



Retention & Destruction Schedule

July 2019

1 Management of the School

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

1.1 Governing Body						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.1.1	Agendas for Governing Body meetings	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL ¹			
1.1.2	Minutes of Governing Body meetings					
	Principal Set (signed)	PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service			
	Inspection Copies ²	Date of meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded.			
1.1.3	Reports presented to the Governing Body	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 permanently	SECURE DISPOSAL or retain with the signed set of the minutes			
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL			

¹ In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder – **destruction log should be completed and signed in this regard**

² These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

1.1 Governing Body

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.1.5	Instruments of Government including Articles of Association	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.			
1.1.6	Trusts and Endowments managed by the Governing Body	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.			
1.1.7	Action plans created and administered by the Governing Body	Life of the action plan + 3 years	SECURE DISPOSAL			
1.1.8	Policy documents created and administered by the Governing Body	Life of the policy + 3 years	SECURE DISPOSAL			
1.1.9	Records relating to complaints dealt with by the Governing Body	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL			
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years	SECURE DISPOSAL			
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined + 3 years	SECURE DISPOSAL			

1.2 Headteacher and Senior Leadership Team

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.2.1	Log books of activity in the school maintained by the Headteacher	Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate			
1.2.2	Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	Date of the meeting + 3 years then review	SECURE DISPOSAL			
1.2.3	Reports created by the Headteacher or the Management Team	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL			
1.2.4	Records created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	Current academic year + 6 years then review	SECURE DISPOSAL			
1.2.5	Correspondence created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	Date of correspondence + 3 years then review	SECURE DISPOSAL			
1.2.6	Professional Development Plans	Life of the plan + 6 years	SECURE DISPOSAL			
1.2.7	School Development Plans	Life of the plan + 3 years	SECURE DISPOSAL			

1.3 Admissions Process

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.3.1	All records relating to the creation and implementation of the School Admissions Policy	Life of the policy + 3 years then review	SECURE DISPOSAL			
1.3.2	Admissions – if the admission is successful	Date of admission + 1 year	SECURE DISPOSAL			
1.3.3	Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	SECURE DISPOSAL			
1.3.4	Register of Admissions	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. ³	REVIEW Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school.			
1.3.5	Admissions – Secondary Schools – Casual	Current year + 1 year	SECURE DISPOSAL			
1.3.6	Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	SECURE DISPOSAL			

³ School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities

1.3 Admissions Process						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc.	Life of the policy + 3 years then review	SECURE DISPOSAL			
	For successful admissions	This information should be added to the pupil file				
	For unsuccessful admissions	Until appeals process completed				

1.4 Operational Administration						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
1.4.1	General file series	Current year + 5 years then REVIEW	SECURE DISPOSAL			
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	Current year + 3 years	STANDARD DISPOSAL			
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year	STANDARD DISPOSAL			
1.4.4	Newsletters and other items with a short operational use	Current year + 1 year	STANDARD DISPOSAL			
1.4.5	Visitors' Books and Signing in Sheets	Current year + 6 years then REVIEW	SECURE DISPOSAL			
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years then REVIEW	SECURE DISPOSAL			

2 Human Resources

This section deals with all matters of Human Resources Management within the school.

2.1 Recruitment						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.1.1	All records leading up to the appointment of a new Headteacher	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL			
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL			
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	All the 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	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months				
2.1.5	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	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 placed on the member of staff’s personal file	If NOT retaining, SECURE DISPOSAL			
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ⁴	Where possible these documents should be added to the Staff Personal File [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	SECURE DISPOSAL after term of employment + 6 yrs			

⁴ Employees are required to take a ‘clear copy’ of the documents which they are shown as part of this process

2.2 Operational Staff Management

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.2.1	Staff Personal File	Termination of Employment + 6 years	SECURE DISPOSAL			
2.2.2	Timesheets	Current year + 6 years	SECURE DISPOSAL			
2.2.3	Annual appraisal/ assessment records	Current year + 5 years	SECURE DISPOSAL			

2.3 Management of Disciplinary and Grievance Processes

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records <u>must</u> be shredded			
2.3.2	Disciplinary Proceedings					
	oral warning	Date of warning ⁶ + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]			
	written warning – 1 st warning	Period during which warning remains valid -----				
	final warning	Period during which warning remains valid				
	case not found	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL			

⁵ This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.

⁶ Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter, please contact your Safeguarding Children Officer for further advice.

2.4 Health & Safety

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.4.1	Health and Safety Policy Statements	Life of policy + 3 years	SECURE DISPOSAL			
2.4.2	Health and Safety Risk Assessments	Life of risk assessment + 3 years	SECURE DISPOSAL			
2.4.3	Records relating to accident/ injury at work	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					
	Adults	Date of the incident + 6 years	SECURE DISPOSAL			
	Children	DOB of the child + 25 years	SECURE DISPOSAL			
2.4.5	Control of Substances Hazardous to Health (COSHH)	Current year + 40 years	SECURE DISPOSAL			
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	SECURE DISPOSAL			

2.4 Health & Safety

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years	SECURE DISPOSAL			
2.4.8	Fire Precautions log books	Current year + 6 years	SECURE DISPOSAL			
2.4.9	Building & Facilities Compliance Records	5 years unless superseded	SECURE DISPOSAL			
2.4.10	PAT Test Records	2 years	SECURE DISPOSAL			

2.5 Payroll and Pensions

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
2.5.1	Maternity pay records	Current year + 3 years	SECURE DISPOSAL			
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	SECURE DISPOSAL			
2.5.3	Payroll records	Current year + 3 years	SECURE DISPOSAL			

3 Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

3.1 Risk Management and Insurance						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.1.1	Employer's Liability Insurance Certificate	Closure of the school + 40 years	SECURE DISPOSAL			

3.2 Asset Management						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.2.1	Inventories of furniture and equipment	Current year + 6 years	SECURE DISPOSAL			
3.2.2	Burglary, theft and vandalism report forms	Current year + 6 years	SECURE DISPOSAL			

3.3 Accounts and Statements including Budget Management

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.3.1	Annual Accounts	Current year + 6 years	STANDARD DISPOSAL			
3.3.2	Loans and grants managed by the school	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL			
3.3.3	Student Grant applications	Current year + 3 years	SECURE DISPOSAL			
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Life of the budget + 3 years	SECURE DISPOSAL			
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years	SECURE DISPOSAL			
3.3.6	Records relating to the collection and banking of monies	Current financial year + 6 years	SECURE DISPOSAL			
3.3.7	Records relating to the identification and collection of debt	Current financial year + 6 years	SECURE DISPOSAL			

3.4 Contract Management

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.4.1	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	SECURE DISPOSAL			
3.4.2	All records relating to the management of contracts under signature	Last payment on the contract + 6 years	SECURE DISPOSAL			
3.4.3	Records relating to the monitoring of contracts	Current year + 2 years	SECURE DISPOSAL			

3.5 School Fund

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.5.1	School Fund - Cheque books	Current year + 6 years	SECURE DISPOSAL			
3.5.2	School Fund - Paying in books	Current year + 6 years	SECURE DISPOSAL			
3.5.3	School Fund – Ledger	Current year + 6 years	SECURE DISPOSAL			
3.5.4	School Fund – Invoices	Current year + 6 years	SECURE DISPOSAL			
3.5.5	School Fund – Receipts	Current year + 6 years	SECURE DISPOSAL			
3.5.6	School Fund - Bank statements	Current year + 6 years	SECURE DISPOSAL			
3.5.7	School Fund – Journey Books	Current year + 6 years	SECURE DISPOSAL			

3.6 School Meals Management

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
3.6.1	Free School Meals Registers	Current year + 6 years	SECURE DISPOSAL			
3.6.2	School Meals Registers	Current year + 3 years	SECURE DISPOSAL			
3.6.3	School Meals Summary Sheets	Current year + 3 years	SECURE DISPOSAL			

4 Property Management

This section covers the management of buildings and property.

4.1 Property Management						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
4.1.1	Title deeds of properties belonging to the school	PERMANENT These should follow the property unless the property has been registered with the Land Registry				
4.1.2	Plans of property belong to the school	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.				
4.1.3	Leases of property leased by or to the school	Expiry of lease + 6 years	SECURE DISPOSAL			
4.1.4	Records relating to the letting of school premises	Current financial year + 6 years	SECURE DISPOSAL			
4.1.5	O & M Manuals	Retain whilst property occupied	SECURE DISPOSAL			

4.2 Maintenance						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
4.2.1	All records relating to the maintenance of the school carried out by contractors	Current year + 6 years	SECURE DISPOSAL			
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	Current year + 6 years	SECURE DISPOSAL			

5 Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting, see H&S section.

5.1 Pupils' Educational Records						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005					
	Primary	Retain whilst the child remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> ○ to another primary school ○ to a secondary school ○ to a pupil referral unit ○ If the pupil dies whilst at primary school, the file should be returned to the Local Authority to be retained for the statutory retention period. <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority</p>			
	Secondary	Date of Birth of the pupil + 25 years	SECURE DISPOSAL & Removal from MIS systems			
5.1.2	Examination Results – Pupil Copies					
	Public JCQ specifies retaining unclaimed certificates for a minimum period of 12 months)	Date of Examination + 10 years	SECURE DISPOSAL A record of certificates that have been destroyed should be retained for four years from their date of destruction.			
	Internal	This information should be added to the pupil file				

5.1 Pupils' Educational Records						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
5.1.3	Child Protection information held on pupil file	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	SECURE DISPOSAL – these records MUST be shredded			
5.1.4	Child protection information held in separate files	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded			

This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2 Attendance						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
5.2.1	Attendance Registers	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL			
5.2.2	Correspondence relating to authorized absence	Current academic year + 2 years	SECURE DISPOSAL			

5.3 Special Educational Needs						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Date of Birth of the pupil + 25 years	REVIEW NOTE: This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.			
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold			
5.3.3	Advice and information provided to parents regarding educational needs	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold			
5.3.4	Accessibility Strategy	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold			

6 Curriculum Management

6.1 Statistics and Management Information						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
6.1.1	Curriculum returns	Current year + 3 years	SECURE DISPOSAL			
6.1.2	Examination Results (Schools Copy)	Current year + 6 years	SECURE DISPOSAL			
	SATS records –					
	Results	The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL			
	Examination Papers	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL			
6.1.3	Published Admission Number (PAN) Reports	Current year + 6 years	SECURE DISPOSAL			
6.1.4	Value Added and Contextual Data	Current year + 6 years	SECURE DISPOSAL			
6.1.5	Self-Evaluation Forms	Current year + 6 years	SECURE DISPOSAL			

6.2 Implementation of Curriculum

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
6.2.1	Schemes of Work	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL			
6.2.2	Timetable	Current year + 1 year				
6.2.3	Class Record Books	Current year + 1 year				
6.2.4	Mark Books	Current year + 1 year				
6.2.5	Record of homework set	Current year + 1 year				
6.2.6	Pupils' Work	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	SECURE DISPOSAL			

7 Extra Curricular Activities

7.1 Implementation of Curriculum						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	Date of visit + 14 years	SECURE DISPOSAL			
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	Date of visit + 10 years	SECURE DISPOSAL			
7.1.3	Parental consent forms for school trips where there has been no major incident	Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.			
7.1.4	Parental permission slips for school trips – where there has been a major incident	DOB of the pupil involved in the incident + 25 years The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils				

7.2 Walking Bus

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
7.2.1	Walking Bus Registers	Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]			

7.3 Family Liaison Officers and home School Liaison Assistants

Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
7.3.1	Day Books	Current year + 2 years then review				
7.3.2	Reports for outside agencies - where the report has been included on the case file created by the outside agency	Whilst child is attending school and then destroy				
7.3.3	Referral forms	While the referral is current				
7.3.4	Contact data sheets	Current year then review, if contact is no longer active then destroy				
7.3.5	Contact database entries	Current year then review, if contact is no longer active then destroy				
7.3.6	Group Registers	Current year + 2 years				

Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

8.1 Local Authority						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
8.1.1	Secondary Transfer Sheets (Primary)	Current year + 2 years	SECURE DISPOSAL			
8.1.2	Attendance Returns	Current year + 1 year	SECURE DISPOSAL			
8.1.3	School Census Returns	Current year + 5 years	SECURE DISPOSAL			
8.1.4	Circulars and other information sent from the Local Authority	Operational use	SECURE DISPOSAL			

8.2 Central Government						
Basic file description		Retention Period [Operational]	Action at the end of the administrative life of the record	Location of Data	Person with Responsibility for the Data	Last Destruction Date
8.2.1	OFSTED reports and papers	Life of the report then REVIEW	SECURE DISPOSAL			
8.2.2	Returns made to central government	Current year + 6 years	SECURE DISPOSAL			
8.2.3	Circulars and other information sent from central government	Operational use	SECURE DISPOSAL			

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