

Records Retention Schedule

Document control

Version control/History

Name	Description	Date
Andrew van Damms	V0.1 Draft Record retention schedule	31/10/18

Approvals

Name	Position	Date
J Hoskin	CoG	Sept 2019
D Dobson	CoG	Sept 2020
D Dobson	CoG	Sept 2021
D Dobson	CoG	Sept 2022

Moved to every two-years; next approval due Aut 2024

TYPE OF RECORD	RETENTION PERIOD
Pupil Records	
Admissions – if the admission is successful	Date of admission + 1 year
Admissions – if the appeal is unsuccessful	Resolution of case + 1 year
Register of Admissions	Every entry must be preserved for 3 years after the date the entry was made *Schools may wish to consider keeping the Admissions register permanently as it is common for enquiries to be received from past pupils to confirm the dates they attended the school.
Pupil Record	Until the child turns 25.
Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs)	Until the child turns 25.
Attendance Registers	3 years from the date of entry
School Meals Registers	Current year + 3 years
Free School Meals Registers	Current year + 6 years
Employment Records	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates, unless the school has applicants' consent to keep their CVs for future reference. In this case, application forms will give applicants the opportunity to object to their details being retained
Job applications and interview records of successful candidates	6 years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	6 years after employment ceases

Right to work documentation including identification documents	2 years after employment ceases
Immigration checks	Two years after the termination of employment
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances (for example to allow for consideration and resolution of any disputes or complaints) in which case, for no longer than 6 months.
Change of personal details notifications	No longer than 6 months after receiving this notification
Emergency contact details	Destroyed on termination
Personnel and training records	While employment continues and up to six years after employment ceases
Annual leave records	Six years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to 6 years afterwards
Working Time Regulations: • Opt out forms • Records of compliance with WTR	Two years from the date on which they were entered into Two years after the relevant period
Allegations of a child protection nature against a member of staff including where the allegation is founded	10 years from the date of the allegation or the person's normal retirement age (whichever is longer). This should be kept under review. Malicious allegations should be removed.
Disciplinary records	• Oral warning – date of warning + 6 months • written warning level 1 – date of warning + 6 months • written warning level 2 – date of warning + 12 months • Final warning – date of warning + 18 months • Case not found – dispose of at conclusion of process unless child

	protection related where need to follow above the above entry re. child protection allegations
Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	3 years
Financial and Payroll Records	
Pension records	12 years
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years from the end of the scheme year in which the event took place
Payroll and wage records	6 years after end of tax year they relate to
Maternity/Adoption/Paternity Leave records	3 years after end of tax year they relate to
Statutory Sick Pay	3 years after end of tax year they relate to
Current bank details	No longer than necessary
Agreements and Administration Paperwork	
Collective workforce agreements and past agreements that could affect present employees	Permanently
Trade union agreements	10 years after ceasing to be effective
School Development Plans	3 years from the life of the plan
Professional Development Plans	6 years from the life of the plan
Visitors Book and Signing In Sheets	6 years
Newsletters and circulars to staff, parents and pupils	1 year
Health and Safety Records	
Health and Safety consultations	Permanently

Health and Safety Risk Assessments	3 years from the life of the risk assessment
Records relating to any reportable accident, death or injury in connection with work	Date of incident + 12 years from the date the report was made. In the case of serious accidents this time period will need to be extended further.
Accident reporting	Adults – 6 years from the date of the incident Children – when the child attains 25 years of age
Fire precaution log books	Current year + 6 years
Control of substances hazardous to health (COSHH)	Current year + 40 years
Process of monitoring areas where employees and persons are likely to have come into contact with asbestos	Last action + 40 years
Process of monitoring areas where employees and persons are likely to have come into contact with radiation	Last action + 50 years