



**Tudhoe Learning Trust**

# **Retention of Documents Guidelines**

**Approved by:** Trust Chief Executive Officer

**Last reviewed on:** February 2021

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## Introduction

Tudhoe Learning Trust processes a lot of information as part of day to day business and retention guidelines are an essential tool for records management. Guidelines summarise how long we keep your records and when we can destroy them.

This document provides an overview of our retention guidelines and is designed to help you have a general understanding of the type of data that we retain and how long we hold it before it is destroyed. This document should be read in conjunction with the Trust's Records Retention Schedule.

## Legal Requirements

Some overarching legislation requires that records are kept for a certain amount of time and this applies to all schools within the Trust. These include:

### The Data Protection Act 2018

[Principle 5](#) states that “Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.”

The **General Data Protection Regulations 2020** require that information is:

1. processed lawfully, fairly and in a transparent manner;
2. collected only for specified, explicit and legitimate purposes;
3. retained only if relevant and limited to what is necessary for the purpose for which it is collected;
4. accurate and kept up to date;
5. kept no longer than is necessary; and
6. kept securely.

### The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemption(s) apply. [The Code of Practice issued under 46 of the Act](#) sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

## The Independent Inquiry into Child Sexual Abuse

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. It is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers. The Inquiry will cover England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 every Chief Executive of a Local Authority in England and Wales was requested that its' organisation:

**'retain any and all documents; correspondence; notes; emails and all other information - however held - which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'**

We must not destroy, and must make available for inspection, all reports, reviews, briefings, minutes, notes and correspondence in relation to:

- allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation;
- institutional failures to protect children from sexual abuse or other exploitation;
- statutory responsibilities for the care of children in public or private care;
- the development of policy on child protection;
- the development of legislation on child protection;
- the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

**All of these document types - in whatever format - must be  
"retained pending further requests from the Inquiry"**

Although the Trusts' records retention schedules are very clear on the destruction dates of files, the instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise.

For any advice on clarification on whether records can be destroyed or are covered by the Inquiry retention hold, consult the Trust Office on tel. 01388 811765.

## **Retention at a Glance**

This section is intended to provide a quick reference guide to records retention periods. All confidential information that is retained is stored securely in accordance with Data Protection Principles. Upon expiry of retention periods our Trust Schools unsure that any confidential information is disposed of securely.

### Partnerships

Where the Trust is working in partnership with other agencies or services and a shared record has been established (for example with services of the Local Authority) a joint minimum retention period should be agreed where possible. Where a joint minimum retention period cannot be agreed the longest minimum retention period will apply to the record.

Education	
Education Casework	Until the pupils' 25 <sup>th</sup> birthday

Admissions and Transfers Processing	Until the pupils' 25 <sup>th</sup> birthday
Attainment	3-5 years for identification of trends only. Individuals are not identifiable. Where kept on pupil record this will be retained under pupil reaches 25 <sup>th</sup> birthday
Attendance	Indefinitely
Appeals Administration	Until pupil's 25 <sup>th</sup> birthday
Behaviour	Until the pupils' 25 <sup>th</sup> birthday
Complaints/Allegations	7 years after resolution or action unless it relates to employees working with children and it will be destroyed after 25 years
Exclusions	Until the pupils' 25 <sup>th</sup> birthday
Free School Meal Registers	Current academic year + 6 years
Medical Information	Until the pupils' 25 <sup>th</sup> birthday
Progress/End of Year Reports	Until the pupils' 25 <sup>th</sup> birthday
Pupil Images/Characteristics	Up to 3 years after leaving
Safeguarding/Child Protection/Looked after Children	Until pupil's 75 <sup>th</sup> birthday
SEND Assessment and Support	Until pupil's 75 <sup>th</sup> birthday
School Capacity Planning	7 years after review
Statutory Returns	25 years
Trips and activities	7 Years after trip. Incident records will be kept until the youngest child is 25 years old
<b>Finance</b>	
Accounting and Reporting	6 years after end of financial year
Banking Administration	6 years after end of financial year
Budgets Management	6 years after end of financial year
Charities and Trusts Administration (Administrative records)	6 years after end of financial year
Charities and Trusts Administration (Deeds)	Transfer after wound-up

Financial Planning	6 years after end of planning period or strategy superseded
External Funding Acquisition	Minimum 6 years after end of funding period
Grant Funding Administration	Minimum 6 years after end of funding period
Income Processing	6 years after end of financial year
Invoices	6 years after end of financial year
Loans and Leasing Administration	6 years after settlement or end of
Payroll Administration	6 years after end of financial year
Pension Fund Management	6 years after end of scheme
Pension Scheme Administration	6 years after death of last known beneficiary
Procurement (Unsuccessful tenders)	1 year after contract awarded
Procurement (Awarded contracts)	6 / 12 / 15 years after end of contract
Purchasing and Payment Processing	6 years after end financial year
Statutory Returns	6 years after submission
Taxes Management	6 years after end of tax year
<b>Governance</b>	
Minutes and reports presented at Directors meetings	Minimum of 6 years. If they refer directly to individual reports, then they must be kept permanently.
Minutes and reports presented at Governor meetings	Minimum of 6 years. If they refer directly to individual reports, then they must be kept permanently.
<b>Health and Safety</b>	
Accident and Incident Reporting and Investigation (Adults)	3 years after investigation

Accident and Incident Reporting and Investigation (Children)	21 years after date of birth
Advice Provision	6 years after date created
Hazardous Substances Management	100 years after date created
Health Surveillance and Exposure Monitoring (identifiable individuals)	Until 75 <sup>th</sup> birthday or 50 years after last medical assessment
Health Assessment	Duration of employment and 6 years after leaving
Pre-employment health screening	Duration of employment and 6 years after leaving
Risk Assessment	Duration of employment and 6 years after leaving
<b>Human Resources</b>	
Apprenticeship Programme	Duration of employment and 7 years after leaving
Disciplinary Files	Duration of employment and 25 years after leaving
Employee Appraisals	Appraisal cycle +6 years
Grievance Files	Duration of employment and 7 years after leaving
Members Records	Destroy 5 years after leaving date
Personnel Record	Duration of employment and 25 years after leaving
Records of Service	Indefinitely
Research and Project Materials	Destroy after 1 year

Information and Communication Technology (ICT)	
Licensing	6 years after date terminated
Web Content	7 years after date created
System Specifications	2 years after date created
Information Management	
Call Recording	1 year after date created
CCTV Recording	30 days after recording
Subject Access Requests	3 years after date created
Records Storage Management	Lifetime of organisation

Management	
Consultation and Engagement	6 years after date created
Policy and Procedures Development	6 years after superseded
Research and Analysis (Raw data)	Out of date and/or no longer required
Strategic Planning, Transformation and Change Management	6 years after created
Physical Assets and Property	
Inventories of furniture and equipment	Current year +6 years
Land, Premises and structure management	Indefinitely or 15 years after disposal of land or premises
Risk Management and Insurance Administration	
Audit	6 years after audit or investigation or legal
Business Continuity Planning	6 years after superseded
Insurance Claims Administration	6 years after settlement or repudiation but not before claimant reaches age of 25