



Cheshire West and Chester

CORPORATE RETENTION SCHEDULE SCHOOLS

Version 1
January 2011

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Contacts for comments

To comment on this retention guidance or to request advice on retentions, please contact

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Information Management

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BusinessSupCorp-Compliance&Dev@cheshirewestandchester.gov.uk

Or contact:

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CORPORATE RETENTION SCHEDULE

Introduction – what is a retention schedule?

The Retention Schedule lists types of records which need to be retained by all councils for a designated period of time. These records may come from many different sources, for example external organisations or individuals, or may be generated by the council itself. The length of time a record should be retained may be designated by legislation or regulatory requirement or may be dictated by business need.

The Corporate Retention Schedule has been based on the LGCS (Local Government Classification Scheme) and amended in consultation with stakeholders to reflect CWAC requirements. The Corporate Retention Schedule should be applied consistently and any divergences from the Schedule should always be referred to the Compliance & Development Team. The ICT Security and Information Manager endorses and encourages the use of this document to aid compliance and to support good working practices as it provides a formal schedule for records retention and disposal.

The Corporate Retention Schedule will be reviewed and updated annually and the current version placed on the intranet. It is therefore important always to refer to this version when applying retentions.

To minimise risk to the council when dealing with a Freedom of Information request (Freedom of Information Act 2000) records should not be retained for longer than is necessary and should not be destroyed before their retention period has expired. Likewise under the terms of the Data Protection Act (Data Protection Act 1998) personal information should only be retained whilst there is a business need so should not be kept for longer than necessary for the purpose it was obtained. Exceptions can be made for records being kept for archival purposes. On the other hand if there are areas where there is an insurance claim in progress, or there is a likelihood of receiving one, the documents surrounding the incident and normal working practices need to be retained for the purpose of defending such a claim.

It may not always be practical to assign different retention periods to individual documents within a folder. It may be more practical to use the retention schedule to find a retention period which covers the whole contents of the folder. This would probably be the longest retention period suitable for the whole contents of the folder but should bear in mind that any personal information contained within a folder should only be held for as long as there is a business need and should therefore be removed as soon as this business need is fulfilled.

Diaries should not contain entries regarding cases. Any pertinent information should be transferred to the case notes and held in accordance with the schedule.

Records should not be kept “just in case.....”

A retention period should always be applied to records. If you are unsure of the retention period please ask for advice. If you are aware that any information relates to an insurance claim always ask for advice from the Audit and Risk Management Team.

I approve the Corporate Retention Schedule for Schools:

Employee Name: **Ann Moore**

Title: **Head of Service - Head of Achievement and Wellbeing**

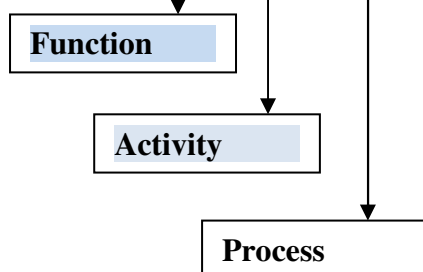
Employee Signature (Ann Moore)

Date

Understanding the Corporate Retention Schedule

How to interpret the Corporate Retention Schedule

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
19 Management					
Ceremonial	Ceremonial events.				
Civic and royal events documents	Documentation relating to civic functions or visits by royalty to the local area. <ul style="list-style-type: none"> • Visitors books • Tapes • Photographs 	Permanent - offer to archivist	RGLA 2.24	Not protectively marked	
Civic and royal events planning	Information on planning and organising an event.	Destroy - 7 years after use	RGLA 2.25	Not protectively marked	
Corporate gifts	Documentation relating to the provision of corporate gifts.	Permanent - offer to archivist		Not protectively marked	



The recommended retention period always occurs at the 3rd level – the process level.

Heading

The title of the records based on the LGCS generic (process) heading.

Example/Description of Record

A description of the records based on the LGCS.

Recommended Retention Period

The recommended retention period is based on those provided by the LGCS and legal or statutory retention periods. In most cases the trigger for the retention period would be the closure of the file unless a specific trigger is listed in the retention schedule.

Authority

This is the legal, statutory or business need guiding the retention period.

Security

This is based on the protective marking scheme which should be adopted when transferring or storing any information.

Prime Record Holder

This will hold information where a service is the prime record holder for certain records.

Records which may be routinely destroyed

- CC and FYI copies of emails
- Emails that are not the primary record of decisions or transactions (eg the information is recorded in some other way following the email exchange)
- Personal records and emails eg social arrangements, personal copies of performance reviews
- Rough or early drafts where these do not contain evidence of policy development
- Circulated copies of drafts; unaltered drafts
- Correspondence filed elsewhere
- Stocks of publications that have been superseded
- Information retained for reference purposes only (where it is not retained to provide evidence of transactions, but only for its informational value)
- Reference or published materials received from other groups or from external companies/organisations not needed for record purposes eg sales catalogues, brochures, junk mail
- Bookings for internal services such as rooms and equipment where no charges are made
- Notes taken during meetings where formal notes/minutes have been prepared
- Meeting requests, acceptances and apologies
- Corporate notices and circulars (circulated copies ie not the original)
- Superseded circulation/contact lists
- Covering transmission documents such as covering letters, fax cover sheets, compliment slips or e-mails accompanying attachments that do not provide additional information to the main document and where evidence of date and time of receipt or dispatch are not required
- Reservations and confirmations of arrangements with third parties, such as joining instructions for conferences or training when invoices have been received
- 'Snapshot' printouts or extracts from databases

Archives and Local Studies Service

Checklist for identifying material of possible historic/archival value

This list is intended for use in carrying out an initial review of data and information in traditional formats – paper documents, volumes, printed material etc. It does not imply that everything which meets any of these criteria will necessarily be kept as part of the archives, but it means that they should be put aside, and that staff of the Archives and Local Studies service in the Cheshire Record Office should be contacted.

The main criteria for appraisal are **evidence** and **information**. Material selected should either provide **evidence** of decisions and actions by a Council or **information** about noteworthy events, people, businesses or organisations in our area.

Keep

- Minutes (particularly signed ones), agendas and reports
- Annual reports
- Sealed documents
- Top-level accounts (eg annual accounts, balance sheets)
- Press-cuttings
- Publicity and promotional materials
- Photographs
- Records relating to notable or unusual events
- Registers of clients, cases etc (Note: we are allowed to keep records containing personal data for historical research under s33 of the Data Protection Act)
- Audio-visual material: tape recordings, cine film etc
- Departmental/service manuals
- File lists etc
- Information about major infrastructure projects (railways, roads, bridges, canals etc), organisations, businesses, societies, charities etc in our area e.g. annual reports
- Anything earlier than 1945

Do not keep

- Low-level financial records (invoices, cheques, bank statements etc)
- Duplicates
- Routine correspondence
- Blank forms

For advice and information, or **if in doubt** contact:

Archives and Local Studies
Cheshire Record Office
Duke Street
Chester
CH1 1RL
Tel: 01244 973017

Email: <mailto:recordoffice@cheshiresharedservices.gov.uk>

Or visit: http://www.cheshirewestandchester.gov.uk/council_services/record_office.aspx

Using the Records Management Service

For advice on using the Records Management Service please contact;

Email: recman@cheshirewestandchester.gov.uk

Or visit: <http://iwest.ourcheshire.cccusers.com/WhereweWork/Pages/RecordsManagement.aspx>

Or contact:

The Corporate Business Support Compliance & Development Team at

BusinessSupCorp-Compliance&Dev@cheshirewestandchester.gov.uk

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General Glossary of Terms

Administrative use	When business use has been ended or the file has been closed.
Administrative value	The value of a record to the organisation for the conduct of day to day business.
Archives	The term “Archives” has many definitions: <ol style="list-style-type: none">1. The non-current/inactive records of an individual, organization, or institution kept for their continuing value.2. The agency or institution responsible for the care of archival materials.3. The building or other depository housing these records.
Closure	A record/file is closed when it ceases to be active. After closure, no new papers/information should be added to the record. Triggers for closure of a file may include: reaching an unmanageable size; covering a period of ‘x’ years or more; no new records added for a period of time; no action taken on the record/file for a period of time.
Current records	Records which are required for ongoing business purposes and which are frequently referred to.
Document	A document is taken to be “the smallest unit of filing, generally a single letter, form, report” (Robek, Brown and Stephens 1995)
Evidential value	The value of a record that documents the policy and decision-making activities of an organisation.
File plan	This is the classification plan or scheme for the physical arrangement, storage, and retrieval of files.
Fiscal value	The value of records for financial purposes, such as to confirm moneys paid, taxes owing, monetary worth, or outstanding debts.
Informational value	The value of a record that provides unique and permanent information for purposes of research.

Legal value	The value of a record for legal purposes, such as protecting the rights of an organisation and of individuals associated with the organisation.
Life cycle	The life span of a record comprises four stages; creation or receipt; classification; maintenance and use; disposition through destruction or transfer to archives.
Non current/ Inactive records	Records that are no longer required to carry out the administrative or operational functions for which they were created.
Record	A record provides evidence of organisational activity. It can be created or received during or on completion of an activity. For example, completed application forms, invoices and hard copy ledgers are all records.
Records retention schedule	A timetable that identifies the length of time a record must be retained in active and inactive status before final disposal. This may also be called a records retention and disposal schedule.
Semi-current records	Semi current records are typically not required for current business use, but are waiting to be appraised for their short or long term value, or disposed of in accordance with retention schedule guidelines.
Vital records	Records that are essential to resume or continue an organisation. Often vital records are of a legal and/or financial nature. Vital records are necessary to recreate the legal and financial position, preservation rights of the organisation, its employees, and others associated with the organisation.

List of Sources

CWAC retention based on good practice through stakeholder negotiation

Data Protection Act 1998

Limitation Act 1980

RGLA Retention Guidelines for Local Authorities

RMS Record Management Society

Protectively Marked Security Policy

We hold a significant amount of information, some of this information is of a very sensitive nature. We also work very closely with other public sector partners who also hold very sensitive information. It is important that at any time the level of sensitivity of a document can be easily and accurately understood by those handling it; this is achieved by the use of Protective Markings and associated descriptors.

Protective markings enable a policy to be set around the document's use and its allowable levels of distribution in all formats. A Protective Marking Policy is under development based on the HMG IA Standard no.1 Business Impact Level Tables.

Contact

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Freedom of Information Officers

Aleta Steele, Solutions Manager

Miriam Wallace, Solutions Officer with FOI/EIR responsibility

Caroline Timms, Executive Support Assistant

Email: FOI@cheshirewestandchester.gov.uk

Further guidance on information management

One minutes guides

<http://iwest.ourcheshire.cccusers.com/OurCouncil/Resources/facilities/BS/Pages/OneMinuteGuides.aspx>

One Minute Guide – Local Government Classification System

<http://iwest.ourcheshire.cccusers.com/WhereweWork/Documents/One%20Minute%20Guide%20to%20Local%20Government%20Classification%20System.doc>

One Minute Guide – Information Management

<http://iwest.ourcheshire.cccusers.com/WhereweWork/Documents/One%20Minute%20Guide%20to%20Information%20Management.doc>

One Minute Guide – ICT Security

<http://iwest.ourcheshire.cccusers.com/WhereweWork/Documents/One%20Minute%20Guide%20to%20ICT%20Security.doc>

Information management – cleansing your paper records

<http://iwest.ourcheshire.cccusers.com/WhereweWork/Pages/CleansingyourPaperRecords.aspx>

These retention periods should be used in conjunction with the document “**Safeguarding Children and Safer Recruitment in Education**” which can be downloaded from www.education.gov.uk

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
26 Schools					
1. Child Protection					
1.1 Child Protection Files	Child Protection Files	Destroy – DOB + 25 years	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	Protect	
1.2 Child Protection Files	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Retain until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer then destroy	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005	Protect	
2. Governors					
2.1a Minutes	Principal set (signed) If school closes, transfer to LEA or archives	Permanent - Retain in school for 6 years from date of meeting then offer to archivist	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
2.1b Minutes	Inspection Copies	Destroy - 3 years after date of meeting	School Retention Guidelines - RMS	Confidential	
2.2 Agendas		Destroy after meeting	School Retention Guidelines - RMS	Not Protectively Marked	
2.3 Reports		Permanent - Retain in school for 6 years from date of meeting then offer to archivist	School Retention Guidelines - RMS	Confidential	
2.4 Annual Parents' meeting papers		Permanent - Retain in school for 6 years from date of meeting then offer to archivist	School Retention Guidelines - RMS	Confidential	
2.5 Instruments of Government		Permanent – transfer to archives when school has closed	School Retention Guidelines - RMS	Confidential	
2.6 Trusts and Endowments		Permanent – transfer to archives [Retain in school whilst operationally required]	School Retention Guidelines – RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
2.7 Action Plans		Destroy – 3 years after date of action plan	School Retention Guidelines - RMS	Not Protectively Marked	
2.8 Policy documents		Transfer to archives after policy expires	School Retention Guidelines - RMS	Not Protectively Marked	
2.9 Complaints files		Destroy – 6 years after date of resolution of complaint [Retain in school for the first six years Review for further retention in the case of contentious disputes]	School Retention Guidelines - RMS	Protect	
2.10 Annual Reports	Required by the Department for Education and Skills	Offer to archivist - 10 years after date of report	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Confidential	
2.11 Proposals for schools to become, or be established as Specialist Status schools		Current year + 3 then offer to archivist	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
3. Management					
3.1 Log Books		Offer to archivist – 6 years after date of last entry. Apply same retention to online record	School Retention Guidelines - RMS	Confidential	
3.2 Minutes of the Senior Management Team	Plus other internal administrative bodies	Offer to archivist – 5 years after date of meeting	School Retention Guidelines - RMS	Confidential	
3.3 Reports made by the head teacher or the management team		Offer to archivist – 3 years after date of report	School Retention Guidelines - RMS	Confidential	
3.4 Records created by head teachers and deputy head teachers	Plus records created by heads of year and other members of staff with administrative responsibilities	Destroy – 6 years after closure of file Electronic records should be destroyed at the same time.	School Retention Guidelines - RMS	Confidential	
3.5 Correspondence created by head teachers, deputy head teachers	Plus correspondence created by heads of year and other members of staff with administrative responsibilities	Destroy – 3 years after date of correspondence	School Retention Guidelines - RMS	Confidential	
3.6 Professional development plans		Destroy – 6 years after closure	School Retention Guidelines – RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
3.7 School development plans		Offer to archivist – 6 years after closure	School Retention Guidelines - RMS	Confidential	
3.8 Admissions	If the admission is successful	Destroy – 1 year after admission	School Retention Guidelines - RMS	Confidential	
3.9 Admissions	If the appeal is unsuccessful	Destroy – 1 year after resolution of case	School Retention Guidelines - RMS	Confidential	
3.10 Admissions	Secondary Schools – Casual	Destroy – 1 year after admission	School Retention Guidelines - RMS	Confidential	
3.11 Proofs of Address	Supplied by parents as part of the admissions process	Destroy – 1 year after process completed	School Retention Guidelines - RMS	Confidential	
4. Pupils	Information regarding pupils				
4.1 Admission Registers		Offer to archivist – 6 years after last entry	School Retention Guidelines - RMS	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4.2 Attendance Registers		Offer to archivist – 2 years after date of register	School Retention Guidelines – RMS	Protect	
4.3a Pupil Record Cards* * Please see Appendix 1 for further information	Primary In cases where the child may leave the school and there is a chance they might return, e.g. the child is from a traveller or armed forces family; the school may keep the record cards. The school must not keep data for children over 11. The same applies to any child that has elected to be home educated (see Appendix 1)	Retain for the time which the pupil remains at the primary school. Transfer to the secondary school (or other primary school) within 15 days of when the child leaves the school.	School Retention Guidelines - RMS	Protect	
4.3b Pupil Record Cards	Secondary Exclusion cases should be transferred to Behaviour Service	Destroy – DOB of pupil + 25 years	Limitation Act 1980	Protect	
4.4a 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.	School Retention Guidelines - RMS	Protect	
4.4b Pupil Files	Secondary	Destroy – DOB of pupil + 25 years	Limitation Act 1980	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4.5 Special Educational Needs	Files, Reviews and Individual Education Plans	Destroy – DOB of pupil + 25 years	School Retention Guidelines – RMS	Protect	
4.6 Letters authorising absence		Destroy – 2 years after date of absence	School Retention Guidelines – RMS	Confidential	
4.7 Absence books		Destroy – Current year + 6 years	School Retention Guidelines – RMS	Confidential	
4.8a Examination results	Public	Destroy – 6 years after year of examination	School Retention Guidelines – RMS	Not Protectively Marked	
4.8b Examination results	Internal Examination Results	Destroy – Current year + 5 years	School Retention Guidelines - RMS	Not Protectively Marked	
4.9 Any other records created in the course of contact with pupils		Review - Current year + 3 years	School Retention Guidelines - RMS	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4.10 Statement maintained under The Education Act 1996 - Section 324		Destroy (unless legal action pending) – 30 years + DOB	Special Educational Needs and Disability Act 2001 Section 1	Protect	
4.11 Proposed statement or amended statement		Destroy (unless legal action pending) – 30 years + DOB	Special Educational Needs and Disability Act 2001 Section 1	Protect	
4.12 Advice and information to parents regarding educational needs		Destroy (unless legal action pending) - 12 years after closure	Special Educational Needs and Disability Act 2001 Section 1	Protect	
4.13 Accessibility Strategy		Destroy (unless legal action pending) - 12 years after closure	Special Educational Needs and Disability Act 2001 Section 1	Protect	
4.14 Children's SEN Files		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases	School Retention Guidelines - RMS	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4.15 School Trip - Parental permission slips	For school trips where there has been no major incident	Destroy on conclusion of the school trip	School Retention Guidelines - RMS	Not Protectively Marked	
4.16 School Trip - Parental permission slips	For school trips where there has been a major incident	Destroy - DOB of the pupil involved in the incident + 25 years <i>The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils</i>	Limitation Act 1980	Not Protectively Marked	
4.17 Records created by schools to obtain approval to run an Educational Visit outside the Classroom	Primary Schools	Destroy – 14 years after date of visit	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Not Protectively Marked	
4.18 Records created by schools to obtain approval to run an Educational Visit outside the Classroom	Secondary Schools	Destroy – 10 years after date of visit	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
4.19 Walking Bus registers		Destroy – 3 years after date of register. <i>Electronic copies should be destroyed at the same time.</i>	School Retention Guidelines - RMS	Confidential	
5. Curriculum					
5.1 Curriculum development		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
5.2 Curriculum returns		Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
5.3 School syllabus		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines – RMS	Not Protectively Marked	
5.4 Schemes of work		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Not Protectively Marked	
5.5 Timetable		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
5.6 Class record books		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Confidential	
5.7 Mark Books		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Confidential	
5.8 Record of homework set		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Not Protectively Marked	
5.9 Pupils' work		Destroy (or apply another retention date) Current year + 1 year	School Retention Guidelines - RMS	Not Protectively Marked	
5.10 Examination results		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
5.11 SATS records		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Confidential	
5.12 PAN reports		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
5.13 Value added records		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Confidential	
6. Personnel Records held in Schools					
6.1 Timesheets, sick pay		Destroy – Current year + 6 years	Financial Regulations	Not Protectively Marked	
6.2 Staff Personal files		Destroy – 7 years after termination	School Retention Guidelines - RMS	Confidential	
6.3 Interview notes and recruitment records		Destroy – 6 months after date of interview	School Retention Guidelines - RMS	Confidential	
6.4 Pre-employment vetting information	Includes CRB checks	Destroy (by designated member of staff) 6 months after date of check	CRB Guidelines	Confidential	
6.5 Disciplinary proceedings	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.				
6.5a Disciplinary proceedings	Oral warning	Destroy – 6 months after date of warning	School Retention Guidelines - RMS	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
6.5b Disciplinary proceedings	Written warning – Level 1	Destroy - 6 months after date of warning	School Retention Guidelines - RMS	Protect	
6.5c Disciplinary proceedings	Written warning – Level 2	Destroy – 12 months after date of warning	School Retention Guidelines - RMS	Protect	
6.5d Disciplinary proceedings	Final warning	Destroy – 18 months after date of warning	School Retention Guidelines - RMS	Protect	
6.5e Disciplinary proceedings	Case not found	If child protection related please see 1.2 otherwise shred immediately at the conclusion of the case	School Retention Guidelines - RMS	Protect	
6.6 Records relating to accident/injury at work		Destroy – 12 years after the date of the incident <i>In the case of serious accidents a further retention period will need to be applied</i>	School Retention Guidelines - RMS	Not Protectively Marked	
6.7 Annual appraisal/assessment records		Destroy – Current year + 5 years	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
6.8 Salary cards		Destroy – Last date of employment + 85 years	School Retention Guidelines - RMS	Confidential	
6.9 Maternity pay records	Records documenting entitlements to, and calculations of Statutory Maternity Pay.	Destroy – Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Confidential	
6.10 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Destroy – Current year + 6 years	School Retention Guidelines – RMS	Confidential	
6.11 Proofs of identity	Collected as part of the process of checking “portable” enhanced CRB disclosure	Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file.	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
7. Health and Safety					
7.1 Accessibility Plans		Destroy – Current year + 6 years	Disability Discrimination Act	Not Protectively Marked	
7.2a Accident Reporting	Adults	Destroy – 7 years after date of accident	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Not Protectively Marked	
7.2b Accident Reporting	Children	Destroy – 25 years + DOB of child	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
7.3 COSHH		Destroy - Current year + 10 years [where appropriate an additional retention period may be allocated]	School Retention Guidelines - RMS	Not Protectively Marked	
7.4 Incident reports		Destroy – Current year + 20 years	School Retention Guidelines – RMS	Confidential	
7.5 Policy Statements		Destroy – 1 year after date of expiry	School Retention Guidelines - RMS	Not Protectively Marked	
7.6 Risk Assessments		Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
7.7 Process of monitoring of areas	Where employees and persons are likely to have become in contact with asbestos	Destroy – 40 years after last action	School Retention Guidelines – RMS	Protect	
7.8 Process of monitoring of areas	Where employees and persons are likely to have become in contact with radiation	Destroy – 50 years after last action	School Retention Guidelines – RMS	Protect	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
7.9 Fire Precautions	Log Books	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
8. Administrative					
8.1 Employer's Liability certificate		Destroy – 40 years after closure of school	School Retention Guidelines - RMS	Not Protectively Marked	
8.2 Inventories of equipment and furniture		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
8.3 General file series		Offer to archivist – Current year + 6 years Review to see whether a further retention period is required	School Retention Guidelines - RMS	Not Protectively Marked	
8.4 School brochure or prospectus		Offer to archivist – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
8.5 Circulars	staff/parents/pupils	Destroy – Current year + 1	School Retention Guidelines – RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
8.6 Newsletters, ephemera		Offer to archivist - Current year + 1 Review to see whether a further retention period is required	School Retention Guidelines - RMS	Not Protectively Marked	
8.7 Visitors book		Offer to archivist - Current year + 2 Review to see whether a further retention period is required	School Retention Guidelines - RMS	Not Protectively Marked	
8.8 PTA/Old Pupils Associations		Offer to archivist - Current year + 6 years Review to see whether a further retention period is required	School Retention Guidelines - RMS	Not Protectively Marked	
9. Finance	Information relating to financial documents				
9.1 Annual Accounts		Offer to archivist – current year + 6 years	Financial Regulations	Not Protectively Marked	
9.2 Loans and grants		Offer to archivist - Date of last payment on loan + 12 years Review to see whether a further retention period is required	Financial Regulations	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
9.3a Contracts	Under seal	Destroy - Contract completion date + 12 years	School Retention Guidelines - RMS	Protect	
9.3b Contracts	Under signature	Destroy - Contract completion date + 6 years	School Retention Guidelines - RMS	Confidential	
9.3c Contracts	Monitoring records	Destroy – Current year + 2 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.4 Copy orders		Destroy – Current year + 2 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.5 Budget reports	Budget monitoring	Destroy - Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.6 Invoice and receipts	Plus other records covered by the Financial Regulations	Destroy – Current year + 6 years	Financial Regs	Not Protectively Marked	
9.7 Annual Budget and background papers		Destroy – Current year + 6 years	School Retention Guidelines – RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
9.8 Order books and requisitions		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.9 Delivery Documentation		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.10 Debtors' Records		Destroy – Current year + 6 years	Limitation Act 1980	Not Protectively Marked	
9.11 School Fund	Cheque Books	Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.12 School Fund	Paying in Books	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.13 School Fund	Ledger	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.14 School Fund	Invoices	Destroy – Current year + 6 years	School Retention Guidelines – RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
9.15 School Fund	Receipts	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.16 School Fund	Bank Statements	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.17 School Fund	School Journey Books	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
9.18 Applications for free school meals, travel, uniforms etc		Retain whilst child at school then destroy	School Retention Guidelines – RMS	Confidential	
9.19 Student grant applications		Destroy - Current year + 3 years	School Retention Guidelines – RMS	Confidential	
9.20 Free school meals registers		Destroy – Current year + 6 years	Financial Regulations	Confidential	
9.21 Petty cash books		Destroy – Current year + 6 years	Financial Regulations	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
10. Property					
10.1 Title Deeds	Deeds should follow the property unless the property has been registered at the Land Registry	Permanent – offer to archivist	School Retention Guidelines - RMS	Not Protectively Marked	
10.2 Plans	Retain in school whilst operational	Permanent – offer to archivist	School Retention Guidelines - RMS	Not Protectively Marked	
10.3 Maintenance and contractors		Destroy – Current year + 6 years	Financial Regulations	Not Protectively Marked	
10.4 Leases		Destroy – after expiry of lease + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
10.5 Lettings		Destroy - Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
10.6 Burglary, theft and vandalism	Report Forms	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
10.7 Maintenance log books		Destroy – 10 years after last entry	School Retention Guidelines - RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
10.8 Contractors' Reports		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
11. Local Education Authority					
11.1 Secondary transfer sheets (Primary)		Destroy – Current year + 2 years	School Retention Guidelines - RMS	Confidential	
11.2 Attendance returns		Destroy – Current year + 1 year	School Retention Guidelines - RMS	Not Protectively Marked	
11.3 Circulars	From Local Education Authority	Whilst operationally required – then review to see whether a further retention period is required	School Retention Guidelines - RMS	Not Protectively Marked	
12. Department for Children, Schools and Families					
12.1 HMI reports	These do not need to be kept any longer	Offer to archivist	School Retention Guidelines – RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
12.2 OFSTED reports and papers		Replace former report with any new inspection report - Review to see whether a further retention period is required then transfer to archives	School Retention Guidelines - RMS	Not Protectively Marked	
12.3 Returns		Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	
12.4 Circulars	From Department for Children, Schools and Families	Keep while operationally required - Review to see whether a further retention period is required then transfer to archives	School Retention Guidelines - RMS	Not Protectively Marked	
13. Connexions					
13.1 Service level agreements		Destroy once superseded	School Retention Guidelines - RMS	Not Protectively Marked	
13.2 Work Experience agreement		Destroy – DOB of child + 18 years	School Retention Guidelines - RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
14. School Meals					
14.1 Dinner Register		Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
14.2 School Meals	Summary Sheets	Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	
15. Family Liaison Officers and Parent Support Assistants					
15.1 Day Books		Review after current year + 2 years	School Retention Guidelines – RMS	Confidential	
15.2 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	School Retention Guidelines – RMS	Confidential	
15.3 Referral forms		Retain while the referral is current then destroy	School Retention Guidelines – RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
15.4 Contact data sheets		Current year then review (if contact is no longer active then destroy)	School Retention Guidelines – RMS	Confidential	
15.5 Contact database entries		Current year then review, if contact is no longer active then destroy/delete	School Retention Guidelines – RMS	Confidential	
15.6 Group Registers		Destroy – Current year + 2 years	School Retention Guidelines – RMS	Confidential	
16. Early Years Provision					
16.1 Records to be kept by Registered Persons - All Cases					
16.1.1 The name, home address and date of birth of each child who is looked after on the premises		Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation]	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
16.1.2 The name, home address and telephone number of a parent of each child who is looked after on the premises	If this information is kept in the same book or on the same form as previous record then the same retention period should be used. If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)	Closure of setting + 50 years	School Retention Guidelines - RMS	Confidential	
16.1.3 The name, address and telephone number of any person who will be looking after children on the premises		Review – 6 years after termination	School Retention Guidelines - RMS	Confidential	
16.1.4 A daily record of the names of children looked after on the premises	Their hours of attendance and the names of the persons who looked after them	The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). If these records are likely to be needed in a child protection setting then the records should be retained for closure of setting + 50 years	The Day Care and Child Minding (National Standards) (England) Regulations 2003	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
16.1.5 A record of accidents occurring on the premises	Plus incident books relating to other incidents	DOB of the child involved in the accident or the incident + 25 years If an adult is injured then the accident book must be kept for 7 years from the date of the incident	The Day Care and Child Minding (National Standards) (England) Regulations 2003	Confidential	
16.1.6 A record of any medicinal product administered to any child on the premises	Including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	DOB of the child being given/taking the medicine + 25 years	The Day Care and Child Minding (National Standards) (England) Regulations 2003	Confidential	
16.1.7 Records of transfer		One copy is to be given to the parents, one copy transferred to the Primary School where the child is going	School Retention Guidelines - RMS	Confidential	
16.1.8 Portfolio of work	Observations etc..	To be sent home with the child	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
16.1.9 Birth certificates	Once the setting has had sight of the birth certificate and recorded the necessary information the original can be returned to the parents	There is no requirement to keep a copy of the birth certificate.	School Retention Guidelines - RMS	Confidential	
16.2 Records to be kept by Registered Persons - Day Care					
16.2.1 The name and address and telephone number of the registered person and every other person living or employed on the premises		See 16.2.4 below	School Retention Guidelines - RMS	Confidential	
16.2.2 A statement of the procedure to be followed in the event of a fire or accident		Procedure superseded + 7 years	School Retention Guidelines - RMS	Confidential	
16.2.3 A statement of the procedure to be followed in the event of a child being lost or not collected		Procedure superseded + 7 years	School Retention Guidelines - RMS	Confidential	
16.2.4 A statement of the procedure to be followed where a parent has a complaint about the service being provided by the registered person		Until superseded	School Retention Guidelines - RMS	Confidential	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
16.2.5 A statement of the arrangements in place for the protection of children	Including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect	Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation]	School Retention Guidelines - RMS	Confidential	
16.3 Records to be kept by Registered Persons - Overnight provision – under 2's					
16.3.1 Emergency contact details for appropriate adult to collect the child if necessary		Destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)	School Retention Guidelines - RMS	Confidential	
16.3.2 Contract, signed by the parent, stating all the relevant details regarding the child and their care	Including the name of the emergency contact and confirmation of their agreement to collect the child during the night	Destroy - Date of birth of the child who is the subject of the contract + 25 years	School Retention Guidelines - RMS	Confidential	
16.4 Other Records - Administration					
Financial records					
16.4.1 Financial records	Accounts, statements, invoices, petty cash etc	Destroy – Current year + 6 years	School Retention Guidelines - RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
Insurance					
16.4.2 Insurance policies	Employers Liability	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy	Employers Liability Financial Regulations	Not Protectively Marked	
16.4.3 Claims made against insurance policies	Damage to property	Destroy – 3 years after case concluded	School Retention Guidelines - RMS	Not Protectively Marked	
16.4.4 Claims made against insurance policies	Personal injury	Destroy – 6 years after case concluded	School Retention Guidelines - RMS	Not Protectively Marked	
Human Resources					
16.4.5 Personal Files	Records relating to an individual's employment history	Review – 6 years after termination	School Retention Guidelines - RMS	Confidential	
16.4.6 Pre-employment vetting information	Including CRB checks	Destroy – 6 months after date of check	School Retention Guidelines - RMS	Confidential	
16.4.7 Staff training records	General	Destroy – Current year + 2 years	School Retention Guidelines – RMS	Not Protectively Marked	

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
16.4.8 Training (proof of completion such as certificates, awards, exam results)		Destroy – 7 years after last action	School Retention Guidelines - RMS	Not Protectively Marked	
Premises and Health and Safety					
16.4.9 Premises files	Maintenance related	Cessation of use of building + 7 years then review	School Retention Guidelines - RMS	Not Protectively Marked	
16.4.10 Risk Assessments		Destroy – Current year + 3 years	School Retention Guidelines - RMS	Not Protectively Marked	

APPENDIX 1

Paper Records

When a pupil leaves school to become Elected Home Educated (EHE), the pupil's paper records/files will continue to be retained by that school until such time that they are either contacted by another school or education provision who become responsible for that young person's education or, the record/file is archived along with the rest of the year group records in accordance with the protocol of that school.

However, on very rare occasions if a pupil becomes EHE after leaving a non Authority/private provider where that particular legislation does not apply, that provider will forward any records/files directly to the Local Authority's EHE service for retention.

Electronic Records

As part of the recently revised Children Missing in Education (CME) Policy and Practice Guidance, schools are now required to complete and return CME 3 referral to Pupil Tracking Officer/Children Missing In Education Officer (Sue Humphries – 01244 973333, Sue.Humphries@cheshirewestandchester.gov.uk) advising pupil has become EHE.

Schools are also required to create a Common Transfer File (CTF) from SIMs and forward to Pupil Tracking Officer/Children Missing In Education Officer, via S2S, using code 896LLLL. Following confirmation of information, liaison with EHE Consultant and appropriate records have been amended, CTF will be re-uploaded by the LA to S2S to Lost Pupil database.