



TUDHOE LEARNING TRUST RECORDS RETENTION SCHEDULE

Education			
Description	Data Protection Issues	Final Disposition	Comments
Head Teacher and Senior management team			
Log books of activity in the school maintained by Head teacher	There may be data protection issues if the log book refers to individual pupils or members of staff	Secure disposal	Date of last entry in the book + a minimum of 7 years then review. These could be of permanent historical value and should be offered to the County Archives Service if appropriate or secure disposal. Where documents refer to individual pupils or members of staff these may need to be retained longer
Minutes of Senior Leadership meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refer to individual pupils or members of staff	Secure disposal	Date of meeting + 6 years then review. Where documents refer to individual pupils or members of staff these may need to be retained longer

Reports created by the Head Teacher, Deputy Head or other senior staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Secure disposal	Current academic year + 6 years then review. Where documents refer to individual pupils or members of staff these may need to be retained longer
Reports created by the Head teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Secure disposal	Date of the report + a minimum of 6 years then review. Where documents refer to individual pupils or members of staff these may need to be retained longer
Correspondence created by the head teacher, deputy head or other senior staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Secure disposal	Date of correspondence + 3 years then review. Where documents refer to individual pupils or members of staff these may need to be retained longer
Professional Development Plans	Yes	Secure disposal	Life of plan + 6 years
School Development plans	No	Secure disposal	Life of the plan + 6 years

Description	Data Protection	Final Disposition	Comments
Operational Administration			
General files	No	Secure disposal	Current year + 6 years then review
Records relating to the creation and distribution of circulars to staff, parents and pupils	No	Secure disposal	Current year + 1 year
Newsletters with short operational use	No	Standard disposal	Current year + 1 year
Visitor records	Yes	Secure disposal	Current year + 6 years then review
Records relating to the creation and management of Parent Teacher Associations	No	Secure disposal	Current year + 6 years then review

Description	Data Protection Issues	Final Disposition	Comments
Records relating to pupils			
Attendance Registers		Never destroy	Keep indefinitely
Records relating to authorised absence			Current year +3
All records relating to the implementation of the admission policy e.g. Enrolment forms, appeal information.	No	Secure Disposal	Until the pupils' 25 th birthday
Student transfer forms (applies from primary to primary; primary to secondary)	Yes	Secure disposal	Until the pupils' 25 th birthday
Results of in school tests	No	Secure disposal	Until the pupils' 25 th birthday
End of year term/year reports		Secure disposal	3-5 yrs for the identification of trends - individuals are not identified. If retained on pupil record, retain until the pupils' 25 th birthday
Records of school trips/ tours, including permission slips, itinerary reports		Secure disposal	7 years after trip. Incident records will be kept until the youngest child on the trip is 25 years old

Complaints / Allegations	Depends upon nature of complaint	Secure disposal	7 years after resolution unless allegation relates to safeguarding, in which case never destroy.
Pupil record including behaviour	Yes	Secure disposal	Until pupils 25 th birthday
Appeal records		Secure disposal	Until pupils 25 th birthday
Pupil Images		Secure disposal	With consent retain until 3 yrs after leaving.
Description	Data Protection Issues	Final Disposition	Comments
Sensitive Personal Data Students			
Disciplinary notes		N/A	Never destroy
Supplementary information form including additional information, such as religion, medical conditions etc.	Yes	Secure disposal	Added to pupil record and retained until pupil reaches 25 th birthday
Child protection records	Yes	Secure disposal	Until pupils 75 th birthday
Psychological Assessments	Yes	Secure disposal	Until pupils 75 th birthday
Special Education Need and Disability's records, reviews, correspondence, Individual	Yes	Secure disposal	Until pupils 75 th birthday

Education Health Care Plans and Risk Assessments			
Accessibility strategy	Yes	Secure disposal	Until pupils 75 th birthday
School meals registers	Yes	Secure Disposal	Current year + 6 years
Description	Data Protection Issues	Final Disposition	Comments
Statistic and management information			
Curriculum, schemes of work, timetables, records of homework set and outcomes	No	Secure disposal	Current year + 3 years
Assessment/Test results	Yes	Secure disposal	Current year + 6 years
Published Admission Number (PAN) Reports	Yes	Secure disposal	Current year + 6 years
Value added and contextual data	Yes	Secure disposal	Current year + 6 years
Self- Elevation Forms	Yes	Secure disposal	Current year + 6 years
Statutory Returns			25 years

Governance			
Description	Data Protection Issues	Final Disposition	Comments
Information Relating to meetings			
Board agenda and minutes	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	N/A	Minimum of 6 years, if they refer directly to individual reports, then they must be kept permanently.
Reports presented to the Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	Secure disposal	6 years (however, if the minutes refer directly to individual reports then the reports should be kept permanently)
Head teachers monthly report including staff absences	No	N/A	Indefinitely. There is no reference to individuals, in a way that specific information relating to a particular individual is readily accessible.
Any returns which identify individual staff/pupils		N/A	Depends upon the nature of the return. If it relates to pay/ pension/ benefits of staff, keep indefinitely as per DfE guidelines. If it relates to information on students, e.g. October Returns, Annual Census, etc., keep in line with "Student Records" guidelines.

Description	Data Protection Issues	Final Disposition	Comments
Information Relating to decisions			
Action plans created and administered by the Governing Body	No	Secure	Life of the action plan + 3 years
Policy Documents created and administered by the Governing Body	No	Secure Disposal	Life of the policy + 3 years
Records relating to complaints dealt with by the Governing Body	No	Secure disposal	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes
Proposals concerning the change of status of a maintained school including Specialist Status Schools	No	Secure disposal	Date proposal accepted or declined + 3 years
School Closure			On school closure, records should be transferred. A decommissioning exercise should take place with respect to archiving and recording data.

Finance			
Description	Data Protection Issues	Final Disposition	Comments
ASSET Management			
Inventories of furniture and equipment	No	Secure disposal	Current year + 6 years
Burglary, theft and vandalism report forms	No	Secure disposal	Current year + 6 years
Land and premises management including licenses			Indefinitely or a minimum of 15 years after disposal of premises, site or structure
Description	Data Protection Issues	Final Disposition	Comments
Accounts and statements including budget management			
Annual accounts	No	Secure disposal	Current year + 6 years
All records relating to the creation and management of budgets including the Annual Budget Statement and background papers	No	Secure disposal	Current year + 6 years

Invoices, receipts, order book, requisitions and delivery notes	No	Secure disposal	Current financial year + 6 years
Records relating to the collection and banking monies	No	Secure disposal	Current financial year + 6 years
Records relating to the identification and collection and collection of debt	No	Secure disposal	Current financial year + 6 years
Description	Data Protection Issues	Final Disposition	Comments
School fund			
Ledger	No	Secure disposal	Current year + 6 years
Bank statements	No	Secure disposal	Current year + 6 years
Description	Data Protection Issues	Final Disposition	Comments
Superannuation/ Pension/ Retirement Records			
Records of previous service (including correspondence with previous employers)		N/A	DfE advise that these should be kept indefinitely
Pension calculation		Confidential shredding	Duration of employment + 7 years (6 years in which to take a claim against

			the school, plus 1 year for proceedings to be served
Pension increases		Confidential shredding	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served)
Salary Claims forms		Confidential shredding	Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served)
Description	Data Protection Issues	Final Disposition	Comments
Financial Records			
Charities and Trusts Administration (Deeds)			Transfer to new employer or keep indefinitely
Audited Accounts		N/A	May wish to keep indefinitely
Budgets management			Current year + 6 years
Accounting report			Current year + 6 years
Banking Administration			Current year + 6 years
Invoices/ back-up records/ receipts			Current year + 6 years

Payroll and taxation			Records must be made available for inspection by HMRC. Note: the DfE requires schools to retain pay, taxation and related school personnel records indefinitely.
Posts of Responsibility		N/A	Retain indefinitely on master files as it relates to pay/pension etc
Calculation of service		N/A	Retain indefinitely on master file
Promotions/ Pay Review Panel Decisions		N/A	Retain indefinitely on master file and in personnel records.
Pay Review Appeal documents		N/A	Retain original on master file and copy in personnel records for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings on school).

Description	Data Protection Issues	Final Disposition	Comments
Risk Management			
Business Continuity Planning		Confidential shredding	6 years after superceded

Insurance claims			6 years after settlement or repudiation but not before claimant reaches age of 25
Insurance claims - subsidence			100 years after settlement of repudiation
Insurance Policy Administration (Liability)			40 years after end of policy
Insurance Policy Administration (Non-Liability)			10 years after end of policy

Human Resources			
Description	Data Protection Issues	Final Disposition	Comments
Recruitment			
Applications of candidates not shortlisted		Confidential shredding	6 months from close of competition
Applications and CVs of candidates called for interview		Confidential shredding	6 months from close of competition - where consent has been provided. Where consent has not been provided these will not be retained
Candidates shortlisted but unsuccessful at interview		Confidential shredding	6 months from close of competition - where consent has been provided. Where consent has not been provided these will not be retained

Candidates shortlisted and are successful at interviews but didn't accept offer		Confidential shredding	6 months from close of competition - where consent has been provided. Where consent has not been provided these will not be retained
Correspondence from candidates re feedback		N/A	Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee within the school, keep for 6 months from the close of completion. If feedback is from successful candidate or from unsuccessful candidate who is already an employee within the school, keep in line with personnel records while in employment" above
All records leading up to the appointment of a new member of staff - successful candidate	Yes	Secure disposal	All the relevant information should be added to the staff personal file and all other information retained for 6 months
Pre - employment vetting information - DBS checks	No	Secure disposal	The school does not keep copies of the DBS Certificates. The Certificate number and date of issue is retained only.
Proofs of identity collected as part of the process of checking enhanced DBS disclosure, right to work in the UK.	Yes	Secure disposal	Proof should be checked and retained until DBS certificate has been received. A photograph may be retained for future identity confirmation purposes.

Medical clearance	Yes	Secure disposal	Proof should be retained until on successful candidates personnel file.
Interview notes and recommendations		Confidential shredding	Notes for successful candidate to be placed on personnel record the remaining notes are to be retained for 6 months from close of competition.
Staff Personal File	Yes	Secure disposal	General employment information contained within a personnel file should be retained for the duration of employment + 7 years
Description	Data Protection Issues	Final Disposition	Comments
Staff personnel records			
e.g. applications, qualifications, references, job specification, medical clearance, contract, teaching registration, records of staff training etc.		Confidential shredding. Retain an anonymised sample for archival purposes.	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Selection criteria		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)

Interview panel marking scheme and notes		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Probation letters/ forms		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Leave of absence applications		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) Records and personnel files retained at ETB head office level
Timesheets	Yes	Secure disposal	Current year + 6 years
Annual Appraisal/ assessment records	Yes	Secure disposal	6 years after the date of the appraisal
Job share Information		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)

Career break Information		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Maternity/Adoption leave		Confidential shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Paternity leave		Confidential shredding	Retain for two years following retirement/ resignation or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school)
Force majeure leave		Confidential shredding	Retain for the duration of employment plus 8 years (Statutory Requirement).
Parental leave		Confidential shredding	Retain for the duration of employment plus 8 years (Statutory Requirement).
Carers leave		Confidential shredding	Retain for the duration of employment plus 8 years (Statutory Requirement).

Working Time Act (attendance, hours, holidays, breaks)		Confidential Shredding	Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school).
Allegations/ Complaints		Confidential Shredding	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). <u>Please note</u> retention period differs for Disciplinary Procedures.
Description	Data Protection Issues	Final Disposition	Comments
Management of Disciplinary and Grievance Processes			
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	N/A	Indefinitely Legally required to be made available for inspection. Allegations that are found to be malicious should be recorded as such and the date noted. May be referred to in future if similar concerns follow
Disciplinary Proceedings	Yes	Secure disposal	Retain on personnel record for duration of employment and 25 years after leaving whichever is the greater. See Live Discipline Sanctions below
Letter of management advice	Yes	Secure disposal	Live from date of advice for 6 months and then disregard for disciplinary purposes. May be referred to in future if similar concerns follow

First written warning	Yes	Secure disposal	Live from date of warning for 12 months and then disregard for disciplinary purposes. May be referred to in future if similar concerns follow
Final written warning	Yes	Secure disposal	Live from date of warning for 18 months and then disregard for disciplinary purposes. May be referred to in future if similar concerns follow
Case not found	Yes	Secure Disposal	Record nature of allegation and that it was not found. May be referred to in future if similar concerns follow
Settlement Agreements	Yes	Secure Disposal	Destroy 25 years after leaving unless it relates to safeguarding concerns and then this must be retained indefinitely
Appraisal		Secure Disposal	Appraisal cycle + 6 years
Training Record			Routine Training (not involving children) - duration of employment and 7 years after leaving. Training involving children - destroy 35 years after date of training
Personnel Record		Secure Disposal	Destroy 25 years after leaving. Remove any information that must be retained longer prior to disposing
Sickness Absence Records		Secure Disposal	Destroy 25 years after leaving unless there is a personal injury claim

Description	Data Protection Issues	Final Disposition	Comments
Management of Change Processes			
Research and analysis			Out of date / no longer required
Consultation and Engagement			6 years
Policy and Procedures Development			6 years after created
Strategic Planning, Transformation and change management			6 years
Description	Data Protection Issues	Final Disposition	Comments
Health and Safety			
Health and Safety policy statements	No	Secure disposal	Life of policy + 3 years
Health and Safety Risk Assessments	No	Secure disposal	Life of risk assessments + 3 years

Records relating to accident/ injury at work	Yes	Secure disposal	Date of incident + 12 years. In the case of serious accidents a further retention period will need to apply.
Accident Reporting	Yes	Secure disposal	Adults - date of incident + 6 years Children - DOB of the child + 25 years
Control of Substances Hazardous to Health (COSHH)	No	Secure disposal	Current year + 40 years
Fire Precautions log books	No	Secure disposal	Current year + 6 years
Accident/ Injury at work reports		Secure disposal	Retain for the duration of employment and when employee reaches 75 th birthday whichever is the greater (unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy)

Description	Data Protection Issues	Final Disposition	Comments
Occupational Health			
Pre-employment medical assessment		Secure Disposal	Retain for duration of employment and until employee reaches 75 th birthday
Sickness absence records/ certificates		Secure Disposal	Retain for duration of employment and until employee reaches 75 th birthday
Occupational health referral		Secure Disposal	Retain for duration of employment and until employee reaches 75 th birthday unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case do not destroy
Correspondence re retirement on ill-health grounds		Secure Disposal	Retain for duration of employment and until employee reaches 75 th birthday unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case do not destroy

Information and Communication Technology (ICT)			
Description	Data Protection Issues	Final Disposition	Comments
Information Management			
Call recording		Secure Disposal	
CCTV Recording			30 days after recording
Subject Access Requests			3 years after date created
Records Storage Management			Lifetime of organisation
Licensing			6 years after date terminated
Web Content			7 years after date created
System Specifications			2 years after date created