



Centurion
MULTI-ACADEMY TRUST

Records Management Policy

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Records Management Policy

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Introduction and Scope

[Insert school or MAT name] recognises records management as a core corporate function that supports the effective management of the **school or Trust**. A records management programme ensures that authoritative evidence of our work is created, captured, managed and made accessible within the scope of our information governance policy framework. This allows for improved accountability, transparency, continuity, decision-making, and better compliance with relevant legislation and regulations, as well as protecting the rights and interests of ourselves and our pupils.

A record is defined as information created, received and maintained as evidence and as an asset by the school in pursuit of legal obligations or in the transaction of business. Records are retained as evidence for a set period determined by legal, regulatory and functional requirements.

The Records Management policy and retention schedule applies to all records created, received or maintained by the **school or Trust** in the course of carrying out its functions, regardless of whether it is in paper or electronic format.

This policy applies to all employees, governors or Trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the school. It should be read alongside the other policies within our information governance policy framework, including the Data Protection policy, Information Security policy and Acceptable Use policies.

Roles and Responsibilities

Overall responsibility for ensuring that the school meets the statutory requirements of any legislation lies with the Board of Governors or Trustees. The following roles have day to day responsibility for records management compliance and provide the necessary assurance to the Board.

Senior Information Risk Owner (SIRO)

The SIRO is responsible for overseeing the implementation of this policy and ensuring that effective records management practices are in place across the school. They are ultimately responsible for the day-to-day operational management of the school and will ensure that staff are appropriately trained in relation to records management, supported by the SPOC and IAOs. In our organisation this role lies with the [insert job role e.g. Headteacher].

Single Point of Contact (SPOC)

The SPOC will support the SIRO in the day-to-day operational management of the school, providing guidance on good records management practices and promoting compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. They will help develop and carry out regular reviews of the records management programme, at least annually, to ensure compliance and to check that records are stored securely and can be accessed appropriately. In our organisation this role lies with the [insert job role e.g. School Business Manager].

Information Asset Owner (IAO)

The IAO is responsible for the security and maintenance of a particular record during its lifecycle. They need to understand how information is created, amended or

added to over time, and know who has access to the records and why. They are responsible for the appropriate disposal of information when it is no longer required. A record of IAOs is included in our Information Asset Register.

All staff

All staff, including governors or Trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on behalf of, the school are responsible for managing records consistently in accordance with this policy. They must keep complete and accurate records which adequately document their work.

Records Management

We have a robust programme in place for managing our records throughout their lifecycle. This includes using methods such as version control and file plans to ensure that records can be easily searched and accessed in the event of an information request. We also include records and information management as a risk on our corporate risk register.

Information Asset Register (IAR)

In accordance with Article 30 of UK GDPR, we have in place an Information Asset Register (IAR) which maintains a record of our processing activities. The IAR documents exactly what records we hold, where they are stored, who has access to the information and the retention periods in place. This is reviewed, at least annually, to ensure it remains accurate.

Email management

We have a process in place to ensure that emails are also managed in line with this policy and our retention schedule. Emails discussing school business or reflecting significant actions or decisions concerning school business will not be stored in personal email inboxes but will be removed and stored securely in the appropriate filing system.

Personal email inboxes are regularly reviewed by staff to ensure any unnecessary emails are deleted.

Pupil Records

Schools are under a duty to maintain a record for each pupil which serves as the core record of an individual's progress through the education system and should accompany them throughout their school career. The information within the pupil record must be easy to find, accurately and objectively recorded, and expressed in a professional manner.

Pupil records are held electronically within our management information system (MIS). Some information, not forming part of the core record, will be held outside the MIS in either electronic or paper format. This includes information which has shorter retention periods such as attendance registers, consent forms, medical forms, accident forms, absence notes and pupil work.

Safeguarding files

Records relating to pupils involved with child protection or safeguarding are held securely in a designated system accessible to the Designated Safeguarding Leads

(DSLs). This is stored separately to the core pupil record to ensure confidentiality and restricted accessibility.

Staff Records

Records relating to the school workforce will be held securely, either electronically or in paper format, with appropriate measures in place to ensure accessibility is restricted.

Storage and Security

All records, especially where containing personal data, will be stored securely to maintain confidentiality, whilst also keeping information accessible to those authorised to see it. Electronic records will have appropriate security and access controls in place, and systems will have robust audit functions in place wherever possible.

Paper records will be stored in secure, lockable storage areas with restricted access.

When sharing or transferring records containing personal information, we will ensure appropriate transmission security controls are in place, in line with our Information Security Policy.

Retention and Disposal

Retention is the period a record is kept for after it stops being actively used, but before it is destroyed. Retention is a vital part of records management as it allows organisations to retain records only for as long as needed, and discourages records being kept for long periods 'just in case'.

The retention period for particular types of records is determined by legal, regulatory or functional requirements. We have implemented a Retention Schedule which sets out our specified retention periods (Appendix One).

We will ensure that any records containing personal or confidential information are disposed of appropriately and securely when they have reached the end of their retention period, in line with our retention schedule.

Records held in databases or electronic management systems with the functionality for automatic destruction of records after a specified period of time will be used wherever possible. A review of the records will be carried out prior to destruction, where practical.

Where automatic disposal is not in place, for example for paper records, we will carry out a manual review, at least annually, to ensure they are deleted in line with retention guidelines.

The disposal of all information is documented to ensure that we maintain a record of when it has been deleted and by whom. This allows us to evidence that a record no longer exists, or has been transferred to another institution, in the event of a subject access or Freedom of Information request being received.

Archiving

A small percentage of our records will be selected for permanent preservation as part of the **County or Local Authority Archives Service (delete as appropriate)**. This is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of school-life among many generations; and to serve as a research resource for all interested in the history of the school and the community it serves.

Records containing personal information will only be selected for archive with appropriate safeguards in place to protect the rights and freedoms of individuals. This will include anonymisation or pseudonymisation wherever possible.

Training

Since all employees are involved in creating, maintaining and using records, it is vital that everyone understands their record management responsibilities as set out in this policy. We will ensure that staff are appropriately trained or experienced and that they understand the need for effective record keeping.

When we introduce new technology or ICT systems we ensure that users are appropriately trained to use these systems and can manage records within them effectively.

Appendix A - Retention Schedule (for Academies)

1. Governance, Funding and Financial Management of the Academy Trust

Academies are governed by the Academy Trust, which will usually be a company limited by guarantee. The Academy Trust may also be a charitable Trust.

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.1 Governance of the Academy Trust					
1.1.1	Governance Statement	No		Life of governance statement + 6 years	SECURE DISPOSAL
1.1.2	Articles of Association	No		Life of the Academy	
1.1.3	Memorandum of Association	No		This can be disposed of once the Academy has been incorporated	SECURE DISPOSAL
1.1.4	Memorandum of Understanding of Shared Governance among Schools	No	Companies Act 2006 section 355	Life of Memorandum of Understanding + 6 years	SECURE DISPOSAL
1.1.5	Constitution	No		Life of the Academy	

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.1.6	Special Resolutions to amend the Constitution	No		Life of the Academy	
1.1.7	Written Scheme of Delegation	No	Companies Act 2006 section 355	Life of Written Scheme of Delegation + 10 years	SECURE DISPOSAL
1.1.8	Directors – Appointment	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1.9	Directors – Disqualification	No	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	SECURE DISPOSAL
1.1.10	Directors – Termination of Office	No		Date of termination + 6 years	SECURE DISPOSAL
1.1.11	Annual Report – Trustees Report	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
1.1.12	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL
1.1.13	Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.1 .14	Appointment of Trustees and Governors and Directors	Yes		Life of appointment + 6 years	SECURE DISPOSAL
1.1 .15	Statement of Trustees Responsibilities	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1 .16	Appointment and removal of Members	No		Life of appointment + 6 years	SECURE DISPOSAL
1.1 .17	Strategic Review	No		Date of the review + 6 years	SECURE DISPOSAL
1.1 .18	Strategic Plan [also known as School Development Plans]	No		Life of plan + 6 years	SECURE DISPOSAL
1.1 .19	Accessibility Plan	There may be if the plan refers to specific pupils	Limitation Act 1980 (Section 2)	Life of plan + 6 years	SECURE DISPOSAL
1.2 Board of Directors, Members Meetings and Governing Body					

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.2 .1	Board Meeting Minutes	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVE S
1.2 .2	Board Decisions	Could be if the decisions refer to living individuals		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVE S
1.2 .3	Board Meeting: Annual Schedule of Business	No		Current year	SECURE DISPOSAL
1.2 .4	Board Meeting: Procedures for conduct of meeting	No	Limitation Act 1980 (Section 2)	Date procedures superseded + 6 years	SECURE DISPOSAL
1.2 .5	Minutes relating to any committees set up by the Board of Directors	Could be if the minutes refer to living		Date of the meeting + a minimum of 10 years	OFFER TO ARCHIVE S

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
		individuals			
1.2.6	Records relating to the management of General Members' Meetings	Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
1.2.7		Could be if the minutes refer to living individuals	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	OFFER TO ARCHIVES
1.2.8	Agendas for Governing Body meetings	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	Minutes of, and papers considered at, meetings of the Governing Body and its committees	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		Principal Set (Signed) – Life of Academy Inspection Copies – Date of meeting + 3 years	SECURE DISPOSAL
1.2.10	Reports presented to the Governing Body	May be data protection issues, if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports, then the reports should be kept for the life of the Academy	SECURE DISPOSAL or retain with the signed set of minutes
1.2.11	Meeting papers relating to the annual parents'	No	Education Act 2002, Section 33	Date of the meeting + a	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	meeting held under Section 33 of the Education Act 2002			minimum of 6 years	
1.2.1 2	Trusts and Endowments managed by the Governing Body	No		PERMANENT	
1.2.1 3	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.2.1 4	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.2.1 5	Register of Directors		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.1 6	Register of Directors' interests [this is not a statutory register]			Life of the Academy + 6 years	SECURE DISPOSAL
1.2.1 7	Register of Directors' residential addresses		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.1 8	Register of gifts, hospitality and entertainments		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.1 9	Register of members		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.2 0	Register of secretaries		Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
1.2.2 1	Register of Trustees interests			Life of the Academy + 6 years	SECURE DISPOSAL
1.2.2 2	Declaration of Interests Statements [Governors] [this is not a statutory register]			Life of the Academy + 6 years	SECURE DISPOSAL
1.3 Funding and Finance					

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3 .1	Statement of financial activities for the year	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .2	Financial planning	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .3	Value for money statement	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .4	Records relating to the management of VAT	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .5	Whole of government accounts returns	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .6	Borrowing powers	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .7	Budget plan	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .8	Charging and remissions policy	No		Date policy superseded + 3 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3.9	Audit Committee and appointment of responsible officers	No		Life of the Academy	SECURE DISPOSAL
1.3.10	Independent Auditor's report on regularity	No		Financial year report relates to + 6 years	SECURE DISPOSAL
1.3.11	Independent Auditor's report on financial statements	No		Financial year report relates to + 6 years	SECURE DISPOSAL
1.3.12	Funding Agreement with Secretary of State and supplemental funding agreements	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.13	Funding Agreement – Termination of the funding agreement			Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.14	Funding Records – Capital Grant	No		Date of last payment of funding + 6 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3.15	Funding Records – Earmarked Annual Grant (EAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.16	Funding Records – General Annual Grant (GAG)	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.17	Per pupil funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.18	Exclusions agreement	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.19	Funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.20	Gift Aid and Tax Relief	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
1.3.21	Records relating to loans	No		Date of last payment on loan + 6 years if the loan is under	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
				£10,000 or date of last payment on loan + 12 years if the loan is over £10,000	
1.3 .22	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
1.3 .23	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL
1.3 .24	Management of the Teachers' Pension Scheme	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3 .25	Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
1.3 .26	Payroll records	Yes		Date payroll run + 6 years	SECURE DISPOSAL
1.3 .27	Insurance policies	No		Date the policy expires + 6 years	SECURE DISPOSAL
1.3 .28	Records relating to the settlement of insurance claims	No		Date claim settled + 6 years	SECURE DISPOSAL
1.3 .29	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
1.3 .30	Investment policies	No		Life of the investment + 6 years	SECURE DISPOSAL
1.3 .31	Management of Endowment Funds	No		Life of the fund + 6 years	
1.3 .32	Annual accounts	No		Current year + 6 years	STANDARD

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
					DISPOSAL
1.3 .33	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
1.3 .34	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
1.3 .35	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
1.3 .36	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .37	Records relating to the collection	No		Current financial year + 6 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	and banking of monies				
1.3 .38	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
1.3 .39	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
1.3 .40	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
1.3 .41	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
1.3 .42	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
1.3 .43	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3 .44	Records relating to the leasing of shared facilities, such as sports centres	No		Current year + 6 years	SECURE DISPOSAL
1.3 .45	Land and building valuations	No		Date valuation superseded + 6 years	SECURE DISPOSAL
1.3 .46	Disposal of assets	No		Date asset disposed of + 6 years	SECURE DISPOSAL
1.3 .47	Community School leases for land	No		Date lease expires + 6 years	SECURE DISPOSAL
1.3 .48	Commercial transfer arrangements	No		Date of transfer + 6 years	SECURE DISPOSAL
1.3 .49	Transfer of land to the Academy Trust	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
1.3 .50	Transfers of freehold land	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3 .51	School Fund – Cheque books	No		Current year + 6 years	SECURE DISPOSAL
1.3 .52	School Fund – Paying in books	No		Current year + 6 years	SECURE DISPOSAL
1.3 .53	School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
1.3 .54	School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
1.3 .55	School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
1.3 .56	School Fund – Bank statements	No		Current year + 6 years	SECURE DISPOSAL
1.3 .57	School Fund – Journey books	No		Current year + 6 years	SECURE DISPOSAL
1.3 .58	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
1.3 .59	School meals registers	Yes		Current year + 3 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.3.60	School meals summary sheets	No		Current year + 3 years	SECURE DISPOSAL
1.4 Policies, Frameworks and Overarching Requirements					
1.4.1	Data Protection Policy, including data protection notification	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.2	Freedom of Information Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.3	Information Security Breach Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.4	Special Educational Needs Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.5	Complaints Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
1.4.6	Risk and Control Framework	No		Life of framework + 6 years	SECURE DISPOSAL
1.4.7	Rules and Bylaws	No		Date rules or bylaws superseded + 6 years	SECURE DISPOSAL
1.4.8	Home School Agreements	No		Date agreement revised + 6 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
1.4.9	Equality Information and Objectives (public sector equality duty) Statement for publication	No		Date of statement + 6 years	SECURE DISPOSAL

2. Human Resources

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
2.1 Recruitment					
2.1.1	All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	Yes	DBS Update Service Employer Guide June 2014	The organisation should take a copy of the DBS certificate when it is shown to them by the individual and should be added to the Staff Personal File	SECURE DISPOSAL
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then this should be	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
				added to the Staff Personal File	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	An employer's guide to right to work checks [Home Office May 2015]	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years	SECURE DISPOSAL
2.1.7	Records relating to the employment of overseas teachers	Yes		Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
				not less than 2 years	
2.1.8	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL
2.2 Operational Staff Management					
2.2.1	Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
2.2.4	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	SECURE DISPOSAL
2.2.5	Training needs analysis	No		Current year + 1 year	SECURE DISPOSAL
2.3 Management of Disciplinary and Grievance Processes					
2.3.1	Allegation which is child	Yes	"Keeping children safe	Until the person's normal	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	protection in nature against a member of staff, including where the allegation is unfounded		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"	retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			
	<ul style="list-style-type: none"> Oral warning 			Date of warning + 6 months	SECURE DISPOSAL
	<ul style="list-style-type: none"> Written warning – level 1 			Date of warning + 6 months	SECURE DISPOSAL
	<ul style="list-style-type: none"> Written warning – level 2 			Date of warning + 12 months	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	<ul style="list-style-type: none"> Final warning 			Date of warning + 18 months	SECURE DISPOSAL
	<ul style="list-style-type: none"> Case not found 			If the incident is child protection related, then see above; otherwise, dispose of at the conclusion of the case	SECURE DISPOSAL
2.4 Health and Safety					
2.4.1	Health and Safety policy statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety risk assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents, a further retention period will need to be applied	SECURE DISPOSAL
2.4.4	Accident reporting	Yes	Social Security (Claims and Payments)	The official Accident Book must be retained for 3 years after the last entry	

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
			Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	in the book. The book may be in paper or electronic format The incident reporting form may be retained as below	
	<ul style="list-style-type: none"> Adults 			Date of incident + 6 years	SECURE DISPOSAL
	<ul style="list-style-type: none"> Children 			Date of birth of the child + 25 years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH)	No		Current year + 10 years then REVIEW	SECURE DISPOSAL
2.4.6	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	No		Last action + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of	No		Last action + 50 years	SECURE DISPOSAL

Ref.	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record
	areas where employees and persons are likely to have come into contact with radiation				
2.4.8	Fire precautions logbooks	No		Current year + 6 years	SECURE DISPOSAL
2.4.9	Fire risk assessments	No	Fire Service Order 2005	Life of the risk assessment + 6 years	SECURE DISPOSAL
2.4.10	Incident reports	Yes		Current year + 20 years	SECURE DISPOSAL

