

THE PRIMARY  
FIRST TRUST

# Records Retention Policy

Date: May 2018 V1

Date for Review: May 2019

Signed: Katy O'Connor - Headteacher

# Records Retention and Management Statement

The Primary First Trust and its related schools recognise that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers scope, responsibilities and relationships with existing policies.

## 1. Scope of the policy

- 1.1 This policy applies to all records created, received or maintained by staff of the trust and school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the trust and school 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.
- 1.3 A small percentage of the trust's and school's records will be selected for permanent preservation as part of the institution's archives and for historical research. This will only be done in line with the GDPR (2018).

## 2. Responsibilities

- 2.1 The trust and its schools have a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head Teachers (school) and Central Leads (trust central).
- 2.2 The person responsible for records management in the school and trust will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

## 3 Relationship with existing policies

This policy has been drawn up within the context of:

Data Privacy Notice -May 2018

Data Breach Procedure – May 2018

SAR Procedure – May 2018

Data Protection Policy – May 2018

## Disposal of Records

In light of the GDPR (2018), it is critical that the trust and schools dispose of records in a way that minimises the possibility of an information security breach. For example, all records containing personal information, or sensitive policy information should be made either unreadable or disposed of in a way that they could not be reconstructed (i.e. it should not be possible to reconstruct shreds to make the document).

### 5.7.1 Recording the disposal of records

The trust and schools keep a record of the information which has been disposed of and on whose authority they have been disposed of.

#### Sample Disposal Schedule

The following records were destroyed according to the retention period laid down in the school retention schedule or on the authorisation of the officer named below.

Signed:

Date:

File Reference:

Brief Description:

On Who's Authority:

Method of Disposal:

## Appropriate disposal methods

Physical records which contain personal information, sensitive policy information or commercially sensitive information should be shredded using a cross-cutting shredder or the confidential shredding bin. They must be shredded on the premises. This will include all records with the protective marking categories OFFICIAL and OFFICIAL SENSITIVE.

Physical records which do not meet the criteria outlined above can be disposed of using standard disposal methods. This may include waste paper bins or recycling bins. If the trust or school disposes of records on a routine basis (e.g. once a year) and hires a skip for the purpose then, where possible, the skip should have a secure lid. It is not recommended that records are disposed of in the same skip as furniture or other equipment.

If the trust or a school are unsure about which category records fall into then it is safer to treat the records as though they were OFFICIAL or OFFICIAL SENSITIVE.

CDs / DVDs / Floppy Disks should be cut into pieces or alternatively can be put through the shredder. Most shredders have an attachment which will allow for the disposal of CDs and DVDs.

## **Best Practise for Record Formats**

### **Primary School records**

- **Opening a file**

The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. If the pre-printed file covers are not being used then the following information should appear on the front of the file:

- Surname
- Forename
- DOB
- UPN
- Gender
- Position in family
- Ethnic origin [although this is “sensitive” data under the Data Protection Act 1998 and GDPR (2018), the DfE require statistics about ethnicity]
- Language of home (if other than English)
- Religion [although this is “sensitive” data under the Data Protection Act 1998 and GDPR (2018), the school has reason for collecting the information – see above noted policies]
- Names of parents and/or guardians with home address and telephone number
- Name of the school, admission number and the date of admission and the date of leaving.

Inside the front cover the following information should be easily accessible:

- The name of the pupil’s doctor
- Emergency contact details

It is essential that as these files contain all this personal information that they will be managed in line with GDPR (2018).

- **Items which should be included on the pupil record**

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form (application form)
- GDPR consent form [if these are issued annually only the most recent need be on the file]
- Annual Written Report to Parents
- National Curriculum and R.E. Agreed Syllabus Record Sheets
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a EHCP and support offered in relation to the EHCP
- Any relevant medical information (should be stored in the file in an envelope)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil

The following records should be stored separately to the pupil record as they are subject to shorter retention periods:

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
- Correspondence with parents about minor issues
- Accident forms (these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident)
- Safeguarding
- **Transferring the pupil record to the Secondary School**

File content should be sent in line with the data protection policies listed above.

Schools will not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of, and therefore responsibility for, the records passes to the school the pupil transfers to.

Record must only be hand delivered to the receiving setting and **not sent** by any means. Sending schools must ensure with the appropriate body that the destination of children, particularly in the case of secondary school transfer, is correct before files are transferred. On handing over the file, the deliverer must gain a signed receipt which includes:

- Date and time of transfer
- Location of transfer
- Person receiving the file – printed name and signature
- Role
- Person delivering the file – printed name and signature
- Role

Schools must keep the receipt in the transfer log as a record of the handover. Any breaches to this process must be reported in line with the Data Breach Policy (May 2018).



## Recommended Retention Periods

### Governors

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Minutes - Principal set (signed)		Permanent				YES	OFFICIAL	
Minutes - Inspection copies		Date of meeting + 3 years				NO	NOT PROTECTIVELY MARKED	
Agendas – Principal copy		Permanent				YES	NOT PROTECTIVELY MARKED	
Agendas – Additional Copies		Date of meeting				NO	NOT PROTECTIVELY MARKED	
Reports		Date of report + 6 years				YES	OFFICIAL	
Annual Parents’ meeting papers		Date of meeting + 6 years				YES	NOT PROTECTIVELY MARKED	
Instruments of Government		Permanent				YES	NOT PROTECTIVELY MARKED	
Trusts and Endowments		Permanent				YES	NOT PROTECTIVELY MARKED	
Action Plans		Date of action plan + 3 years				YES	NOT PROTECTIVELY MARKED	
Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)				YES	NOT PROTECTIVELY MARKED	

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Complaints files		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes				YES	OFFICIAL SENSITIVE	
Annual Reports required by the Department for Education and Skills	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years				YES	NOT PROTECTIVELY MARKED	
Proposals for schools to become, or be established as Specialist Status schools		Current year + 3 years				YES	NOT PROTECTIVELY MARKED	



## Leadership

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Log Books		Date of last entry in the book + 6 years				Yes	NOT PROTECTIVELY MARKED	
Minutes of the Senior Leadership Team and other internal administrative bodies		Date of meeting + 5 years				Yes	OFFICIAL	
Reports made by the Head Teacher or the leadership team		Date of report + 3 years				Yes	OFFICIAL	
Records created by Head Teachers, Deputy Head Teachers and other members of staff with administrative responsibilities		Closure of file + 6 years				Yes	OFFICIAL	
Correspondence created by Head Teachers, Deputy Head Teachers and other members of staff with administrative responsibilities		Date of correspondence + 3 years				Yes	OFFICIAL	
Professional development plans		Closure + 6 years				Yes	NOT PROTECTIVELY MARKED	
School development plans		Closure + 6 years then review				Yes	NOT PROTECTIVELY MARKED	
Admissions – if the admission is successful		Admission + 1 year				Yes	OFFICIAL SENSITIVE	
Admissions – if the appeal is unsuccessful		Resolution of case + 1 year				Yes	OFFICIAL SENSITIVE	
Admissions – Secondary Schools – Casual		Current year + 1 year				Yes	OFFICIAL SENSITIVE	
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year				Yes	OFFICIAL SENSITIVE	

**Pupils**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Admission Registers		Permanent				Yes	OFFICIAL SENSITIVE	
Attendance registers		Date of register + 3 years				Yes	OFFICIAL SENSITIVE	
Pupil record cards - Primary		Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
Pupil record cards - Secondary		DOB of the pupil + 25 years <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
Pupil Files - Primary		Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
Pupil Files - Secondary		DOB of the pupil + 25 years <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 year <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
Letters authorising absence		Date of absence + 2 years				Yes	OFFICIAL SENSITIVE	
Absence books		Current year + 6 years				Yes	OFFICIAL SENSITIVE	
Examination results - Public		Year of examinations + 6 years <sup>2</sup>				No	NOT PROTECTIVELY MARKED	

<sup>1</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

<sup>2</sup> Any certificates left unclaimed should be returned to the appropriate Examination Board

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary				No	NOT PROTECTIVELY MARKED	
Any other records created in the course of contact with pupils		Current year + 3 years then review				Yes	OFFICIAL SENSITIVE	
Statement maintained under The Education Act 1996 - Section 324 or EHCP	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	OFFICIAL SENSITIVE	
Proposed statement or amended statement/EHCP	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	OFFICIAL SENSITIVE	
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending				No	OFFICIAL SENSITIVE	
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending				Yes	OFFICIAL SENSITIVE	
Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.				Yes	OFFICIAL SENSITIVE	
Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip				Yes	OFFICIAL SENSITIVE	
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils				Yes	OFFICIAL SENSITIVE	
All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review				Yes	OFFICIAL SENSITIVE	

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom <sup>3</sup>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years <sup>4</sup>				Yes	OFFICIAL SENSITIVE	
Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom <sup>3</sup>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years <sup>4</sup>				Yes	OFFICIAL SENSITIVE	
Walking Bus registers		Date of register + 3 years <sup>5</sup>				Yes	OFFICIAL SENSITIVE	

<sup>3</sup> including GOF1 and GOF2 and data entered on the e-go system

<sup>4</sup> This retention period has been set in agreement with the Safeguarding Children's Officer

<sup>5</sup> 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

**Alternative Curriculum**

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Curriculum development		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
Curriculum returns		Current year + 3 years				No	NOT PROTECTIVELY MARKED	
School syllabus		Current year then review				No	NOT PROTECTIVELY MARKED	
Schemes of work		Current year then review				No	NOT PROTECTIVELY MARKED	
Timetable		Current year then review				No	NOT PROTECTIVELY MARKED	
Class record books		Current year then review				No	NOT PROTECTIVELY MARKED	
Mark Books/Systems		Current year then review				No	NOT PROTECTIVELY MARKED	
Record of homework set		Current year then review				No	NOT PROTECTIVELY MARKED	
Pupils' work		Current year then review				No	NOT PROTECTIVELY MARKED	
SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years				Yes	OFFICIAL SENSITIVE	

**Personnel Records Held in Schools/Trust**

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Timesheets, sick pay	Financial Regulations	Current year + 6 years				Yes	OFFICIAL SENSITIVE	
Staff Personal files		Termination + 7 years <sup>6</sup>				Yes	OFFICIAL SENSITIVE	
Interview notes and recruitment records		Date of interview + 6 months				Yes	OFFICIAL SENSITIVE	
Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months				Yes	OFFICIAL SENSITIVE	
Please note that schools must not keep copies of the documents which are checked for DBS purposes.								
Right to Work in the UK checks	<a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a>	Termination of employment + 2 years				Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case				Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: written warning – level two		Date of warning + 12 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: written warning – level one		Date of warning + 6 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: oral warning		Date of warning + 6 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: final warning		Date of warning + 18 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
Records relating to accident/injury at work		Date of incident + 12 years <sup>8</sup>				Yes	OFFICIAL SENSITIVE	

<sup>6</sup> These files should be subject to the PFT's open file policy where the employees are employed by the PFT

<sup>7</sup> If this information has been added to an individual's personnel file, it must be weeded from the file once the retention period has elapsed

<sup>8</sup> In the case of serious accidents a further retention period will need to be applied

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Annual appraisal or assessment records		Current year + 5 years				Yes	OFFICIAL SENSITIVE	
Salary cards		Last date of employment + 85 years				Yes	OFFICIAL SENSITIVE	
Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs				Yes	OFFICIAL SENSITIVE	
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years				Yes	OFFICIAL SENSITIVE	
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.				Yes	OFFICIAL SENSITIVE	
Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed <sup>9</sup> .				Yes	OFFICIAL SENSITIVE	
Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer				Yes	OFFICIAL SENSITIVE	

<sup>9</sup> There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults

Health and Safety

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years				Yes	OFFICIAL SENSITIVE	
Accident Reporting – Children	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident				Yes	OFFICIAL SENSITIVE	
Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;				Yes	OFFICIAL SENSITIVE	
COSHH Risk Assessments		Date of creation + 40 years				Yes	NOT PROTECTIVELY MARKED	
Incident reports		Current year + 20 years				Yes	OFFICIAL SENSITIVE	
Policy Statements		Date of expiry + 1 year				Yes	NOT PROTECTIVELY MARKED	
Risk Assessments		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years				Yes	NOT PROTECTIVELY MARKED	
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years				Yes	NOT PROTECTIVELY MARKED	



			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Fire Precautions log books		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	

#### Administrative

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Employer's Liability certificate		Closure of the school + 40 years				Yes	NOT PROTECTIVELY MARKED	
Inventories of equipment and furniture		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
School brochure/prospectus		Current year + 3 years				No	NOT PROTECTIVELY MARKED	
General file series		Current year + 5 years				No	NOT PROTECTIVELY MARKED	
Circulars (staff/parents/pupils)		Current year + 1 year				No	NOT PROTECTIVELY MARKED	
Newsletters, ephemera		Current year + 1 year				No	NOT PROTECTIVELY MARKED	
Visitors book		Current year + 2 years				No	NOT PROTECTIVELY MARKED	
PTA/Old Pupils Associations		Current year + 6 years				No	NOT PROTECTIVELY MARKED	

Financial Records Held in Schools/Trust

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Annual Accounts	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Loans and grants	Financial Regulations	Date of last payment on loan + 12 years then review to see whether a further retention period is required				Yes	NOT PROTECTIVELY MARKED	
Contracts - under seal		Contract completion date + 12 years				Yes	NOT PROTECTIVELY MARKED	
Contracts - under signature		Contract completion date + 6 years				Yes	NOT PROTECTIVELY MARKED	
Contracts - monitoring records		Current year + 2 years				Yes	NOT PROTECTIVELY MARKED	
Copy orders		Current year + 2 years				No	NOT PROTECTIVELY MARKED	
Budget reports, budget monitoring etc		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Annual Budget and background papers		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Order books and requisitions		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Delivery Documentation		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Debtors' Records	Limitation Act 1980	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
School Fund Records <sup>10</sup>		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Applications for free school meals, travel, uniforms etc		Whilst child is at school				No	NOT PROTECTIVELY MARKED	
Student grant applications		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
Free school meals registers	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Petty cash books	Financial Regulations	Indefinitely				Yes	NOT PROTECTIVELY MARKED	

<sup>10</sup> including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

Property Records Held in Schools/Trust

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Title Deeds		Permanent <sup>11</sup>				Yes	NOT PROTECTIVELY MARKED	
Plans		Permanent Retain in school whilst operational				Yes	OFFICIAL <sup>12</sup>	
Maintenance and contractors	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Leases		Expiry of lease + 6 years				Yes	NOT PROTECTIVELY MARKED	
Lettings		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
Burglary, theft and vandalism report forms		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
Maintenance log books		Last entry + 10 years				Yes	NOT PROTECTIVELY MARKED	
Contractors' Reports		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	

<sup>11</sup> these should follow the property unless the property has been registered at the Land Registry

<sup>12</sup> These records carry an OFFICIAL marking as there can be security issues about allowing access to the plans of buildings to people who may be looking to burgle the premises

DfE

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required				No	NOT PROTECTIVELY MARKED	
Returns		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required				No	NOT PROTECTIVELY MARKED	

School Meals

			Information Asset Register Information					Information Risk Register Information
Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Dinner Register		Current year + 3 years				Yes	OFFICIAL SENSITIVE	
School Meals Summary Sheets		Current year + 3 years				No	NOT PROTECTIVELY MARKED	

Family Liaison Officers and Parent Support Assistants

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
Day Books		Current year + 2 years then review				No	OFFICIAL SENSITIVE	
Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst the child is attending the school then destroy				No	OFFICIAL SENSITIVE	
Referral forms		While the referral is current then add to child's file				No	OFFICIAL SENSITIVE	
Contact data sheets		Current year then review, if contact is no longer active then destroy				No	OFFICIAL SENSITIVE	
Contact database entries		Current year then review, if contact is no longer active then destroy				No	OFFICIAL SENSITIVE	
Group Registers		Current year + 2 years				No	OFFICIAL SENSITIVE	

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