

Procedure Originator:	N Kennedy (G LAWRIE)
Date Approved:	SEPT 2019
Review Interval:	ANNUAL
Last Review Date	NOV 2020
Next Review Date	NOV 2021
Audience:	ALL

1. Retention of pupil records and other pupil-related information

Type of file	Retention period	Action taken after retention period ends
Personal identifiers, contacts and personal characteristics		
Images used for identification purposes	For the duration of the event/activity, or whilst the pupil remains at the Academy, whichever is less, plus one month	Securely disposed of
Images used in displays in Academy	Whilst the pupil is at the Academy	Securely disposed of
Images used for marketing purposes, social media or other	In line with the consent period	Securely disposed of
Biometric data	For the duration of the event/activity, or whilst the pupil remains at Academy, whichever is less, plus one month	Securely disposed of
Postcodes, names and characteristics	Whilst the pupil is at Academy, plus five years	Securely disposed of
House number and road	For the duration of the event/activity, plus one month	Securely disposed of
Admissions		
Register of admissions	Whilst the pupil remains at the Academy, plus one year	Information is reviewed and the register may be kept permanently

Admissions appeals	Whilst the pupil remains at the Academy, plus five years	Securely disposed of
[Secondary Academics only] Secondary Academy admissions	Whilst the pupil remains at the Academy, plus one year	Securely disposed of
Proof of address (supplied as part of the admissions process)	Whilst the pupil remains at the Academy, plus one year	Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Whilst the pupil remains at the Academy, plus one year	Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Whilst the pupil remains at the Academy, plus five years	Securely disposed of
Pupils' educational records		
[Primary Academics only] Pupils' educational records	Whilst the pupil remains at the Academy	Transferred to the next destination – if this is an independent Academy, home-Schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
[Secondary Academics only] Pupils' educational records	25 years after the pupil's date of birth, with their personal data removed	Securely disposed of
Public examination results	Added to the pupil's record and transferred to next Academy Copies with pupils' names are held whilst the pupil is at Academy, plus five years	Returned to the examination board

	Copies with pupils' names removed are held for 25 years after the pupil's date of birth	
Internal examination results	<p>Added to the pupil's record and transferred to next Academy</p> <p>Copies with the pupil's personal data are held whilst the pupil is at Academy, plus five years</p> <p>Copies with personal data removed are held for 25 years after the pupil's date of birth</p>	Securely disposed of
Behaviour records	<p>Added to the pupil's record and transferred to the next Academy</p> <p>Copies are held whilst the pupil is at Academy, plus one year</p>	Securely disposed of
Exclusion records	<p>Added to the pupil's record and transferred to the next Academy</p> <p>Copies are held whilst the pupil is at Academy, plus one year</p>	Securely disposed of

Child protection information held on a pupil's record	Stored in a sealed envelope for the same length of time as the pupil's record	Securely disposed of – shredded
Child protection records held in a separate file	25 years after the pupil's date of birth	Securely disposed of – shredded
Attendance		
Attendance registers	<p>Whilst the pupil remains at Academy, plus one year</p> <p>Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth</p>	Securely disposed of
Letters authorising absence	<p>Whilst the pupil remains at Academy, plus one year</p> <p>Non-identifiable summary statistics are held after the initial retention period for 25 years after the pupil's date of birth</p>	Securely disposed of
Medical information and administration		
Permission slips	For the duration of the period that medication is given, plus one month	Securely disposed of
Medical conditions – ongoing management	<p>Added to the pupil's record and transferred to the next Academy</p> <p>Copies held whilst the pupil is at Academy, plus one year</p>	Securely disposed of

Medical incidents that have a behavioural or safeguarding influence	Added to the pupil's record and transferred to the next Academy Copies held whilst the pupil is at Academy, plus 25 years	Securely disposed of
SEND		
SEND files, reviews and individual education plans	25 years after the pupil's date of birth (as stated on the pupil's record)	Information is reviewed and the file may be kept for longer than necessary if it is required for the Academy to defend themselves in a 'failure to provide sufficient education' case
An EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement or plan)	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Information and advice provided to parents regarding SEND	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Accessibility strategy	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Curriculum management		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of
Examination papers	Until the appeals/validation process has been completed	Securely disposed of
Published Admission Number (PAN) reports	Current academic year, plus six years	Securely disposed of
Valued added and contextual data	Current academic year, plus six years	Securely disposed of

Self-evaluation forms	Current academic year, plus six years	Securely disposed of
Pupils' work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Securely disposed of
Extra-curricular activities		
Field file – information taken on Academy trips	Until the conclusion of the trip, plus one month Where a minor incident occurs, field files are added to the core system as appropriate	Securely disposed of
Financial information relating to Academy trips	Whilst the pupil remains at Academy, plus one year	Securely disposed of
Parental consent forms for Academy trips where no major incident occurred	Until the conclusion of the trip	Securely disposed of
Parental consent forms for Academy trips where a major incident occurred	25 years after the pupil's date of birth on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Securely disposed of
Walking bus registers	Three years from the date of the register being taken	Securely disposed of
Educational visitors in Academy – sharing of personal information	Until the conclusion of the visit, plus one month	Securely disposed of
Family liaison officers and home-Academy liaison assistants		
Day books	Current academic year, plus two years	Reviewed and destroyed if no longer required

Reports for outside agencies	Duration of the pupil's time at Academy	Securely disposed of
Referral forms	Whilst the referral is current	Securely disposed of
Contact data sheets	Current academic year	Reviewed and destroyed if no longer active
Contact database entries	Current academic year	Reviewed and destroyed if no longer required
Group registers	Current academic year, plus two years	Securely disposed of
Catering and free Academy meal management		
Meal administration	Whilst the pupil is at Academy, plus one year	Securely disposed of
Meal eligibility	Whilst the pupil is at Academy, plus five years	Securely disposed of

2. Retention of staff records

Type of file	Retention period	Action taken after retention period ends
Operational		
Staff members' personal file	Termination of employment, plus six years	Securely disposed of
Timesheets	Current academic year, plus six years	Securely disposed of
Annual appraisal and assessment records	Current academic year, plus five years	Securely disposed of
Recruitment		
Records relating to the appointment of a new Principal	Date of appointment, plus six years	Securely disposed of
Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file and other information retained for six months	Securely disposed of

DBS certificates	Up to six months	Securely disposed of
Proof of identify as part of the enhanced DBS check	After identity has been proven	Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of
Evidence of right to work in the UK	Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years	Securely disposed of
Disciplinary and grievance procedures		
Child protection allegations, including where the allegation is unproven	<p>Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer</p> <p>If allegations are malicious, they are removed from personal files</p>	Reviewed and securely disposed of – shredded
Any type of formal warning	The warning will remain active for 6 months and it should be disregarded for disciplinary purposes after this period (Discipline Policy)	Detail of the warning should remain in place for the length of the life of the file +6 years (if they leave) as per the other documentation. After this, it should be securely disposed
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related and is disposed of as above	Securely disposed of

3. Retention of senior leadership and management records

Type of file	Retention period	Action taken after retention period ends
--------------	------------------	--

Academy Council		
Agendas for Academy Council meetings	One copy alongside the original set of minutes – all others disposed of without retention	Securely disposed of
Original, signed copies of the minutes of Academy Council meetings	Permanent	If unable to store, these will be provided to the county archives service
Inspection copies of the minutes of Academy Council meetings	Date of meeting, plus three years	Shredded if they contain any sensitive and personal information
Reports presented to the Academy Council	Minimum of six years, unless they refer to individual reports – these are kept permanently	Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years	Securely disposed of
Instruments of government, including articles of association	Permanent	If unable to store, these will be provided to the county archives service
Trusts and endowments managed by the Academy Council	Permanent	Retained in the Academy whilst it remains open, then provided to the county archives service when the Academy closes
Action plans created and administered by the Academy Council	Duration of the action plan, plus three years	Securely disposed of
Policy documents created and administered by the Academy Council	Duration of the policy, plus three years	Securely disposed of
Records relating to complaints dealt with by the Academy Council	Date of the resolution of the complaint, plus a minimum of six years	Reviewed for further retention in case of contentious disputes, then securely disposed of
Annual reports created under the requirements of The Education (Academy Councillors' Annual Reports) (England) (Amendment) Regulations 2002	Date of report, plus 10 years	Securely disposed of

Proposals concerning changing the status of the Academy	Date proposal accepted or declined, plus three years	Securely disposed of
Principal and senior leadership team (SLT)		
Log books of activity in the Academy maintained by the Principal	Date of last entry, plus a minimum of six years	Reviewed and offered to the county archives service if appropriate
Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years	Reviewed and securely disposed of
Reports created by the Principal or SLT	Date of the report, plus a minimum of three years	Reviewed and securely disposed of
Records created by the Principal, deputy Principal, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed and securely disposed of
Correspondence created by the Principal, deputy Principal, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Reviewed and securely disposed of
Professional development plan	Duration of the plan, plus six years	Securely disposed of
Academy development plan	Duration of the plan, plus three years	Securely disposed of

4. Retention of health and safety records

Type of file	Retention period	Action taken after retention period ends
Health and safety		
Health and safety policy statements	Duration of policy, plus three years	Securely disposed of
Health and safety risk assessments	Duration of risk assessment, plus three years	Securely disposed of
Records relating to accidents and injuries at work	Date of incident, plus 12 years. In the case of serious accidents, a retention period of 15 years is applied	Securely disposed of

Accident reporting – adults	Date of the incident, plus six years	Securely disposed of
Accident reporting – pupils	25 years after the pupil's date of birth, on the pupil's record	Securely disposed of
Control of substances hazardous to health	Current academic year, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation	Date of last action, plus 50 years	Securely disposed of
Fire precautions log books	Current academic year, plus six years	Securely disposed of

5. Retention of financial records

Type of file	Retention period	Action taken after retention period ends
Payroll pensions		
Maternity pay records	Current academic year, plus three years	Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	Securely disposed of
Risk management and insurance		
Employer's liability insurance certificate	Closure of the Academy, plus 40 years	Securely disposed of
Asset management		
Inventories of furniture and equipment	Current academic year, plus six years	Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years	Securely disposed of
Accounts and statements including budget management		
Annual accounts	Current academic year, plus six years	Disposed of against common standards

Loans and grants managed by the Academy	Date of last payment, plus 12 years	Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years	Securely disposed of
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years	Securely disposed of
Records relating to the collection and banking of monies	Current financial year, plus six years	Securely disposed of
Records relating to the identification and collection of debt	Current financial year, plus six years	Securely disposed of
Contract management		
All records relating to the management of contracts under seal	Last payment on the contract, plus 12 years	Securely disposed of
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	Securely disposed of
All records relating to the monitoring of contracts	Current academic year, plus two years	Securely disposed of
Academy fund		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Securely disposed of
Academy meals		
Free Academy meals registers	Current academic year, plus six years	Securely disposed of
Academy meals registers	Current academic year, plus three years	Securely disposed of
Academy meals summary sheets	Current academic year, plus three years	Securely disposed of

6. Retention of other Academy records

Type of file	Retention period	Action taken after retention period ends
Property management		

Title deeds of properties belonging to the Academy	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the Academy	For as long as the building belongs to the Academy	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the Academy	Expiry of lease, plus six years	Securely disposed of
Records relating to the letting of Academy premises	Current financial year, plus six years	Securely disposed of
Maintenance		
All records relating to the maintenance of the Academy carried out by contractors	Current academic year, plus six years	Securely disposed of
All records relating to the maintenance of the Academy carried out by Academy employees	Current academic year, plus six years	Securely disposed of
Operational administration		
General file series	Current academic year, plus five years	Reviewed and securely disposed of
Records relating to the creation and publication of the Academy brochure and/or prospectus	Current academic year, plus three years	Disposed of against common standards
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Disposed of against common standards
Newsletters and other items with short operational use	Current academic year plus one year	Disposed of against common standards
Visitors' books and signing-in sheets	Current academic year, plus six years	Reviewed then securely disposed of
Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed then securely disposed of