

Data Retention Schedule

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Contracts

IRMSTK1.1	
Retention Period Description	All records relating to the management of contracts under seal
Personal Information	No
Retention Period	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK1.2	
Retention Period Description	All records relating to the management of contracts under signature
Personal Information	No
Retention Period	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer
Statutory Provisions	Limitation Act 1980

Disposal	SECURE DISPOSAL
IRMSTK1.3	
Retention Period Description	Records relating to the management of contracts with external providers
Personal Information	No
Retention Period	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK1.4	
Retention Period Description	Records relating to the monitoring of contracts
Personal Information	No
Retention Period	End of the contract or until the final payment has been made whichever is the longer

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK1.5	
Retention Period Description	All records relating to the maintenance of the school carried out by contractors
Personal Information	No
Retention Period	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK1.6	
Retention Period Description	All records relating to the maintenance of the school carried out by school employees, including maintenance log books
Personal Information	No

Retention Period	Life of equipment + 6 years. Alterations to wiring and major modifications must be maintained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK1.7	
Retention Period Description	Records relating to the management of software licences
Personal Information	No
Retention Period	Date licence expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Education Management - Management Information

IRMSTK2.1

Retention Period Description	Published Admission Number (PAN) reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK2.2	
Retention Period Description	Curriculum returns
Personal Information	No
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK2.3	

Retention Period Description	Self-evaluation forms
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK2.4	
Retention Period Description	Self-Evaluation Forms - External moderation
Personal Information	Yes
Retention Period	Until superseded
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK2.5	

Retention Period Description	Self-Evaluation Forms - Internal moderation
Personal Information	Yes
Retention Period	Academic year plus one academic year
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK2.6	
Retention Period Description	Value added and contextual data
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL



Education Management - Policies and Frameworks

IRMSTK3.1	
Retention Period Description	Complaints Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.2	
Retention Period Description	Data Protection Policy
Personal Information	No



Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.3	
Retention Period Description	Freedom of Information Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.4	

Retention Period Description	Information Security Breach Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.5	
Retention Period Description	Special Educational Needs Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	

Disposal	SECURE DISPOSAL
IRMSTK3.6	
Retention Period Description	Equality Information and Objectives (public sector equality duty). Statement for publication
Personal Information	No
Retention Period	Life of statement or date statement superseded + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.7	
Retention Period Description	Risk and Control Framework
Personal Information	No

Retention Period	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK3.8	
Retention Period Description	Rules and Bylaws
Personal Information	No
Retention Period	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL

Education Management - Strategy

IRMSTK4.1	
Retention Period Description	Strategic Review
Personal Information	No
Retention Period	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK4.2	
Retention Period Description	Academy Development Plan
Personal Information	No
Retention Period	Life of plan or until plan superseded + 3 years. If major changes are made to the plan then an archive copy of previous plans should be retained

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK4.3	
Retention Period Description	Accessibility Plan
Personal Information	No
Retention Period	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained
Statutory Provisions	Equality Act 2010
Disposal	SECURE DISPOSAL

Examinations

IRMSTK5.1

Retention Period Description	SATs records Examination papers
Personal Information	Yes
Retention Period	The examination papers should be kept until any appeals/validation process is complete
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK5.2	
Retention Period Description	SATs records Results
Personal Information	Yes
Retention Period	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. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK5.3	
Retention Period Description	Examination Results Pupil Copies
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
IRMSTK5.4	
Retention Period Description	Examination results pupil copies: Internal

Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	
IRMSTK5.5	
Retention Period Description	Examination results (schools copy)
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK5.6	
Retention Period Description	Management of examination registrations
Personal Information	Yes
Retention Period	The examination board will usually mandate how long these records need to be retained
Statutory Provisions	
Disposal	

Extra Curriculum and Miscellaneous Activities

IRMSTK6.1	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools
Personal Information	No

Retention Period	Date of Visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK6.2	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools
Personal Information	No
Retention Period	Date of visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK6.3	
Retention Period Description	Parental consent forms for school trips where there has been no major incident
Personal Information	Yes

Retention Period	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK6.4	
Retention Period Description	Parental permission slips for school trips where there has been a major incident
Personal Information	Yes
Retention Period	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK6.5	

Retention Period Description	Records relating to residential trips
Personal Information	Yes
Retention Period	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL

Extra Curriculum and Miscellaneous Activities

IRMSTK6.1	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Primary schools
Personal Information	No
Retention Period	Date of Visit + 15 years
Statutory Provisions	Limitation Act 1980

Disposal	SECURE DISPOSAL
IRMSTK6.2	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom - Secondary schools
Personal Information	No
Retention Period	Date of visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK6.3	
Retention Period Description	Parental consent forms for school trips where there has been no major incident
Personal Information	Yes
Retention Period	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK6.4	
Retention Period Description	Parental permission slips for school trips where there has been a major incident
Personal Information	Yes
Retention Period	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. 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
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK6.5	
Retention Period Description	Records relating to residential trips
Personal Information	Yes

Retention Period	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL

Finance - Funding

IRMSTK7.01	
Retention Period Description	Funding Agreement with Secretary of State and supplemental funding agreements
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.02	

Retention Period Description	Funding Agreement Termination of the funding agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.
IRMSTK7.03	
Retention Period Description	Funding Records Capital Grant
Personal Information	No

Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.05	
Retention Period Description	Funding Records General Annual Grant (GAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.06	

Retention Period Description	Per pupil funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.07	
Retention Period Description	Funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
IRMSTK7.08	
Retention Period Description	Gift Aid and Tax Relief
Personal Information	Yes
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.09	
Retention Period Description	Exclusions agreement
Personal Information	No

Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.
IRMSTK7.10	
Retention Period Description	Records relating to loans
Personal Information	No
Retention Period	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK7.11	
Retention Period Description	Management of Endowment Funds
Personal Information	No
Retention Period	Life of the fund + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.12	
Retention Period Description	Investment policies
Personal Information	No
Retention Period	Life of the investment + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.13	
Retention Period Description	Pupil Premium Fund records
Personal Information	Yes
Retention Period	Date pupil leaves the provision + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK7.14	
Retention Period Description	Student Grant applications

Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Finance - Operational

IRMSTK8.1	
Retention Period Description	Invoices, receipts, order books and requisitions, delivery notices
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK8.2	
Retention Period Description	Records relating to the collection and banking of monies
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK8.3	
Retention Period Description	Records relating to the identification and collection of debt
Personal Information	Yes
Retention Period	Payment or write off of debt + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL



Finance - Risk Management and Insurance

IRMSTK9.1	
Retention Period Description	Employers Liability Insurance Certificate
Personal Information	No
Retention Period	Year of issue + 40 years.
Statutory Provisions	Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations).
Disposal	SECURE DISPOSAL
IRMSTK9.2	
Retention Period Description	Insurance policies
Personal Information	No



Retention Period	Date the policy expires + 6 years except Public Liability insurance - day of issue + 40 years
Statutory Provisions	Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations.
Disposal	SECURE DISPOSAL
IRMSTK9.3	
Retention Period Description	Records relating to the settlement of insurance claims
Personal Information	Yes
Retention Period	Date claim settled + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK9.4	

Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK9.5	
Retention Period Description	Audit Committee and appointment of responsible officers
Personal Information	No
Retention Period	As long as necessary

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

Finance-School Fund

IRMSTK10.1	
Retention Period Description	Fund Ledger
Personal Information	Yes
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK10.2	
Retention Period Description	accounts returns
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.4	
Retention Period Description	School Fund Invoices
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.5	
Retention Period Description	Fund Receipts
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.6	
Retention Period Description	Bank statements
Personal Information	No

Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.7	
Retention Period Description	Cheque books
Personal Information	No
Retention Period	Current financial year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.8	

Retention Period Description	Paying in books
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Finance - School Meals

IRMSTK11.1	
Retention Period Description	Free school meals registers
Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK11.2	
Retention Period Description	School meals summary sheets
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK11.3	
Retention Period Description	School meals registers
Personal Information	Yes

Retention Period	Current financial year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Finance - Strategic Finance

IRMSTK12.01	
Retention Period Description	Annual accounts
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.02	
Retention Period Description	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers

Personal Information	No
Retention Period	Life of the budget + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.03	
Retention Period Description	Statement of financial activities for the year
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.04	
Retention Period Description	Financial Planning

Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.06	
Retention Period Description	Borrowing powers
Personal Information	No
Retention Period	Until superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.07	
Retention Period Description	Charging and remissions policy

Personal Information	No
Retention Period	Date policy superseded + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.08	
Retention Period Description	Independent Auditors report on regularity
Personal Information	No
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.09	
Retention Period Description	Independent Auditors report on financial statements

Personal Information	Yes
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK12.10	
Retention Period Description	Records relating to the management of VAT
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Governing Bodies - Activities

IRMSTK13.1	
Retention Period Description	Records relating to Governor Monitoring Visits
Personal Information	Yes
Retention Period	Date of the visit + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Governing Bodies - Governance

IRMSTK14.1	
Retention Period Description	Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes

Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
IRMSTK14.2	
Retention Period Description	Articles of Association
Personal Information	No
Retention Period	Life of the Academy
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK14.6	

Retention Period Description	Written Scheme of Delegation
Personal Information	Yes
Retention Period	Life of Written Scheme of Delegation + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
IRMSTK14.9	
Retention Period Description	Annual Report Trustees Report
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355

Disposal	SECURE DISPOSAL
IRMSTK14.14	
Retention Period Description	Terms of Reference for Committees
Personal Information	No
Retention Period	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]
Statutory Provisions	
Disposal	These could be offered to the archives if appropriate
IRMSTK14.16	
Retention Period Description	Records relating to complaints dealt with by the Governing Body
Personal Information	Yes

Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK14.17	
Retention Period Description	All records relating to the conversion of schools to Academy status
Personal Information	No
Retention Period	For the life of the organisation
Statutory Provisions	Companies Act 2006 section 355
Disposal	Consult local archives before disposal

IRMSTK14.18	
Retention Period Description	Policy documents created and administered by the Governing Body
Personal Information	No
Retention Period	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the CGI report
Statutory Provisions	
Disposal	SECURE DISPOSAL

Governing Bodies - Governors, Directors and Trustees

IRMSTK15.01	
Retention Period Description	Appointment of Trustees and Governors and Directors
Personal Information	Yes

Retention Period	Life of appointment + 6 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
IRMSTK15.02	
Retention Period Description	Records relating to the election of parent and staff governors not appointed by the governors
Personal Information	Yes
Retention Period	Date of election + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.03	
Retention Period Description	Records relating to the appointment of co-opted governors

Personal Information	Yes
Retention Period	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.04	
Retention Period Description	Records relating to the terms of office of serving governors including evidence of appointment
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	
IRMSTK15.05	

Retention Period Description	Records relating to Governor Declaration against disqualification criteria
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.06	
Retention Period Description	Governors Code of Conduct
Personal Information	No
Retention Period	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.08	

Retention Period Description	Governor personnel files
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.09	
Retention Period Description	Records relating to the induction programme for new governors
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.10	

Retention Period Description	Records relating to the training required and received by Governors
Personal Information	Yes
Retention Period	Date Governor steps down + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.11	
Retention Period Description	Appointment and removal of Members
Personal Information	No
Retention Period	Life of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.12	

Retention Period Description	Register of members
Personal Information	
Retention Period	Date Member resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
IRMSTK15.13	
Retention Period Description	Statement of Trustees Responsibilities
Personal Information	No
Retention Period	Life of statement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK15.14	

Retention Period Description	Register of Trustees interests
Personal Information	Yes
Retention Period	Date Trustee resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
IRMSTK15.15	
Retention Period Description	Declaration of Interests
Personal Information	Yes
Retention Period	Date Governor resigns + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL



Governing Bodies - Meetings

IRMSTK16.01	
Retention Period Description	Board Meeting Minutes including Board decisions
Personal Information	Yes
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
IRMSTK16.04	
Retention Period Description	Board Meeting: Procedures for conduct of meeting
Personal Information	No
Retention Period	Date procedures superseded + 6 years
Statutory Provisions	Limitation Act 1980 (Section 2)



Disposal	SECURE DISPOSAL
IRMSTK16.05	
Retention Period Description	Records relating to the management of General Members Meetings
Personal Information	No
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
IRMSTK16.06	
Retention Period Description	Minutes relating to any committees set up by the Board of Directors
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	

Disposal	OFFER TO ARCHIVES
IRMSTK16.07	
Retention Period Description	Records relating to the management of the Annual General Meeting
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
IRMSTK16.09	
Retention Period Description	Agendas for Governing Body meetings
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	One copy should be retained with the master set of minutes. All other copies can be disposed of
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.11	
Retention Period Description	Minutes of, and papers considered at, meetings of the Governing Body and its committees
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
IRMSTK16.14	
Retention Period Description	Reports made to the Governors Meeting which are referred to in the minutes
Personal Information	Potential
Retention Period	Although generally kept for the life of the organisation

Statutory Provisions	Companies Act 2006
Disposal	Consult local archives before disposal
IRMSTK16.15	
Retention Period Description	Register of attendance at Full Governing Board meetings
Personal Information	Yes
Retention Period	Date of last meeting in the book + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Health and Safety

IRMSTK17.01	
Retention Period Description	Health and Safety policy statements

Personal Information	No
Retention Period	Life of policy + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK17.02	
Retention Period Description	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership)
Personal Information	No
Retention Period	Pass to new owner on transfer of building
Statutory Provisions	
Disposal	

IRMSTK17.03	
Retention Period Description	Fire precautions log books
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK17.04	
Retention Period Description	Fire risk assessments
Personal Information	No unless containing Personal Emergency Evacuation plans
Retention Period	Life of the risk assessment + 3 years

Statutory Provisions	Fire Service Order 2005
Disposal	SECURE DISPOSAL
IRMSTK17.05	
Retention Period Description	Accident reporting: Adults
Personal Information	Yes
Retention Period	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format
IRMSTK17.06	

Retention Period Description	Records relating to accident/injury at work including incident reports
Personal Information	Yes
Retention Period	Date of incident plus 6 years unless the injury is serious - broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK17.07	
Retention Period Description	Accident reporting: Children
Personal Information	Yes
Retention Period	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained. Do not keep completed entries in the book. They must be removed and kept in a locked location.
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980

Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.08	
Retention Period Description	Control of Substances Hazardous to Health (COSHH)
Personal Information	No
Retention Period	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK17.09	
Retention Period Description	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)
Personal Information	Yes

Retention Period	Date of incident + 6 years provided that all records relating to the incident are held on personnel file.
Statutory Provisions	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)
Disposal	SECURE DISPOSAL
Notes	For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools
IRMSTK17.10	
Retention Period Description	Health and Safety risk assessments
Personal Information	No
Retention Period	Life of risk assessment + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK17.11	

Retention Period Description	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos
Personal Information	Yes
Retention Period	Last action + 40 years
Statutory Provisions	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19
Disposal	SECURE DISPOSAL
IRMSTK17.12	
Retention Period Description	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording
Personal Information	No
Retention Period	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
Statutory Provisions	The Ionising Radiations Regulation 2017

Disposal	SECURE DISPOSAL
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Liaison with LA-DFE

IRMSTK18.1	
Retention Period Description	OFSTED reports and papers
Personal Information	No
Retention Period	Life of the report then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.2	

Retention Period Description	Returns made to central government
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.3	
Retention Period Description	School census returns
Personal Information	No
Retention Period	Current year + 5 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.4	

Retention Period Description	Circulars and other information sent from the Local Authority
Personal Information	
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.5	
Retention Period Description	Circulars and other information sent from central government
Personal Information	No
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.6	

Retention Period Description	Attendance returns
Personal Information	Yes
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK18.7	
Retention Period Description	Secondary transfer sheets (Primary)
Personal Information	Yes
Retention Period	Academic year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Parent Teacher Association

IRMSTK19.1	
Retention Period Description	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations
Personal Information	Yes
Retention Period	Current year + 6 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL

Property

IRMSTK20.1	
Retention Period Description	Title deeds of properties belonging to the school
Personal Information	No
Retention Period	These should follow the property

Statutory Provisions	
Disposal	Transfer to new owner
IRMSTK20.2	
Retention Period Description	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features
Personal Information	No
Retention Period	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
Statutory Provisions	
Disposal	Pass to next owner
IRMSTK20.3	
Retention Period Description	Leases of property leased by or to the school
Personal Information	No

Retention Period	Expiry of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK20.4	
Retention Period Description	Business continuity and disaster recovery plans
Personal Information	Yes
Retention Period	These are dynamic documents which should be kept up to date
Statutory Provisions	
Disposal	SECURE DISPOSAL OF OLD PLANS
IRMSTK20.5	
Retention Period Description	Records relating to the letting of school premises
Personal Information	No

Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Pupils and Students

IRMSTK21.1	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary
Personal Information	Yes
Retention Period	Retain whilst the child remains at the primary school
Statutory Provisions	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437

Disposal	The file should follow the pupil when they leave the primary school. This will include: - To another primary school - To a secondary school - To a pupil referral unit If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention
IRMSTK21.2	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL

Notes	Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued
IRMSTK21.3	
Retention Period Description	Attendance registers
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
Statutory Provisions	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually]
Disposal	SECURE DISPOSAL
IRMSTK21.4	
Retention Period Description	Correspondence relating to any absence (authorised or unauthorised)
Personal Information	Potential

Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL

School Admissions

IRMSTK22.1	
Retention Period Description	All records relating to the creation and implementation of the School Admissions Policy
Personal Information	No
Retention Period	Life of the policy + 7 years.
Statutory Provisions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
IRMSTK22.2	

Retention Period Description	Register of admissions
Personal Information	Yes
Retention Period	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made.
Statutory Provisions	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities.
Disposal	Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school
IRMSTK22.3	
Retention Period Description	Admissions if the appeal is unsuccessful
Personal Information	Yes
Retention Period	Resolution of case + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL

IRMSTK22.4	
Retention Period Description	Admissions if the admission is successful
Personal Information	Yes
Retention Period	Date of admission + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
IRMSTK22.6	
Retention Period Description	Proofs of address supplied by parents as part of the admissions process
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels

Disposal	SECURE DISPOSAL
IRMSTK22.7	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	As per pupil file
IRMSTK22.8	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.
Personal Information	Yes
Retention Period	Until appeals process completed
Statutory Provisions	

Disposal	SECURE DISPOSAL
IRMSTK22.9	
Retention Period Description	Records relating to the management of exclusions
Personal Information	Yes
Retention Period	Date of birth of the pupil involved + 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

School Assets

IRMSTK23.1	
Retention Period Description	Community School leases for land
Personal Information	No
Retention Period	Date lease expires + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.2	
Retention Period Description	Commercial transfer arrangements
Personal Information	No
Retention Period	Date of transfer + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.3	
Retention Period Description	Transfer of land to the Academy Trust
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.4	
Retention Period Description	Transfers of freehold land
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.5	
Retention Period Description	Records relating to the leasing of shared facilities, such as sports centres
Personal Information	No
Retention Period	End of lease + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.6	
Retention Period Description	Land and building valuations
Personal Information	No
Retention Period	Date valuation superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.7	
Retention Period Description	Disposal of assets
Personal Information	No
Retention Period	Date asset disposed of + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.8	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	No
Retention Period	Date of insurance settlement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK23.9	
Retention Period Description	Inventories of furniture and equipment
Personal Information	
Retention Period	Life of equipment + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL

School Management

IRMSTK24.02	
Retention Period Description	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)
Personal Information	Yes
Retention Period	Academic Year + 1 year [Schools may decide to archive one copy]
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK24.04	
Retention Period Description	Consents relating to school activities as part of GDPR compliance
Personal Information	Yes
Retention Period	Consents should be retained for as long as the consent is relied on.
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK24.06	
Retention Period Description	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies
Personal Information	There may be data protection issues if the minutes refers to individual pupils or members of staff

Retention Period	Date of the meeting + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK24.07	
Retention Period Description	Reports created by the Head Teacher or the Management Team
Personal Information	There may be data protection issues if the report refers to individual pupils or members of staff
Retention Period	Date of the report + a minimum of 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK24.08	
Retention Period Description	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the records refer to individual pupils or members of staff
Retention Period	Current academic year + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK24.09	
Retention Period Description	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the correspondence refers to individual pupils or members of staff

Retention Period	Date of correspondence + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
IRMSTK24.10	
Retention Period Description	Management of complaints
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

IRMSTK24.11	
Retention Period Description	Newsletters and other items with a short operational use
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL - Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Notes	

IRMSTK24.12	
Retention Period Description	Records relating to the creation and publication of the school brochure or prospectus
Personal Information	No
Retention Period	Current year + 3 years. Schools should consider archiving one copy for historical reasons
Statutory Provisions	
Disposal	STANDARD DISPOSAL

Special Education Needs and Disabilities

IRMSTK25.1	
Retention Period Description	Special Educational Needs files, reviews and EHCPs

Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
IRMSTK25.2	
Retention Period Description	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended
Statutory Provisions	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
Disposal	SECURE DISPOSAL
Notes	

IRMSTK25.3	
Retention Period Description	Advice and information provided to parents regarding educational needs
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 2
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by CGI
IRMSTK25.4	
Retention Period Description	Accessibility strategy
Personal Information	Yes

Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 14
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by CGI

Teachers and Staff Disciplinary

IRMSTK26.1	
Retention Period Description	Disciplinary Proceedings: Oral warning
Personal Information	Yes
Retention Period	Date of warning + 6 months

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK26.2	
Retention Period Description	Disciplinary Proceedings: Written warning level 1
Personal Information	Yes
Retention Period	Date of warning + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK26.3	

Retention Period Description	Disciplinary Proceedings: Written warning level 2
Personal Information	Yes
Retention Period	Date of warning + 12 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK26.4	
Retention Period Description	Disciplinary Proceedings: Final warning
Personal Information	Yes

Retention Period	Date of warning + 18 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK26.5	
Retention Period Description	Disciplinary Proceedings: Case not found
Personal Information	Yes
Retention Period	If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
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Teachers and Staff Pay and Pensions

IRMSTK27.01	
Retention Period Description	Records relating to the agreement of pay and conditions
Personal Information	No
Retention Period	Date pay and conditions superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.02	
Retention Period Description	Payroll records

Personal Information	Yes
Retention Period	Date payroll run + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.03	
Retention Period Description	Payroll reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.04	
Retention Period Description	Payroll awards
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.05	
Retention Period Description	Payroll gross / net weekly or monthly
Personal Information	Yes

Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.06	
Retention Period Description	Payslips copies
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.07	
Retention Period Description	Pay packet receipt by employee
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.08	
Retention Period Description	Maternity pay records
Personal Information	Yes
Retention Period	Current year + 3 years

Statutory Provisions	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.09	
Retention Period Description	Part time fee claims
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.10	

Retention Period Description	Overtime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.11	
Retention Period Description	National Insurance Schedule of payments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.12	
Retention Period Description	Insurance
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.13	
Retention Period Description	Car allowance claims

Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.14	
Retention Period Description	Car mileage output
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.16	
Retention Period Description	Time sheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.17	
Retention Period Description	Bonus sheets
Personal Information	Yes

Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.18	
Retention Period Description	Staff returns
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.19	
Retention Period Description	Sickness records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.20	
Retention Period Description	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48
Personal Information	Yes
Retention Period	Current year + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.23	
Retention Period Description	Pension payroll
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.24	
Retention Period Description	Superannuation adjustments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.26	
Retention Period Description	Members Allowance register
Personal Information	Yes

Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.27	
Retention Period Description	Records relating to pension registrations
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.28	
Retention Period Description	Management of the Teachers Pension Scheme
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.29	
Retention Period Description	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995
Personal Information	Yes
Retention Period	From the end of the year in which the accounts were signed for a minimum of 6 years

Statutory Provisions	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff Recruitment

IRMSTK28.1	
Retention Period Description	All records leading up to the appointment of a new Head Teacher
Personal Information	Yes
Retention Period	Length of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK28.2	
Retention Period Description	All records leading up to the appointment of a new member of staff successful candidate
Personal Information	Yes
Retention Period	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.3	
Retention Period Description	All records leading up to the appointment of a new member of staff unsuccessful candidates

Personal Information	Yes
Retention Period	Date of appointment of successful candidate + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.5	
Retention Period Description	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure
Personal Information	Yes
Retention Period	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 added to the Staff Personal File
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK28.6	
Retention Period Description	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom
Personal Information	Yes
Retention Period	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	An employers guide to right to work checks [Home Office May 2015]
Disposal	SECURE DISPOSAL
Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process
IRMSTK28.7	
Retention Period Description	Records relating to the employment of overseas teachers

Personal Information	Yes
Retention Period	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff Safeguarding

IRMSTK29.1	
Retention Period Description	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded
Personal Information	Yes
Retention Period	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW

Statutory Provisions	Keeping children safe in education Statutory guidance for schools
Disposal	SECURE DISPOSAL
Notes	

Teachers and Staff - Staff Management

IRMSTK30.01	
Retention Period Description	Staff Personal File, including employment contract and staff training records
Personal Information	Yes
Retention Period	Termination of employment + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

IRMSTK30.02	
Retention Period Description	Timesheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.03	
Retention Period Description	Absence record
Personal Information	Yes
Retention Period	Current year + 3 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.04	
Retention Period Description	Sickness Absence Monitoring
Personal Information	Yes
Retention Period	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK30.05	
Retention Period Description	Annual appraisal/assessment records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.06	
Retention Period Description	Records relating to the TUPE process
Personal Information	Yes
Retention Period	Date last member of staff transfers or leaves the organisation + 6 years

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.07	
Retention Period Description	Training needs analysis
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.08	

Retention Period Description	Staff Training where the training leads to Continuing Professional Development
Personal Information	Yes
Retention Period	Length of time required by the professional body
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.09	
Retention Period Description	Staff Training except where dealing with children, e.g. First Aid or Health and Safety
Personal Information	Yes
Retention Period	This should be retained on the personnel file
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.10	
Retention Period Description	Staff Training where the training relates to children (e.g. safeguarding or other child related training)
Personal Information	Yes
Retention Period	Date of the training + 40 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by CGI
IRMSTK30.11	

Retention Period Description	Professional Development Plans
Personal Information	Yes
Retention Period	Life of the plan or plan superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Teaching and the Curriculum

IRMSTK31.01	
Retention Period Description	Schemes of Work
Personal Information	No
Retention Period	Current year + 1 year

Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.02	
Retention Period Description	Timetable
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.03	
Retention Period Description	Class record books

Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.04	
Retention Period Description	Mark books
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	

IRMSTK31.05	
Retention Period Description	Record of homework set
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.06	
Retention Period Description	Pupils work
Personal Information	Yes
Retention Period	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

Transport Educational

IRMSTK32.01	
Retention Period Description	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

IRMSTK32.02	
Retention Period Description	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.03	
Retention Period Description	Service logs and vehicle logs
Personal Information	No
Retention Period	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company

Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.04	
Retention Period Description	GPS tracking data relating to the vehicles
Personal Information	No
Retention Period	Current year + 12 months
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.06	

Retention Period Description	Driver's records book
Personal Information	Yes
Retention Period	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.07	
Retention Period Description	Walking bus registers
Personal Information	Yes
Retention Period	Date of register + 3 years. This takes into account the fact that, if there is an incident requiring an accident report, the register will be submitted with the accident report and kept for the period of time required for accident reporting

Statutory Provisions	
Disposal	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Notes	

Welfare

IRMSTK33.01	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Day Books
Personal Information	Yes
Retention Period	Current year + 2 years then review
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK33.02	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies - where the report has been included on the case file created by the outside agency
Personal Information	Yes
Retention Period	Whilst child is attending school and then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.03	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Referral forms
Personal Information	Yes
Retention Period	While the referral is current

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.04	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.05	

Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact database entries
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.06	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Group Registers
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.07	
Retention Period Description	Accessibility Plan relating to individual pupils
Personal Information	Yes
Retention Period	The plan should be included on the pupil file
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.08	
Retention Period Description	Child protection information held on pupil file

Personal Information	Yes
Retention Period	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
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by CGI
IRMSTK33.09	
Retention Period Description	Child protection information held in separate files
Personal Information	Yes
Retention Period	Date of birth of the child + 25 years then REVIEW on the understanding that the principal copy of this information will be found on the LA Social Services record
Statutory Provisions	Keeping children safe in education Statutory guidance

Disposal	SECURE DISPOSAL these records MUST be shredded
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by CGI
IRMSTK33.10	
Retention Period Description	Correspondence relating to authorised absence
Personal Information	Yes
Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL
Notes	