



Records Retention Policy

Date of last review:	31 May 2018	Review period:	2 years
Date of next review:	31 May 2020	Owner:	Data Protection Officer

DOCUMENT RETENTION POLICY

1. INTRODUCTION

- 1.1 The main aim of this policy is to enable Sacks Morasha Jewish Primary School (“us” or “we” or “**Sacks Morasha**” or the “**School**”) to manage our records effectively and in compliance with data protection and other regulation. As an organisation we collect, hold, store and create significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and documents.
- 1.2 The School is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3 The table below sets out the main categories of information that we hold, the length of time that we intend to hold them, and the reason for this.
- 1.4 Section 3 of this policy sets out the destruction procedure for documents at the end of their retention period. The School’s Data Protection Officer shall be responsible for ensuring that document and data destruction is carried out appropriately, and any questions regarding this policy should be referred to him.
- 1.5 If a document or piece of information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to the School’s Data Protection Officer who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

2. DOCUMENT RETENTION PERIOD

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
2.1 School Management – Governing Body		
(a) Agendas for Governing Body Meetings	One copy to be retained with the master set of minutes.	Consistent with Information and Records Management Society’s <i>Information Management Toolkit for Schools</i> (the “ Toolkit ”)
(b) Minutes of Governing Body Meetings	Permanent	Consistent with Toolkit
(c) Reports presented to Governing Body	Minimum of 6 years; provided that if the minutes refer directly to a report then the report to be kept permanently	Consistent with Toolkit
(d) Meeting papers relating to any annual parents’ meeting	Date of meeting plus 6 years	Consistent with Toolkit
(e) Instruments of Governance of Governing Body	Permanent	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(f) Action plans created and administered by the Governing Body	Life of the action plan plus 3 years	Consistent with Toolkit
(g) Policy documents created and administered by the Governing Body	Life of the policy plus 3 years	Consistent with Toolkit
(h) Records relating to complaints dealt with by the Governing Body	Date of resolution of the complaint plus 6 years, then review	Consistent with Toolkit
(i) Annual reports to Local Authority or Department for Education	Date of report plus 10 years	Consistent with Toolkit
(j) Proposals concerning change of status as a maintained school	Date proposal accepted plus 3 years	Consistent with Toolkit
2.2 School Management – Headteacher and Senior Leadership Team		
(a) Log books of activity in the school maintained by the Headteacher	Date of last entry plus 6 years, then review	Consistent with Toolkit
(b) Minutes of Senior Leadership Team and meetings of other internal administrative bodies	Date of meeting plus 3 years, then review	Consistent with Toolkit
(c) Reports created by Senior Leadership Team	Date of report plus 3 years, then review	Consistent with Toolkit
(d) Records created by Headteacher, Deputy Headteacher, heads of years and other members of staff with administrative responsibilities	Current academic year plus 6 years, then review	Consistent with Toolkit
(e) Correspondence created by Headteacher, Deputy Headteacher, heads of years and other members of staff with administrative responsibilities	Current academic years plus 3 years, then review	Consistent with Toolkit
(f) Professional development plans	Life of the plan plus 6 years	Consistent with Toolkit
(g) School development plans	Life of the plan plus 3 years	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
2.3 School Management – Admissions		
(a) Records relating to the creation and implementation of the school's admissions policy	Life of policy plus 3 years, then review	Consistent with Toolkit
(b) Admissions records	Date of admission (or resolution of unsuccessful admission) plus 1 year	Consistent with Toolkit
(c) Register of admissions	Date of entry plus 3 years	Consistent with Toolkit
(d) Proof of address supplied by parents	Current academic year plus 1 year	Consistent with Toolkit
(e) Supplemental information (such as religion, medical condition, etc.)	Added to pupil file (or held until resolution of unsuccessful admission)	Consistent with Toolkit
2.4 School Management – Operational Administration		
(a) General files	5 years then review	Consistent with Toolkit
(b) Records relating to the creation and publication of the school's brochure	Current year plus 3 years	Consistent with Toolkit
(c) Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year plus 3 years	Consistent with Toolkit
(d) Newsletters and other items with a short operational use	Current year plus 1 year	Consistent with Toolkit
(e) Visitor's book and signing in sheets	Current year plus 6 years, then review	Consistent with Toolkit
(f) Records relating to the management of Parent Teacher Association	Current year plus 6 years, then review	Consistent with Toolkit
2.5 Human Resources – Recruitment		
(a) Records leading up to the appointment of a new headteacher	Date of appointment plus 6 years	Consistent with Toolkit
(b) Records leading up to the appointment of a new member of staff -- successful candidate	Relevant information should be added to the staff personnel file	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(c) Records leading up to the appointment of a new member of staff – unsuccessful candidate	Date of appointment of successful candidate plus 6 months	Consistent with Toolkit
(d) Pre-employment vetting information – DBS check	Not longer than 6 months	Consistent with Toolkit
(e) Proof of identity	Relevant information should be added to the staff personnel file	Consistent with Toolkit
(f) Pre-employment vetting information – right to work in United Kingdom	Termination of employment plus 2 years	Consistent with Toolkit
2.6 Human Resources – Staff Management		
(a) Staff personnel file	Termination of employment plus 6 years	Consistent with Toolkit
(b) Timesheets	Current year plus 6 years	Consistent with Toolkit
(c) Annual appraisals and assessment records	Current year plus 5 years	Consistent with Toolkit
2.7 Human Resources – Disciplinary and Grievance Processes		
(a) Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation, whichever is longer If allegations malicious, should be removed from personnel files; if found, to be kept on personnel file and copy given to person concerned	Consistent with Toolkit
(b) Disciplinary Proceedings -Oral warning -Written warning level 1 -Written warning level 2 -Final warning -Case not found	Warning plus 6 months Warning plus 6 months Warning plus 12 months Warning plus 18 months Dispose of at end of case (unless child protection related, in which case see above)	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
2.8 Human Resources – Health and Safety		
(a) Health and Safety Policy Statements	Life of policy plus 3 years	Consistent with Toolkit
(b) Health and Safety Risk Assessments	Life of assessment plus 3 years	Consistent with Toolkit
(c) Records relating to accident or injury at work	Date of incident plus 12 year (if serious accident, further retention required)	Consistent with Toolkit
(d) Accident reporting	Adults: date of incident plus 6 years Children: Date of birth of child plus 25 years	Consistent with Toolkit
(e) Control of substances hazardous to health	Current year plus 40 years	Consistent with Toolkit
(f) Process of monitoring contact with asbestos	Last action plus 40 years	Consistent with Toolkit
(g) process of monitoring contact with radiation	Last action plus 50 years	Consistent with Toolkit
(h) Fire precaution log books	Current year plus 6 years	Consistent with Toolkit
2.9 Human Resources – Payroll and Pensions		
(a) Maternity pay records	Current year plus 3 years	Consistent with Toolkit
(b) Records held under retirement benefit schemes	Current year plus 6 years	Consistent with Toolkit
2.10 Financial Management – Risk Management and Insurance		
(a) Employer's liability insurance certificate	Closure of school plus 40 years	Consistent with Toolkit
2.11 Financial Management – Asset Management		
(a) Inventories of furniture and equipment	Current year plus 6 years	Consistent with Toolkit
(b) Burglary, theft and vandalism reports	Current year plus 6 years	Consistent with Toolkit
2.12 Financial Management – Account Statements / Budget Management		
(a) Annual Accounts	Current year plus 6 years	Consistent with Toolkit
(b) Loans and grants managed by the school	Date of last payment plus 12 years, then review	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(c) Student grant applications	Current year plus 3 years	Consistent with Toolkit
(d) Records relating to creation and management of budgets, including annual budget and background papers	Life of budget plus 3 years	Consistent with Toolkit
(e) Invoices, receipts, order books, requisitions, and delivery notices	Current financial year plus 6 years	Consistent with Toolkit
(f) Records relating to the collection of banking monies	Current financial year plus 6 years	Consistent with Toolkit
(g) Records relating to the identification and collection of debt	Current financial year plus 6 years	Consistent with Toolkit
2.13 Financial Management – Contract Management		
(a) Records relating to contracts under seal	Last payment under contract plus 12 years	Consistent with Toolkit
(b) Records relating to contracts under signature	Last payment under contract plus 6 years	Consistent with Toolkit
(c) Records relating to the monitoring of contracts	Current year plus 2 years	Consistent with Toolkit
2.14 Financial Management – School Funds		
(a) Cheque books	Current year plus 6 years	Consistent with Toolkit
(b) Paying in books	Current year plus 6 years	Consistent with Toolkit
(c) Ledger	Current year plus 6 years	Consistent with Toolkit
(d) Invoices	Current year plus 6 years	Consistent with Toolkit
(e) Receipts	Current year plus 6 years	Consistent with Toolkit
(f) Bank statements	Current year plus 6 years	Consistent with Toolkit
(g) Journey books	Current year plus 6 years	Consistent with Toolkit
2.15 Financial Management – School Funds		
(a) Free School Meals registers	Current year plus 6 years	Consistent with Toolkit
(b) School Meals registers	Current year plus 3 years	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(c) School Meals Summary Sheets	Current year plus 3 years	Consistent with Toolkit
2.16 Property Management		
(a) Title deeds of properties belonging to school	Permanent	Consistent with Toolkit
(b) Plans of property belonging to school	Retained whilst property belongs to school	Consistent with Toolkit
(c) Leases of property leased by or to the school	Expiry of lease plus 6 years	Consistent with Toolkit
(d) Records relating to the letting of school premises	Current financial year plus 6 years	Consistent with Toolkit
2.17 Property Management – Maintenance		
(a) Records relating to maintenance of school carried out by contractors	Current year plus 6 years	Consistent with Toolkit
(b) Records relating to maintenance of school carries out by employees, including log books	Current year plus 6 years	Consistent with Toolkit
2.18 Pupil Management – Educational Records		
(a) Pupil Educational Record (required by The Education (Pupil Information)(England) Regulations 2005)	Date of birth of pupil plus 25 years	For primary school pupils, this retention period is in excess of the period recommended by the Toolkit (which recommends retention until a primary pupil leaves the school), and is consistent with the retention period recommended by the Toolkit for secondary school pupils
(b) Examination results	Retained in pupil file	Consistent with Toolkit
(c) Child protection information held in pupil file	Retained in pupil file in sealed envelope	Consistent with Toolkit
(d) Child protection information held in other file	Date of birth of pupil plus 25 years	Consistent with Toolkit
2.19 Pupil Management – Educational Records		
(a) Attendance registers	Date of entry plus 3 years	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(b) Correspondence relating to authorised absence	Current academic year plus 2 years	Consistent with Toolkit
2.20 Pupil Management – Special Educational Needs		
(a) Special Educational Needs files, reviews and individual education plans	Date of birth of pupil plus 25 years	Consistent with Toolkit
(b) Statement maintained under section 234 of the Education Act 1990 and any amendments to the statement	Date of birth of pupil plus 25 years	Consistent with Toolkit
(c) Advice and information provided to parents regarding SEN	Date of birth of pupil plus 25 years	Consistent with Toolkit
(d) Accessibility Strategy	Date of birth of pupil plus 25 years	Consistent with Toolkit
2.21 Curriculum Management – Statistics and Information		
(a) Curriculum returns	Current year plus 3 years	Consistent with Toolkit
(b) Examination results (school's copy)	SAT results: date of birth of pupil plus 25 years Examination papers: until any appeals/validation process is complete	Consistent with Toolkit
(c) Published Admissions Number (PAN) reports	Current year plus 6 years	Consistent with Toolkit
(d) Value Added and Contextual Data	Current year plus 6 years	Consistent with Toolkit
(e) Self-Evaluation Forms	Current year plus 6 years	Consistent with Toolkit
2.22 Curriculum Management – Implementation		
(a) Schemes of Work	Current year plus 1 year	Consistent with Toolkit
(b) Timetable	Current year plus 1 year	Consistent with Toolkit
(c) Class Record Books	Current year plus 1 year	Consistent with Toolkit
(d) Mark Books	Current year plus 1 year	Consistent with Toolkit
(e) Records of homework sets	Current year plus 1 year	Consistent with Toolkit
(f) Pupil's work	Returned to pupil if possible at end of	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
	academic year; if not then current year plus 1 year	
2.23 Extra Curricular Activities		
(a) Records created by school to obtain approval to run an educational visit outside the classroom	Date of visit plus 14 years	Consistent with Toolkit
(b) Parent consent forms for school trips	No major incident: conclusion of trip Major incident: Date of birth of pupil involved in incident plus 25 years	Consistent with Toolkit
(c) Walking bus registers	Date of register plus 3 years	Consistent with Toolkit
2.24 Family Liaison Officers and Home School Liaison Assistants		
(a) Day books	Current year plus 2 years, then review	Consistent with Toolkit
(b) Reports for outside agencies – where the case file is created by the outside agency	Whilst pupil attends school	Consistent with Toolkit
(c) Referral forms	While the referral is current	Consistent with Toolkit
(d) Contact data sheets	Current year, then review	Consistent with Toolkit
(e) Contact database entries	current year, then review	Consistent with Toolkit
(f) Group registers	Current year plus 2 years	Consistent with Toolkit
2.25 Local Authority		
(a) Secondary Transfer Sheets (primary)	Current year plus 2 years	Consistent with Toolkit
(b) Attendance returns	Current year plus 1 year	Consistent with Toolkit
(c) School census returns	Current year plus 5 years	Consistent with Toolkit
(d) Circulars and other information sent from the Local Authority	Operational use	Consistent with Toolkit
2.26 Central Government		
(a) OFSTED reports and papers	Life of report, then review	Consistent with Toolkit

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
(b) Returns made to central government	Current year plus 6 years	Consistent with Toolkit
(c) Circulars and other information sent from the central government	Operational use	Consistent with Toolkit

3. DELETION OF DOCUMENTS

3.1 When a document is at the end of its retention period, it will be dealt with in accordance with this policy.

Confidential waste

3.2 Confidential information should be made available for collection in the confidential waste bins or sacks located around the office, and then shredded in the front office.

3.3 Anything that contains personal information should be treated as confidential.

3.4 When deleting confidential information electronically, please refer to the School's then current IT provider to ensure that this is carried out effectively.

Other documentation

3.5 Other documentation can be deleted or placed in recycling bins where appropriate.

Automatic deletion

3.6 Certain information will be automatically archived by the computer systems, details of which are set out below. Should a person want to prevent automatic deletion from happening in a particular circumstance, or to retrieve any information that has been deleted, please contact the School's Data Protection Officer.

Individual responsibility

3.7 Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, the following questions should be asked:

- (a) Has the information come to the end of its useful life?
- (b) Is there a legal requirement to keep this information or document for a set period? (Refer to Appendix 1 for more information)
- (c) Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
- (d) Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?
- (e) Is the document of historic or statistical significance?

3.8 If the decision is made to keep the document, this should be referred to the School's Data Protection Officer along with the reasons for retention.