years	SECURE DISPOSAL
6.3	Burglary, theft and vandalism report forms	Current year + 6 years	SECURE DISPOSAL
6.4	Annual Accounts	Current year + 6 years	STANDARD DISPOSAL
6.5	Loans and grants managed by WHMAT academies	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
6.6	Student Grant applications	Current year + 3 years	SECURE DISPOSAL
6.7	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of the budget + 3 years	SECURE DISPOSAL
6.8	Purchase orders, invoices, payments	Current financial year + 6 years	SECURE DISPOSAL
6.9	Records relating to the collection and banking of monies	Current financial year + 6 years	SECURE DISPOSAL
6.10	Supplier accounts	Current financial year + 6 years	SECURE DISPOSAL
6.11	Customer accounts	Current financial year + 6 years	SECURE DISPOSAL
6.12	Budget management records	Current financial year + 6 years	SECURE DISPOSAL
6.13	Asset Management (asset register)	Current financial year + 6 years	SECURE DISPOSAL
6.14	Bank and charge card records	Current financial year + 6 years	SECURE DISPOSAL

6.15	IR35 Checks (contractor)	Current financial year + 6 years	SECURE DISPOSAL
6.16	Pupil Bursary Accounts	Current financial year + 6 years	SECURE DISPOSAL
6.17	All records relating to the management of contracts under deal	Last payment on the contract + 12 years	SECURE DISPOSAL
6.18	All records relating to the management of contracts under signature	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	Current year + 2 years	SECURE DISPOSAL

Appendix 7 - School Meals Management

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1	Free School Meal Registers	Current year + 6 years	SECURE DISPOSAL
7.2	School Meal Registers	Current year + 3 years	SECURE DISPOSAL
7.3	School Meals Summary Sheets	Current year + 3 years	SECURE DISPOSAL
7.4	Parent Payment System e.g. Parent-pay	Current financial year + 6 years	SECURE DISPOSAL

Appendix 8 - Property Management

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
8.1	Title deeds of properties belonging to base academies and/or WHMAT	PERMANENT These should follow the property unless the property has been registered with the Land Registry	
8.2	Plans of property belong to base academies or WHMAT	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold	
8.3	Leases regarding property leased by or to individual base academies or WHMAT	Expiry of lease + 6 years	SECURE DISPOSAL
8.4	Records relating to the letting of school premises	Current financial year + 6 years	SECURE DISPOSAL
8.5	All records relating to the maintenance of individual academies carried out by contractors	Current year + 6 years	SECURE DISPOSAL
8.6	All records relating to the maintenance of individual academies carried out by school employees including maintenance log books	Current year + 6 years	SECURE DISPOSAL

Appendix 9 - Pupils Educational Records

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
9.1	<p>Pupil's Educational Records required by the Education (Pupil Information) (England) Regulations 2005</p> <p>Primary</p> <p>Secondary</p>	<p>Retain whilst the pupil remains at the primary school</p> <p>Date of birth of the pupil + 25 years</p>	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary 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. <p>If the pupil transfers to</p> <ul style="list-style-type: none"> • an independent school • home schooling • leaves the country <p>The file should be returned to the Local Authority to be retained for the statutory retention period.</p>
9.2	<p>Examination Results – Pupil Copies</p> <ul style="list-style-type: none"> • Public • Internal • SATs 	<p>Retain certificates whilst the pupil remains at the academy + 2 years</p> <p>Date of birth of the pupil + 25 years</p> <p>Date of birth of the pupil + 25 years</p>	<p>SECURE DISPOSAL</p> <p>SECURE DISPOSAL</p> <p>SECURE DISPOSAL</p>
9.3	<p>Child Protection information held on pupil file</p>	<p>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.</p>	<p>SECURE DISPOSAL - these records MUST be shredded</p>

9.4	Child Protection information held in separate files	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL - these records MUST be shredded

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule

Appendix 10 – Pupil Attendance & SEN Records

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
10.1	Pupil Attendance Registers	DOB + 25 years	SECURE DISPOSAL
10.2	Correspondence relating to authorised absence	Current academic year + 2 years	SECURE DISPOSAL
10.3	Cloud based Parent texting service	Retain while pupil remains in school	DELETE
10.4	Attendance Officer liaison notes		
10.5	Education, Health and Care Plan (EHCP)	Date of Birth of the pupil + 25 years	Note: This retention period is the minimum retention period that any pupil file should be kept. If a decision to keep the records longer than the reasons should be documented.
10.6	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of Birth of the pupil + 25 years	SECURE DISPOSAL
10.7	Advice and information provided to parents regarding educational needs	Date of Birth of the pupil + 25 years (This would normally be retained on the pupil file)	SECURE DISPOSAL
10.8	Accessibility Strategy	Date of Birth of the pupil + 25 years	SECURE DISPOSAL

Appendix 11 - Curriculum Management

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
11.1	Curriculum returns	Current year + 3 years	SECURE DISPOSAL
11.2	Examination Results (school Copy)	Current year + 6 years	SECURE DISPOSAL
	SATS records	The SATS results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years.	SECURE DISPOSAL
	Cohort Results	The academy may wish to keep a composite record of all the whole year SATs results. These could be kept for the current year + 6 years to allow suitable comparison	SECURE DISPOSAL
	Examination Papers	The examination papers should be kept until any appeals/ validation process is complete.	SECURE DISPOSAL
11.3	Published Admission Number (PAN) Reports	Current year + 6 years	SECURE DISPOSAL
11.4	Value Added and Contextual Data	Current year + 6 years	SECURE DISPOSAL
11.5	Self-Evaluation Forms	Current year + 6 years	SECURE DISPOSAL
11.6	Scheme of Work	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
11.7	Timetable	Current year + 1 year	
11.8	Class Record Books	Current year + 1 year	
11.9	Mark Books	Current year + 1 year	

11.10	Record of Homework Set	Current year + 1 year	
11.11	Pupils' Work	Where possible pupil's work should be returned to the pupil at the end of the academic year. If books are not returned to pupil, then current year + 1 year	SECURE DISPOSAL

Appendix 12 - Educational Visits

	File Description	Retention Period (Operational)	Action at the end of the administrative life of the record
12.1	Records obtained by academies to obtain approval to run an education visit outside the Classroom - Primary Schools	Date of visit + 14 years	SECURE DISPOSAL
12.2	Records obtained by schools to obtain approval to run an education visit outside the Classroom - Secondary Schools	Date of visit + 10 years	SECURE DISPOSAL
12.3	Parental consent forms for school trips where there has been no major incident	End of academic year	SECURE DISPOSAL
12.4	Parental permission slips for school trips – where there has been a major incident	DOB 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 have been followed for all pupils	SECURE DISPOSAL