

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
9. Education and Skills	Activities relating to the provision and support for education and learning.				
Access and Inclusion	Activities relating to educational access and inclusion.				
Project management	Educational access and any inclusion related projects.	Destroy – 7 years from closure	RGLA 3.20 and RGLA 3.23	Protect	
Traveller sites	Activities aimed at ensuring access to education for travellers.	Destroy – 7 years after closure of project	LGCS v2.03 PAGE 105	Protect	
Admissions and Exclusions	Information on school admissions and exclusions.				
Appeals	The process to question a decision or allocation which has been given	Destroy – 7 years after decision made	LGCS v2.03 PAGE 105	Confidential	
Admission appeals	Information with regard to appeals on admission to a specific school. <ul style="list-style-type: none"> • Case files – child (including appeals. • Appeal files. • Exclusion files. 	Destroy – 25 years from last action	RGLA 3.19	Protect	

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Parental preference	General information involved regarding choosing a school	Destroy – 6 years after last action	CWAC retention based on good practice	Not Protectively Marked	
Parental preference	Information specifically concerning school directories. <ul style="list-style-type: none"> School directory. 	Destroy – 6 years after last action	CWAC retention based on good practice	Not Protectively Marked	
Advice	Process in providing advice on education.				
Advisory services	Documentation on the different advisory services provided regarding education and skills.	Destroy – 6 years after last action	CWAC retention based on good practice	Not Protectively Marked	
Arts Services	Information on education relating to the arts.				
Field centres	Utilisation and management of field centres in arts education.	Destroy – 7 years after last action	LGCS v2.03 PAGE 105	Not Protectively Marked	
Music services	Music tuition provided for individuals or groups within schools or music centres.	Destroy after 7 years	LGCS v2.03 PAGE 105	Not Protectively Marked	
Provision in schools	Organisation and management of bookings for arts performances. <ul style="list-style-type: none"> Orders and bookings 	Destroy after 7 years	LGCS v2.03 PAGE 105	Not Protectively Marked	

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Performances	Orders and bookings made for arts services made by schools.	Destroy after 7 years	LGCS v2.03 PAGE 105	Not Protectively Marked	
Curriculum Development	Information about developing the curriculum.				
International projects	Information on international projects.	Destroy after 7 years	RGLA 3.20	Not Protectively Marked	
National curriculum	Helping schools and teachers develop the curriculum within schools.	Destroy after 7 years	LGCS v2.03 PAGE 105 and RGLA 3.20	Not Protectively Marked	
Out of schools projects	Data and information on out of school projects, ie after school clubs, outings etc.	Destroy after 7 years Risk Management – Retain documentation on minors until 23 years old if there has been a known incident	Business case – (Insurance & Risk Manager) Keep until the child is 23 years old in accordance with claim limitations if there has been a known limitation	Not Protectively Marked	

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Outdoor education	Documentation on the countryside with regard to outdoor education.	Destroy after 7 years	RGLA 3.20	Not Protectively Marked	
Schools curricula	Helping schools and teachers develop the curriculum within schools.	Destroy after 7 years	LGCS v2.03 PAGE 105 and RGLA 3.20	Not Protectively Marked	
Education Welfare	Information on education welfare.				
Attendance and truancy	Data collected by student services on behaviour and attendance. Children not attending school. <ul style="list-style-type: none"> • Case files – child. 	Destroy 5 years from 18 th birthday	Business case (Insurance & Risk Manager) Limitation period is not fixed – Court may allow longer period, therefore, need to take advice from solicitors/claims handler before destroying.	Confidential	

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Student welfare service	Documentation regarding student services and the support they provide.	Destroy after 23 years	Business case (Insurance & Risk Manager) Retain on the child's education welfare file for 23 years	Not Protectively Marked	
Employment Skills	Information on providing job skills.				
Careers advice	The provision of careers advice.	Destroy after 6 years	CWAC retention based on good practice	Not Protectively Marked	
Life Long Learning	Learning for all ages.				
Adult and community services	Learning for all ages including non-school, college or university settings.	Destroy – 7 years from closure	RGLA 3.23	Not Protectively Marked	
Basic skills development	Process to develop a basic level of skills and competencies.	Destroy – 7 years from closure	RGLA 3.23	Not Protectively Marked	
Basic skills development	Information on the different courses available. <ul style="list-style-type: none"> Course directory. 	Destroy – 7 years from closure	RGLA 3.23	Not Protectively Marked	

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Management of Schools	General information and data held about individual schools. Case files are typically organised by school.				
Admissions	The process of admitting students to schools – if the admission is successful. (If the admission is unsuccessful, see admission appeals above.)	Destroy after 2 years	RMS Schools version 3.1	Protect	
Emergency contacts	Details of emergency contacts. <ul style="list-style-type: none"> School files 	Review after 1 year	CWAC retention based on good practice	Protect	
General information	General information involved regarding the school's holidays, etc. <ul style="list-style-type: none"> School files 	Destroy after 6 years	CWAC retention based on good practice	Not Protectively Marked	
Governing bodies	A school is governed by a body like the board of a limited company – information, services and assistance for school governors. <ul style="list-style-type: none"> School files 	Permanent – offer to County Archivist after administrative use is concluded	CWAC retention based on good practice	Not Protectively Marked	

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Governing bodies	Minutes of the school governors. <ul style="list-style-type: none"> Governor minutes 	Permanent – offer to County Archivist after administrative use concluded	CWAC retention based on good practice	Not Protectively Marked	
Governor contacts	Contact details of school governors. <ul style="list-style-type: none"> School files 	Permanent – offer to County Archivist after administrative use concluded	CWAC retention based on good practice	Protect	
Health and nursing	School nursing and health promotion. <ul style="list-style-type: none"> School files 	Destroy – 3 years after the event	CWAC retention based on good practice	Not Protectively Marked	
Inspections (structural)	Details on inspections carried out within a school, specifically about dangerous structures. <ul style="list-style-type: none"> School files 	Retain for life of building	CWAC retention based on good practice	Not Protectively Marked	
Performance	Documentation relating to the results an individual school has achieved, classified by school Key Stage 2 SATs results for primary schools, and GCSE/A level results for secondary schools. <ul style="list-style-type: none"> School files 	Review every 7 years – and then offer to County Archivist	LGCS v2.03 PAGE 106	Not Protectively Marked	

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Plans and policies	Activities that develop policies, procedures, strategies and structures for the council. Plans and policies developed by schools. <ul style="list-style-type: none"> School files 	Permanent – offer to County Archivist after administrative use is concluded (retain while policy operational).	RGLA 2.6	Not Protectively Marked	
School catering	School meals and nutritional information. <ul style="list-style-type: none"> School files 	Destroy – 3 years after end of financial year	Accounts and Audit Regulations 1974, and Limitations Act 1980	Not Protectively Marked	
Teaching	Documentation relating to teaching staff and their development programmes.				
Mentoring	The provision of learning mentors.	Destroy – 7 years from closure	RGLA 3.20	Not Protectively Marked	
Teacher development	Activities relating to the provision and support for education and learning.	Destroy – 7 years from closure	RGLA 3.20	Not Protectively Marked	