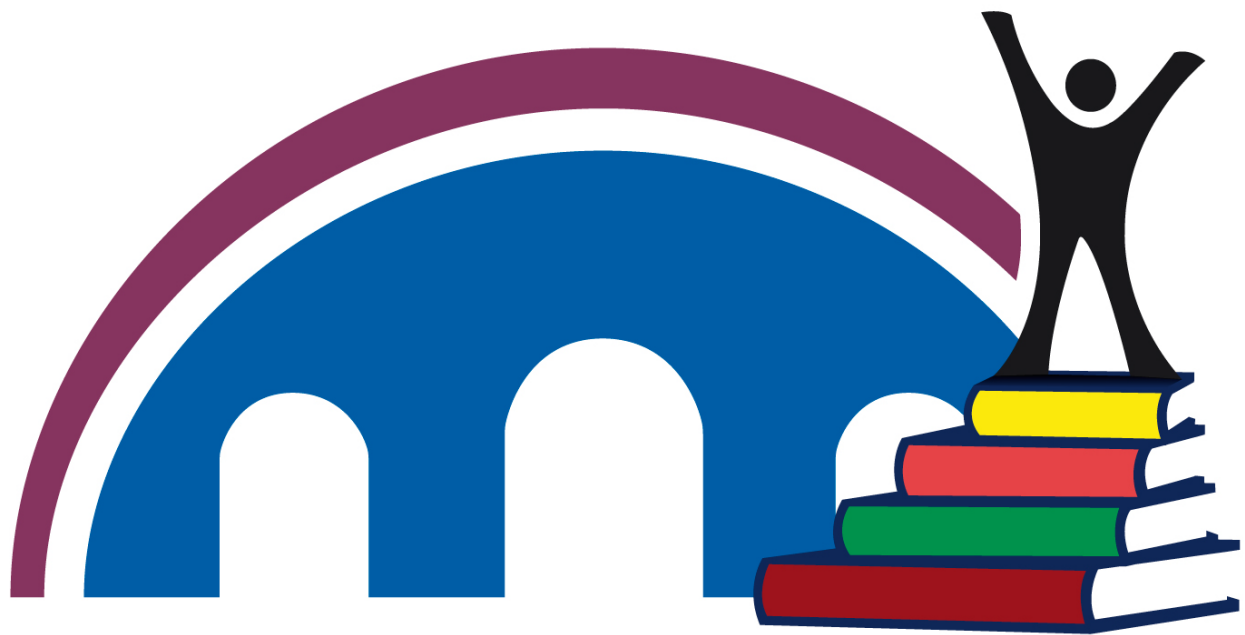




Bridge Academy Trust

RECORDS MANAGEMENT POLICY

September 2026

Summary of Changes

Section Number	Current	Proposed Amendment
2.1	same	Edited name to include roles
Section 2 - Scope	n/a	New section
Section 4 – Equality Impact Assessment	n/a	New Section

Date of Draft Policy: (this is the month/year the policy was drafted)	March 2026	
Last approved version Frequency of review	17 th June 2025 Reviewed Annually	
Consultation with Staff Required	Yes ☐	No ☒
Period of Consultation (if required)	From N/A	To N/A
Trustees Committee Reviewing Document	Trustee Policy Review Committee	
Date of Board of Trustees Meeting at which Policy Approved	16 th June 2026	
Date of Adoption of Policy	1 st September 2026	
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Reviewer	DPO	
Advice From	DfE Data Protection in Schools The Key	

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INTRODUCTION

- 1.1 Bridge Academy Trust is committed to maintaining the confidentiality of its information and ensuring that all records within the Trust are only accessible by the appropriate individuals. In line with the requirements of the GDPR, the individual schools also have a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.
- 1.2 The Trust recognises that, by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the Trust and provide evidence for demonstrating performance and accountability.
- 1.3 The Trust has created this policy to outline how records are stored, accessed, monitored, retained and disposed of to meet the individual school's statutory requirements.
- 1.4 This document complies with the requirements set out in the GDPR and Data Protection Act 2018.

SCOPE

- 2.1 This policy applies to all staff and all personal data, regardless of whether it is in paper or electronic format, and seeks to provide guidance to Trust staff, Trustees and Governors on the handling of personal data.

ROLES AND RESPONSIBILITIES

- 3.1 Individual schools are responsible for maintaining their records and record-keeping systems in line with statutory requirements with the appropriate member of staff responsible within the Central Team.
- 3.2 The Headteacher/Head of School holds the responsibility for their own school. The CFOO is responsible centrally for this policy and for ensuring it is implemented correctly.
- 3.3 The DPO is responsible for checking the management of records at individual schools/Trust.
- 3.4 All staff members must ensure, with respect to records for which they are responsible for, that they:
 - a) Manage the records consistently, in accordance with the Trust's policies and procedures.
 - b) Properly document their actions and decisions.
 - c) Hold personal information securely.
 - d) Only share personal information appropriately and do not disclose it to any unauthorised third party.
 - e) Dispose of records securely, in accordance with the School/Trust's Records Retention Schedule.

EQUALITY IMPACT ASSESSMENT (EIA)

- 4.1 An Equality Impact Assessment has been completed for this policy which identified no significant negative impacts.

LEGAL FRAMEWORK

- 5.1 This policy has due regard to legislation including, but not limited to, the following:
- a) General Data Protection Regulation.
 - b) Freedom of Information Act 2000.
 - c) Limitation Act 1980 (as amended by the Limitation Amendment Act 1980).
 - d) Data Protection Act 2018.
- 5.2 This policy also has due regard to the following guidance:
- a) Information Records Management Society (2019) 'Information Management Toolkit for Academies'.
 - b) DfE (2018) 'Data protection: a toolkit for Academies'.
 - c) DfE (2018) 'Careers guidance and access for education and training providers'.
 - d) Social Media & Photography.
 - e) Code of Conduct for Employees, Parents/Carers and Students.

MANAGEMENT OF STUDENT RECORDS

- 6.1 Student records are specific documents (paper form or electronic) that are used throughout a student's time in the education system – they are passed to each school that a student attends and includes all personal information relating to them, e.g., date of birth, home address, as well as their progress and achievement.
- 6.2 The following information is stored within a student record, and will be easily accessible:
- a) Forename, surname, gender and date of birth.
 - b) Unique student number.
 - c) Note of the date when the file was opened.
 - d) Note of the date when the file was closed, if appropriate.

- e) Ethnic origin, religion and first language (if not English).
- f) Any preferred names.
- g) Position in their family, e.g., eldest sibling.
- h) Emergency contact details and the name of the student's doctor.
- i) Any allergies or other medical conditions that are important to be aware of.
- j) Names of parents/carers, including their home address(es) and telephone number(s).
- k) Name of the school, admission number, the date of admission and the date of leaving, where appropriate.
- l) Any other agency involvement, e.g., speech and language therapist.
- m) Admissions Form.
- n) Details of any SEND.
- o) If the student has attended an early year setting, the record of transfer.
- p) Fair processing notice – only the most recent notice will be included.
- q) Annual written reports to parents/carers.
- r) National curriculum and agreed syllabus record sheets.
- s) Notes relating to major incidents and accidents involving the student.
- t) Any information about an EHC plan and support offered in relation to the EHC plan.
- u) Any notes indicating child protection disclosures and reports are held.
- v) Any information relating to exclusions.
- w) Any correspondence with parents/carers or external agencies relating to major issues, e.g., mental health.
- x) Notes indicating that records of complaints made by parents/carers, or the student are held.

6.3 The following information is subject to shorter retention periods and, therefore, will be stored separately in a personal file for the student in the school office:

- a) Attendance registers and information.
- b) Absence (authorised) notes and correspondence.
- c) Parental and, where appropriate, student consent forms for educational visits, photographs and videos, etc.
- d) Accident forms (a copy can be placed on the student record if it is a major incident).
- e) Medicine consent and administering records (this is the school's record).

- f) Copies of birth certificates, passports, etc.
 - g) Generic correspondence with parents/carers about minor issues (i.e., 'Dear Parent/Carer').
 - h) Student work, drawings, etc.
 - i) Previous data collection forms which have been superseded (there is no need to retain these).
 - j) Photography (image) consents (this is the school's record).
- 6.4 Any records related to child protection are kept on an individual child protection file (or electronic record within CPOMS or MyConcern) for that child (which is separate to the student file). All child protection records are stored securely and confidentially and will be retained for 25 years after the student's date of birth, or until they transfer to another school / educational setting.
- 6.5 Hard copies of complaints made by parents/carers or students are stored in a file in a secure area – a note indicating this is marked on the student's file.
- 6.6 Actual copies of accident and incident information are stored separately on the school's management information system or a hard copy in a file and held in line with the retention periods outlined in this policy – a note indicating this is marked on the student's file. An additional copy must be placed in the student's file in the event of a major accident or incident.
- 6.7 The school will ensure that no student records are altered or amended before transferring them to the next school that the student will attend.
- 6.8 The only exception to the above is if any records placed on the student's file have a shorter retention period and may need to be removed.
- 6.9 Electronic records relating to a student's record will also be transferred to the student's next school.
- 6.10 [\[Primary schools only\]](#) The school will not keep any copies of information stored within a student's record, unless there is ongoing legal action at the time during which the student leaves the school. The responsibility for these records will then transfer to the next school that the student attends.
- 6.11 [\[Secondary schools and sixth form colleges only\]](#) If a student attends the school until statutory school leaving age, the school will keep the student's records until the student reaches the age of 25 years.
- 6.12 The school will, wherever possible, avoid sending a student record by post. Where a student record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.

RETENTION OF STUDENT RECORDS AND OTHER STUDENT RELATED INFORMATION

- 7.1 The table at Appendix 1 outlines the school's retention periods for individual student records and the action that will be taken after the retention period, in line with any requirements. The Headteacher/Head of School can delegate responsibility to another member of staff.
- 7.2 Electronic copies of any information and files will be destroyed in line with the retention periods outlined in Appendix 1.

RETENTION OF STAFF RECORDS

- 8.1 The table at Appendix 2 outlines the individual school's/Trust's retention period for staff records and the action that will be taken after the retention period, in line with any requirements.
- 8.2 Electronic copies of any information and files will also be destroyed in line with the retention periods outlined in Appendix 2.

RETENTION OF GOVERNANCE RECORDS

- 9.1 The table at Appendix 3 outlines the individual school's/Trust's retention periods for Governance records, and the action that will be taken after the retention period, in line with any requirements.
- 9.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 3.

RETENTION OF SENIOR LEADERSHIP AND MANAGEMENT RECORDS

- 10.1 The table at Appendix 4 outlines the individual school's/Trust's retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements.
- 10.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 4.

RETENTION OF HEALTH AND SAFETY RECORDS

- 11.1 The table at Appendix 5 outlines the individual school's/Trust's retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements.

- 11.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 5.

RETENTION OF FINANCIAL RECORDS

- 12.1 The table at Appendix 6 outlines the individual school's/Trust's retention periods for financial records and the action that will be taken after the retention period, in line with any requirements.
- 12.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 6.

RETENTION OF POLICY, FRAMEWORK AND OVERARCHING REQUIREMENT RECORDS

- 13.1 The table at Appendix 7 outlines the individual school's/Trust's retention periods for policy, framework and overarching requirement records and the action that will be taken after the retention period, in line with any requirements.
- 13.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 7.

RETENTION OF OPERATIONAL ADMINISTRATION RECORDS

- 14.1 The table at Appendix 8 outlines the individual school's/Trust's retention periods for operational administration records and the action that will be taken after the retention period, in line with any requirements.
- 14.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 8.

RETENTION OF PROPERTY MANAGEMENT RECORDS

- 15.1 The table at Appendix 9 outlines the individual school's/Trust's retention periods for property management records and the action that will be taken after the retention period, in line with any requirements.
- 15.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 9.

RETENTION OF CENTRAL GOVERNMENT AND LOCAL AUTHORITY (LA) RECORDS

- 16.1 The table at Appendix 10 outlines the individual school's/Trust's retention periods for Central Government and Local Authority (LA) records and the action that will be taken after the retention period, in line with any requirements.
- 16.2 Electronic copies of any information and files will also be destroyed in line with the retention periods in Appendix 10.

RETENTION OF INFORMATION TECHNOLOGY

- 17.1 The table at Appendix 11 outlines the Trust's retention periods for Information Technology records and the action that will be taken after the retention period, in line with any requirements.

SOCIAL MEDIA

- 18.1 Social media forms a range of versatile tools that can be used in several ways. As a communication tool, it can broadcast information, enabling a quick way to share information about the Trust/Schools in the form of text, pictures, video and/or audio. It enables direct communication with stakeholders individually, collectively, or in groups, and provides insights on school or Trust engagement.
- 18.2 The Trust ensures that staff contributors adhere to the Social Media & Photography Policy, Code of Conduct for Employees, Parents/Carers, and Students, with a strong emphasis on safeguarding in written communications on social media platforms.
- 18.3 Staff consider information security when they are sending or replying to messages/posts. Use of social media follows protocols and procedures established by the Trust to ensure consistent use of social media and that staff do not release information inappropriately or illegally.
- 18.4 The Trust/Schools using social media establish what purpose they are using it for, the lawful basis as part of it, what data/information they will process, how they will uphold any of the rights of data subjects, and the retention periods involved.

IDENTIFYING INFORMATION

- 19.1 Under the GDPR, all individuals have the right to data minimisation and data protection by design and default – as the data controller, the school ensures appropriate measures are in place for individuals to exercise this right.
- 19.2 Wherever possible, the Trust/School's use pseudonymisation, also known as the 'blurring technique', to reduce risk of identification.

- 19.3 Once an individual has left the school, if identifiers such as names and dates of birth are no longer required, these are removed or less specific personal data is used, e.g., the month of birth rather than specific date – the data is redacted.
- 19.4 Where data is required to be retained over time, e.g., attendance data, the school removes any personal data not required and keeps only the data needed – in this example, the statistics of attendance rather than personal information.

STORING AND PROTECTING INFORMATION

- 20.1 The DPO will undertake a risk analysis to identify which records are vital to school management and these records will be stored in the most secure manner.
- 20.2 The DPO will check that regular back-ups of information are carried out to ensure that all data can still be accessed in the event of a security breach, e.g., a virus, and prevent any loss or theft of data.
- 20.3 Where possible, backed-up information will be stored off the school premises, using an online backup service such as the one operated by the Local Authority.
- 20.4 Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access.
- 20.5 Confidential paper records are not to be left unattended or in clear view when held in a location with general access.
- 20.6 Digital data is encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed-up.
- 20.7 Memory sticks are not permitted to be used for any purpose. Unless authorised by the Director of IT and Data Protection Officer.
- 20.8 Where possible, the school enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- 20.9 Staff and governors must not use their personal laptops or computers to store any school data.
- 20.10 Staff and governors/Trustees that use a personal device for school purposes must ensure that it has up-to-date anti-virus software and operating system security patches. The device must be protected by a strong password and not shared by any other person.
- 20.11 All members of staff are provided with their own secure login and password, the password must be at least 8 characters long and contain three different types of characters i.e., Upper-case, lower-case, numbers or symbols. Staff must change their passwords every three months.
- 20.12 Emails containing sensitive or confidential information are password-protected to ensure that only the recipient can access the information. The password will be shared with the recipient in a separate communication.
- 20.13 When sending confidential information by fax, members of staff always check that the recipient is correct before sending and alert the recipient prior to sending.

- 20.14 Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with the GDPR, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g., keeping devices under lock and key. The person taking the information from the school premises/Trust accepts full responsibility for the security of the data.
- 20.15 Before sharing data, staff always ensure that:
- a) They have consent from data subjects to share it.
 - b) Adequate security is in place to protect it.
 - c) The data recipient has been outlined in a privacy notice.
- 20.16 Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information are always supervised.
- 20.17 The school takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
- 20.18 The DPO oversees the implementation of continuity and recovery measures to ensure the security of protected data.
- 20.19 Any damage to or theft of data will be managed in accordance with the school's Security Breach Management Plan.

ACCESSING INFORMATION

- 21.1 We are transparent with data subjects, the information we hold and how it can be accessed.
- 21.2 All members of staff, parents/carers of registered students and other users of the school, e.g., visitors and third-party clubs, are entitled to:
- a) Know what information the school holds and processes about them or their child and why.
 - b) Understand how to gain access to it.
 - c) Understand how to provide and withdraw consent to information being held.
 - d) Understand what the school is doing to comply with its obligations under the GDPR.
- 21.3 All members of staff, parents/carers of registered students and other users of the schools within the Trust and its facilities have the right, under the GDPR, to access certain personal data being held about them or their child.
- 21.4 Personal information can be shared with students once they are considered to be at an appropriate age and responsible for their own affairs; although, this information can still be shared with parents/carers.
- 21.5 Students who are considered to be at an appropriate age to make decisions for themselves are entitled to have their personal information handled in accordance with their rights.

- 21.6 The school will adhere to the provisions outlined in the school's GDPR Policy when responding to requests seeking access to personal information.

DIGITAL CONTINUITY STATEMENT

- 22.1 Digital data that is retained for longer than six years will be named as part of a digital continuity statement.
- 22.2 The DPO will identify any digital data that will need to be named as part of a digital continuity statement.
- 22.3 The data will be archived to dedicated files on the Trust's server, which are password-protected.
- 22.4 Memory sticks and/or Portable Hard Drives will never be used to store digital data, subject to a digital continuity statement.
- 22.5 The DPO will review new and existing storage methods annually and, where appropriate add them to the digital continuity statement.
- 22.6 The following information will be included within the digital continuity statement:
- a) A statement of purpose and requirements for keeping the records
 - b) The names of the individuals responsible for long term data preservation
 - c) A description of the information assets to be covered by the digital preservation statement
 - d) A description of when the record needs to be captured into the approved file formats
 - e) A description of the appropriate supported file formats for long-term preservation
 - f) A description of the retention of all software specification information and licence information
 - g) A description of how access to the information asset register is to be managed in accordance with the GDPR

INFORMATION AUDIT

- 23.1 The school conducts information audits on an annual basis against all information held by the Trust to evaluate the information the school is holding, receiving and using, and to ensure that this is correctly managed in accordance with the GDPR. This includes the following information:
- a) Paper documents and records
 - b) Electronic documents and records
 - c) Databases

- d) Microfilm or microfiche
- e) Sound recordings
- f) Video and photographic records
- g) Hybrid files, containing both paper and electronic information
- h) Apps and Portals

23.2 The information audit may be completed in a number of ways, including, but not limited to:

- a) Interviews with staff members with key responsibilities – to identify information and information flows, etc.
- b) Questionnaires to key staff members to identify information and information flows, etc.
- c) A mixture of the above

23.3 The DPO is responsible for completing the information audit. The information audit will include the following:

- a) The school's data needs
- b) The information needed to meet those needs
- c) The format in which data is stored
- d) How long data needs to be kept for
- e) Vital records status and any protective marking
- f) Who is responsible for maintaining the original document

23.4 The DPO will consult with Headteachers/Head of School involved in the information audit process to ensure that the information is accurate.

23.5 Once it has been confirmed that the information is accurate, the DPO will record all details on the school's Information Asset Register.

23.6 The information displayed on the Information Asset Register will be shared with the Headteacher/Head of School to gain their approval.

DISPOSAL OF DATA

24.1 Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g., paper recycling, electronic recycling.

24.2 Where disposal of information is outlined as secure disposal, this will be shredded or pulped and electronic information will be scrubbed clean and, where possible, cut. The Headteacher will keep a record of all files that have been destroyed.

- 24.3 Where the disposal action is indicated as reviewed before it is disposed, the Headteacher/Head of School will review the information against its administrative value – if the information should be kept for administrative value, Headteacher/Head of School will keep a record of this.
- 24.4 If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
- 24.5 Where information has been kept for administrative purposes, the Headteacher/Head of School will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years informing the DPO to the Trust at every process.
- 24.6 Where information must be kept permanently, this information is exempt from the normal review procedures.

APPENDIX 1 – RETENTION OF STUDENT RECORDS AND OTHER STUDENT RELATED INFORMATION

1. Admissions

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
All records relating to the creation and implementation of School Admissions Policy	3 years after life of policy	School Admissions Code - Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators, and admission appeals panels December 2014	REVIEW & DESTROY
Admissions – successful applicants	1 year after the date of admission	School Admissions Code - Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators, and admission appeals panels December 2014	DESTROY
Admissions – if the appeal is unsuccessful	1 year after case resolution	School Admissions Code - Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators, and admission appeals panels December 2014	DESTROY
Register of admissions	Indefinitely	Business Need – allows schools to confirm enquires from past students to confirm dates they attended.	-

Admissions – Secondary School – casual	2 years		DESTROY
Proof of Address – supplied by parent/carer as part of the admissions process	2 years	School Admissions Code - Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators, and admission appeals panels December 2014	DESTROY
Supplementary information form, including additional information such as religion and medical conditions – successful applicants		Business Need – add to Student File	DESTROY
Supplementary information form, including additional information such as religion and medical conditions – unsuccessful applicants	Until appeals process completed		DESTROY

1.1 Student Education Record

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Student Education Record			
Primary	Retained whilst the child is attending school	Legal Requirement/Business Need	The file should follow the student when they leave primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit

			If the student dies whilst at primary school, the file should be returned to the local authority to be retained for the statutory retention period. If the student transfers to an independent school, transfers to home schooling, or leaves the country, the file should be returned to the local authority to be retained for the statutory retention period. Primary schools do not ordinarily have storage space to store records students who have not transferred in the normal way, it makes more sense to transfer the record to the local authority, as it is more likely that the student will request the record from the local authority.
Secondary	25 years after Date of Birth of student	Limitation Act 1980 (Section 2)	DESTROY
Management of exclusions	25 years after date of birth of student		DESTROY
Management of examination registrations	Mandated by examination board		

Examination Results – Public	Added to student file		Uncollected certificates to be returned to examination board.
Examination Results – Internal (Mocks)	Added to student file		DESTROY
NEA (non-examined assessment) work	Retain until post-results deadline. After offer students 12 weeks to collect work.		DESTROY
This review took place when the Independent Inquiry on Historical Child Sexual Abuse was beginning. Considering this, it is recommended that all records relating to child abuse are retained until the inquiry is complete. This section will then be reviewed again to consider any recommendations the Inquiry might make concerning record retention.			
Child protection information held on student file	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file.	DESTROY
Child protection information held in separate file	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	25 years after the date of birth of child. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record.	DESTROY

Retention periods relating to allegations made against adults can be found in the Staff section of this retention schedule.

1.2 Attendance

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
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Attendance registers	3 years after the date completed.	Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	DESTROY
Correspondence relating to authorized absence	2 years after current academic year	Education Act 1996 section 7	DESTROY

1.1 Special Education Needs (SEN)

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
SEN files, reviews, one plans, EHCPs or another SEN related document	25 years after date of birth	Limitation Act 1980 Section 2	REVIEW NOTE: This retention period is the minimum retention period that any student file should be kept. Some authorities choose to keep SEN files for a longer period of time in order to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period – this must be documented
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	25 years after date of birth [retained on student file]	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DESTROY Unless document is subject to legal hold.
Advice and information provided to parents/carers regarding educational needs	25 years after date of birth [retained on student file]	Special Educational Needs and Disability Act 2001 Section 2	DESTROY Unless document is subject to legal hold

Accessibility Strategy	25 years after date of birth [retained on student file]	Special Educational Needs and Disability Act 2001 Section 14	DESTROY Unless document is subject to legal hold
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1.4 Statistics and Management Information

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Curriculum Returns	4 Years		DESTROY
Examination results	7 years		DESTROY
SATS records – results	Results to be recorded on student education record. School Record (for analytical purposes) – 7 years	Business Need	DESTROY
SATS records – examination paper	Papers should be kept until any appeals/validation process is complete.		DESTROY
Published Admission Number (PAN) reports	7 Years		DESTROY
Value added and contextual data	7 Years		DESTROY
Self-evaluation forms	7 years		DESTROY

1.5 Implementation of Curriculum

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Schemes of work	Indefinitely – if the scheme of work is still valid. 2 years if the scheme of work is no longer valid.	Business Need	DESTROY
Timetable	2 years	Business Need	DESTROY
<i>Class Record Book</i>	2 Years		DESTROY
Markbooks	2 Years		DESTROY
Record of homework set	2 Years		DESTROY
Secondaries (Show My Homework)	2 Years		
Primaries (Online or Paper-based)	2 Years		
Student Work	Should be returned to the student at the end of academic year if possible. If not possible, then 2 years		DESTROY

1.6 Education Visits outside the Classroom

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
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Records created by schools to obtain approval to run an education visit outside the classroom. Primary Schools	14 Years from date of visit	Outdoor Education Advisers Panel National Guidance website https://oeapng.info specifically section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”	DESTROY
Records created by schools to obtain approval to run an education visit outside the classroom. Secondary Schools	10 years from date of visit	Outdoor Education Advisers Panel National Guidance website https://oeapng.info specifically section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”	DESTROY
Parental permission slips trips – where there has been no major incident	Conclusion of the trip		DESTROY
Parental permission slip for school where there has been a major incident	25 years after the date of birth	Limitation Act 1980 (Section 2)	DESTROY
Records relating to residential trip	25 years of the youngest student involved		DESTROY

APPENDIX 2 – HUMAN RESOURCES (HR) & STAFF RECORDS

2.1 Operational Staff Management

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Personal File (including employment contract and training records)	7 Years after date of termination	Limitation Act 1980 (Section 2)	DESTROY
<i>Timesheets</i>	7 Years		DESTROY
Staff Reviews	6 Years		DESTROY
<i>Records relating to the agreement of pay and conditions</i>	6 years after the date pay and conditions superseded		DESTROY
<i>Training needs analysis</i>	2 years		DESTROY

2.2 Recruitment

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
<i>All records leading up to the appointment of a new Headteacher</i>	7 years		DESTROY
All records leading up to the appointment of a new member of staff – unsuccessful	6 months after appointment of successful candidate or job advert closed (if no one appointed)		DESTROY

All records leading up to appointment of a new member of staff – successful	All relevant information should be added to the staff personal file (below) and all other information retained for 6 months.		DESTROY
Pre-employment – Vetting Information - DBS Certificates	6 Months	DBS Update Service Employer Guide June 2014 The Information Commissioner's Office, Employment Practices Code (data protection)	DESTROY
Proof of identity – collected 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 necessary to keep a copy of the documentation, then this should be placed on the member of staff's personal file.		DESTROY
Pre-employment vetting information – evidence proving the right to work in the United Kingdom	These documents should be added to the staff personal file. If they are kept separately, then the Home Office requires that the documents be kept for less than 2 years after termination.		DESTROY
Records relating to the employment of overseas teachers	These documents should be added to the staff personal file. If they are kept separately, then the Home Office requires that the documents be kept for less than 2 years after termination.		DESTROY
Records relating to the TUPE process	6 years after last staff member transfers or leaves the organization		DESTROY

2.3 Management of Disciplinary and Grievance Process

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age OR 10 years after the date of the allegation, whichever is longer		REVIEW & DESTROY
Oral Warning	Paperwork pertaining to the warning should be kept on file for the life of the warning (normally 6 months)		DESTROY
Written Warning - Level 1	Paperwork pertaining to the warning should be kept on file for the life of the warning (normally 6 months)		DESTROY
Written Warning – Level 2	Paperwork pertaining to the warning should be kept on file for the life of the warning (normally 1 year)		DESTROY
Final Warning	Paperwork pertaining to the warning should be kept on file for the life of the warning (up to 2 years)		DESTROY
Case not found	If the incident is child protection related, then see above. Otherwise dispose of at the conclusion of the case.		DESTROY

2.4 Payroll and Pensions

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Maternity Pay Records	3 years after the end of the tax year in which the maternity period ends	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	DESTROY

Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	From the end of the year in which the accounts were signed for a minimum of 6 years	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	DESTROY
Management of Teacher Pension scheme	Date of last payment on the pension + 6 years		DESTROY
Payroll records	3 years after the end of the tax year they relate to, however will be held for 6 years end of employment contract		DESTROY

APPENDIX 3 – RETENTION OF GOVERNANCE RECORDS

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Governance Statement	Life of governance statements + 6 years		DESTROY
Articles of Association	Life of the Academy		
Memorandum of Association	Once the Academy was incorporated.		DESTROY
Memorandum of Understanding of Shared Governance among schools	Life of Memorandum of Understanding + 6 years	Companies Act 2006 section 355	DESTROY
Constitution	Life of the Academy		
Special Resolution to amend the Constitution	Life of the Academy		
Written Scheme of Delegation	Life of appointment + 6 years	Companies Act 2006 section 355	DESTROY
Trustee – appointment	Life of appointment + 6 years		DESTROY
Trustee - disqualification	Date of disqualification + 15 years	Company Director Disqualification Act 1986	DESTROY
Trustee - termination of office	Date of termination + 6 years		DESTROY

Annual report – trustees report	10 years from date of report	Required by Companies Act 2006 section 355	DESTROY
Annual report and accounts	10 years from date of report	Required by Companies Act 2006 section 355	DESTROY
Annual Return	10 years from date of report	Required by Companies Act 2006 section 355	DESTROY
Appointment of Trustees and Governors	Life of appointment + 6 years		DESTROY
Statement of Trustee Responsibilities	Life of appointment + 6 years		DESTROY
Appointment and removal of members	Life of appointment + 6 years		DESTROY
Strategic review	6 years from date of review		DESTROY
Strategic Plan (also known as school development plan)	Life Plan + 6 years		DESTROY
Accessibility Plan	Life of plan + 6 years	Limitation Act 1970 (Section 2)	DESTROY

APPENDIX 4 – RETENTION OF SENIOR LEADERSHIP AND MANAGEMENT RECORDS

4.1 Board of Directors, Members Meetings and Governing Body

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Board Meeting Minutes	10 years from the date of meeting	Companies Act 2006 section 248	MOVE TO ARCHIVE
Board Decisions	10 years from the date of meeting		MOVE TO ARCHIVE
Board Meeting: Annual Schedule of Business	1 year		DESTROY
Board Meeting: Procedures for conduct of meeting	Date procedures superseded + 6 years	Limitation Act 1980 (Section 2)	DESTROY
Minutes relating to any committees of General Members set up by the board of directors	10 years from the date of meeting		MOVE TO ARCHIVE
Records relating to the management of General Members Meetings	At least 10 years from the date of meeting	Companies Act 2006 section 248	MOVE TO ARCHIVE
Records relating to the management of the annual general meeting	At least 10 years from the date of meeting	Companies Act 2006 section 248	MOVE TO ARCHIVE
Agendas for Governing Body Meeting	One master set of minutes and one copy should be retained. All other copies can be destroyed.		DESTROY
Meeting of, and papers considered at, meeting of the Governing Body and its committees			
Principal Set (signed)	Life of academy		

Inspection Copies	3 years from date of meeting		DESTROY
Reports presented to the Governing Body	6 years/If minutes refer directly to individual reports, then keep for the life of academy.		DESTROY or retain with the signed set of minutes.
Meeting papers relating to the annual parents/carers meeting	6 years from the date of meeting	Education Act 2002, Section 33	DESTROY
Trusts and Endowments managed by the Governing Body	Indefinitely		
Records relating to complaints dealt with by the Governing Body	6 years after date from resolution.	Kept in case of contentious disputes	DESTROY
Annual reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	10 years from date of report	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	DESTROY
Register of Directors	Life of the academy + 6 years	Requirement of Companies Act 2006	DESTROY
Register of Directors interests [this is not a statutory register]	Life of academy + 6 years	Requirement of Companies Act 2006	DESTROY
Register of Directors residential addresses	Life of academy + 6 years	Requirement of Companies Act 2006	DESTROY
Register of gifts, hospitality and entertainment	Life of academy + 6 years	Requirement of Companies Act 2006	DESTROY
Register of members	Life of academy + 6 years	Requirement of Companies Act 2006	DESTROY
Register of Trustees interests	Life of academy + 6 years		DESTROY
Declaration of Interests Statements [Governors] [This is not a statutory register]	Life of academy + 6 years		DESTROY

4.2 Headteacher and Senior Management Team

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Logbooks of activity in the school maintained by the Headteacher	6 years after last date entry in the book		REVIEW & Offer to County Archives Services if appropriate. REVIEW & DESTROY
Meetings of Senior Management Team meetings and minutes of other internal administrative bodies	3 years after date of meeting		REVIEW & DESTROY
Reports created by Headteacher or the Senior Management Team	3 years after date of meeting		REVIEW & DESTROY
Records created by Headteacher, Deputy headteacher, heads of year, and other members of staff with administrative responsibilities	6 years after the current academic year		REVIEW & DESTROY
Correspondence created by Headteacher, deputy headteacher, head of year and other members of staff with administrative responsibilities	3 years after date of correspondence		REVIEW & DESTROY
Professional Development Plans	6 years after the life of plan		REVIEW & DESTROY

APPENDIX 5 – RETENTION OF HEALTH AND SAFETY RECORDS

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Health and Safety Policy Statements	Life of Policy + 3 Years		DESTROY
Risk Assessments	Life of Risk Assessment		DESTROY
Records relating to accident/injury at work	3 Years		DESTROY
Accident Reporting	The official accident book must be retained for 3 years after the last entry in the book. The book can be electronic, or paper based. The incident reporting form may be retained as below	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	
Accident Reporting – Adults	3 Years		DESTROY
Accident Reporting – Children	Until child's 18 th Birthday + 3 Years		DESTROY
Control of Substances Hazardous to Health (COSHH)	10 years		DESTROY
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	40 years after last action		DESTROY

Process of monitoring areas where employees and persons are likely to have come into contact with radiation	50 years after last action		DESTROY
Fire precautions logbook	3 Years		DESTROY
Fire risk assessments	Life of risk assessment	Fire Service Order 2005	DESTROY
Incident Reports	21 Years		DESTROY

5.1 Risk Management and Insurance

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Insurance policies	Date the policy expires + 6 years		DESTROY
Records relating to the settlement of insurance claims	6 years after date settled		DESTROY
Employers Liability Insurance Certificate	Closure of the school + 40 years		DESTROY

5.2 Asset Management

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Inventories of furniture and equipment	7 years		DESTROY
Burglary, theft, and vandalism report forms	7 years		DESTROY

Records relating to the leasing of shared facilities	7 years		DESTROY
Land and building valuations	Date of valuation superseded + 6 years		DESTROY
Disposal of assets	Date asset disposed + 6 years		DESTROY
Community school leases for land	Date of transfer + 6 years		DESTROY
Transfer of land to the Academy Trust	Life of land ownership then transfer to new owner		DESTROY
Transfer of freehold land	Life of land ownership then transfer to new owner		DESTROY

APPENDIX 6 – RETENTION OF FINANCIAL RECORDS

6.1 Strategic Finance

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Statement of financial activities for the year	Current financial year + 6 years		DESTROY
Financial planning	Current financial year + 6 years		DESTROY
Value of money statement	Current financial year + 6 years		DESTROY
Records relating to the management of VAT	Current financial year + 6 years		DESTROY
Whole of government accounts returns	Current financial year + 6 years		DESTROY
Borrowing powers	Current financial year + 6 years		DESTROY

6.2 Audit Arrangements

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Audit Committee and appointment of responsible officers	Life of academy		DESTROY
Independent Auditor's report on regularity	Financial year report relates to + 6 years		DESTROY

Independent Auditor's report on financial statements	Financial year report relates to + 6 years		DESTROY
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6.3 Funding Agreements

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Funding Agreement with Secretary of State and supplemental funding agreements	Date of last payment of funding + 6 years		DESTROY
Funding Agreement - Termination of funding agreements	Date of last payment of funding + 6 years		DESTROY
Funding Agreement - Capital Grant	Date of last payment of funding + 6 years		DESTROY
Funding Records – Earmarked Annual Grant (EAG)	Date of last payment of funding + 6 years		DESTROY
Funding Records – General Annual Grant (GAG)	Date of last payment of funding + 6 years		DESTROY
Per student funding records	Date of last payment of funding + 6 years		DESTROY
Exclusions agreement	Date of last payment of funding + 6 years		DESTROY
Funding records	Date of last payment of funding + 6 years		DESTROY
Gift Aid and Tax Relief	Date of last payment of funding + 6 years		DESTROY

Records relating to loans	Date of last payment to loan + 6 years if the loan is under £10,000 or date of last payment on loan + 12 years if the loan is over £10,000		
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6.4 Endowment Funds and Investments

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Investment policies	Life of investment + 6 years		DESTROY
Management of Endowment Funds	Life of fund + 6 years		

6.5 Accounts and Statements

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Loans and grants managed by the school	Date of last payment on the loan + 12 years		REVIEW & DESTROY
Student grant applications	4 years		DESTROY
All records relating to the creation and management of budgets, including annual budget statements and background papers	Life of budget + 3 years		DESTROY
Invoices, receipts, order books and requisitions, delivery notes	7 years		DESTROY
Records relating to the collection and banking of monies	7 years		DESTROY

Records relating to the identification and collection of debt	7 years		DESTROY
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6.6 Contracts

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
All records relating to the management of contracts under seal	Last payment date + 12 years	Limitation Act 1980	DESTROY
All records relating to the management of contracts under signature	Last payment date + 6 years	Limitation Act 1980	DESTROY
Records relating to the monitoring of contracts	3 years		DESTROY

6.7 School Funds

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Cheque Books	7 years		DESTROY
Paying in books	7 years		DESTROY
Ledger	7 years		DESTROY
Invoices	7 years		DESTROY
Receipts	7 years		DESTROY

Bank statement	7 years		DESTROY
Journey books	7 years		DESTROY

6.8 School Meals

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Free school meals registers	7 years		DESTROY
School meal register	4 years		DESTROY
School meal summary sheets	4 years		DESTROY

APPENDIX 7 – RETENTION OF POLICY, FRAMEWORK AND OVERARCHING REQUIREMENT RECORDS

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Data Protection Policy Including Data Protection notifications	Date policy superseded + 6 years		DESTROY
Freedom of Information Policy	Date policy superseded + 6 years		DESTROY
Cyber Security and Resilience Strategy	Date policy superseded + 6 years		DESTROY
Special Education Needs Policy	Date policy superseded + 6 years		DESTROY
Complaints Policy	Date policy superseded + 6 years		DESTROY
Risk Management Policy	Life of Framework + 6 years		DESTROY
<i>Rules and Bylaws</i>	Date rules or bylaws superseded + 6 years		DESTROY
Home school agreements	Date revised + 6 years		DESTROY
Equality Information and Objectives (Public Sector equality duty) Statement for publication	Date of statement + 6 years		DESTROY

Charging and remissions policy	Date policy superseded + 3 years		DESTROY
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APPENDIX 8 – RETENTION OF OPERATIONAL ADMINISTRATION RECORDS

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Management of complaints	Date complaint resolved + 3 years		DESTROY
Records relating to the management of contracts with external providers	Date of last payment + 6 years		DESTROY
Records relating to the management of software licenses	Date license expires + 6 years		DESTROY
General file series	6 years		REVIEW & DESTROY
<i>Records relating to the creation and publication of the school brochure and prospectus</i>	4 years		STANDARD DISPOSAL
<i>Records relating to the creation and distribution of circulars to staff, students and parents/carers</i>	2 years		STANDARD DISPOSAL
Newsletters and other items with a short operational use	1 year		REVIEW & STANDARD DISPOSAL
Visitor signing books and signing in (Sheets)	6 years		REVIEW & DESTROY
Visitor signing books and signing in (Sign in App)	6 years		AUTOMATIC REMOVAL FROM SYSTEM

APPENDIX 9 – RETENTION OF PROPERTY MANAGEMENT RECORDS

9.1 Property Management

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Title deeds of properties belonging to the school	These should follow the property, unless the property has been registered with the Land Registry		
Plans of property belonging to the school	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold		
Leases of property leased by or to the school	Expiry of lease + 6 years		DESTROY
Records relating to the letting of school premises	7 years		DESTROY
Business continuity and disaster recovery plan	Date the plan superseded + 3 years		DESTROY

9.2 Maintenance

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
All records relating to maintenance of the school conducted by contractors	7 years		DESTROY
All records relating to the maintenance of the school conducted by school employees, including maintenance logbooks	7 years		DESTROY

9.3 Fleet Management

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
The process of acquisition and disposal of vehicles, through lease or purchase, e.g., contract/lease, quotes and approvals	6 years after vehicle disposal	Limitation Act 1980 (Section 2)	DESTROY
The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, maintenance	6 years after vehicle disposal	Limitation Act 1980 (Section 2)	DESTROY
Service logs and vehicle logs	Life of vehicle, then either to be retained for 6 years by school or returned to lease company.	Limitation Act 1980 (Section 2)	DESTROY

APPENDIX 10 – RETENTION OF CENTRAL GOVERNMENT AND LOCAL AUTHORITY (LA) RECORDS

10.1 Local Authority

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Secondary transfer sheets (Primary)	3 years		DESTROY
Attendance Returns	2 Years		DESTROY
School census returns	6 Years		DESTROY

10.2 Central Government

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Ofsted Reports and papers	Life of the report then Review		DESTROY
Returns made to central government	7 years		DESTROY
Circulars and other information sent from central government	Operational use		DESTROY

APPENDIX 11 – INFORMATION TECHNOLOGY

Record Type	Retention Period	Rationale/Statutory Provisions	Action at end of retention period
Teams Messages	30 days	Promotes good data hygiene and use of best practices	AUTOMATIC REMOVAL
Teams Meetings Recordings (if enabled by the meeting host)	30 days	Promotes good data hygiene and use of best practices	AUTOMATIC REMOVAL
Emails (sent and received)	6 months	Promotes good data hygiene and use of best practices	AUTOMATIC REMOVAL
Deleted Office 365 users	30 days	Set by Microsoft	AUTOMATIC REMOVAL
IT Backups	30 days	Aligns to business continuity and/or disaster recovery requirements	AUTOMATICALLY OVERWRITTEN
CCTV – Network Video Recorders	30 days	Best practice from ICO	AUTOMATICALLY OVERWRITTEN
CCTV – footage downloaded from CCTV System	60 days	Kept for investigation of behaviour incidents	DELETE FROM SYSTEM
Phone Recordings	30 Days	Promotes good data hygiene and use of best practices	AUTOMATIC REMOVAL