


INFORMATION AND RECORDS RETENTION POLICY

The OHC&AT Board of Trustees has agreed this Policy – 10th December 2021.

Jay Mercer
Chair of OHCAT Board



Peter Lauener
Chair of OHC Board



Information and Records Retention Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. OHC&AT comprises two separate legal entities, Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), working in partnership to deliver educational excellence. All references to OHC&AT should be assumed to apply to both OHC and OHCAT.

For the purposes of clarity, 'student' is here used to refer to both pupils and students at OHC&AT provisions.

This policy sets out a structured approach to reviewing and destroying records in relation to OHC&AT.

The retention period for each type of record is shown in the table below. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement allows discretion and may vary according to the circumstances, but in practice it means that OHC&AT should promptly destroy the record once the retention period in the table below has been reached (subject to the paragraphs below).

Occasionally there may be special circumstances which mean that a record should be kept for longer, for example, where there is a risk of litigation or a request from an outside body such as the Independent Inquiry into Child Sexual Abuse (IICSA). OHC&AT will refer to its insurance policies and legal advice may be sought in these circumstances.

The range of documentation which might need to be kept is wide, including any information linked to alleged or established child abuse, whether by staff, students or volunteers, with no limitation date. For example, a list of students who attended an overnight school trip or admission registers showing which students were at a specific OHCAT Academy at a given time. As such, documents should be kept for longer than the retention periods listed in the policy if they concern information which might be relevant to the Inquiry. OHC&AT will therefore review the retention periods under each of the rows below in case they are relevant to IICSA.

Please note that OHC&AT is keeping this under review and intends to recommence controlled document destruction at the appropriate time.

SECURE DESTRUCTION

Personal data will be securely deleted or destroyed at the end of the relevant retention period.

OHC&AT has allocated responsibility for the secure disposal of records containing personal data to relevant Principals/Directors or Heads of Service who will ensure that the records are disposed of appropriately.

OHC&AT will keep a record of what personal data has been deleted and when the deletion took place.

OHC&AT will ensure that any electronic devices are wiped securely before they are disposed of or recycled.

For papers which do not need to be kept in accordance with this policy, OHC&AT has placed locked and confidential waste bins around OHC&AT sites which are regularly emptied securely.

OHC&AT may hire contractors to delete or dispose of personal data, for example, by wiping and disposing of electronic devices or by shredding paper. In these cases, OHC&AT carries out appropriate due diligence on its contractors to check that they are complying with their obligations and ensure that there is a suitable written agreement in place.

OHC&AT has measures in place to halt the deletion of information promptly should it need to be retained beyond the normal retention period. For example, if information may be required in relation to a legal claim.

POLICY REVIEW DETAILS

<i>Version:</i>	2.1
<i>Reviewer:</i>	Lynn Barratt, Rachael Tucker
<i>Approval body:</i>	Family Board
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RELATED POLICIES AND DOCUMENTATION

Child Protection Adult Protection & Safeguarding Policy
CCTV Policy
Data Breach Policy
Data Protection Policy: Guidance for Staff
Guidance for Staff on the Use of Photographs and Videos
Information and Records Retention Policy
Information Security Policy
IT Acceptable Use Policy
Privacy Notices
Staff Code of Conduct

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
1	Students			
1.1	Admission registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED / DELETE	Yes
1.2	Attendance registers (however held)	Three years from the date of the last entry	Review for further retention in the case of contentious dispute SHRED / DELETE	Yes
1.3	Child protection records	DOB of the student + 70 years (but consider indefinite retention in light of Independent Inquiry into Child Sexual Abuse (IICSA)).	Review for further retention in the case of contentious dispute SHRED / DELETE Notes Child protection information must be copied (so that OHC&AT retains the original) and sent under separate cover to the student's educational file to the Designated Safeguarding Lead (DSL) at the new school whilst the child is still under 18. OHC&AT should ensure secure transit and confirmation of receipt should be obtained. Where a child is removed from roll to be educated at home, the file should be sent to the Local Authority (LA), with a copy being retained by OHC&AT. In accordance with the terms of reference of the Independent Inquiry into Child Sexual Abuse all schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
			involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; institutional failures to protect children from sexual abuse or other exploitation.	
1.4	Biometric information (e.g. fingerprints to be used as part of an automated biometric recognition system)	For as long as OHC&AT requires the information for the automated biometric recognition system	This information must not be kept for longer than it is needed. The information must be destroyed if the student no longer uses the system including when they leave OHC&AT, where the parent or student withdraws consent or the student objects to its use	No
1.5	Medical records held by OHC&AT	DOB of the student + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
1.6	Counselling records held by OHC&AT	DOB of the student + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
2	Individual Student files			
2.1	Student files (including public examination scripts, marks and results)	DOB of the student + 25 years	Review for further retention in the case of contentious disputes, for example, parental complaints, disciplinary matters, student exclusions, bullying incidents and subject access requests SHRED / DELETE Notes	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
			<ul style="list-style-type: none"> • When reviewing student files, OHC&AT should have regard to other applicable sections of this policy • Any examination certificates left unclaimed should be returned to the appropriate Examination Board If the child moves school then OHC&AT must retain a copy of the file sent to the new school.	
2.2	Internal examination scripts	Scripts from weekly or monthly tests: Keep until the end of the next term. Scripts from termly or yearly tests: Keep until the end of the next academic year.	Keep for longer in accordance with the retention periods and guidance set out in row 2.1 above if risk of contentious disputes, for example, parental complaints, disciplinary matters, student exclusions, bullying incidents and subject access requests.	No
2.3	Internal examination marks and results	If the purpose of the test is to progress the child (either internally or externally) then keep marks and results in accordance with the retention periods and guidance set out in row 2.1 above. If the purpose of the test is for general internal assessment of academic performance then keep marks and results for the same period as the scripts themselves.	Keep for longer in accordance with the retention periods and guidance set out in row 2.1 above if risk of contentious disputes, for example, parental complaints, disciplinary matters, student exclusions, bullying incidents and subject access requests.	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
2.4	Special Educational Needs files, reviews and Individual Education Plans	DOB of the student + 25 years	Review for further retention in the case of contentious disputes SHRED / DELETE	No
2.5	Statement of Special Education Needs (SEN) and Education Healthcare (EHC) Plans	DOB of the student + 25 years Consider also whether further retention is appropriate in light of IICSA.	SHRED / DELETE unless legal action pending The Statement / Plan belongs to the LA which makes and maintains the Statement / Plan	Yes
2.6	Letters authorising absence	Three years from the date of the last entry on the attendance register	SHRED / DELETE	No
3	Permissions			
3.1	Parental permission slips for school trips – where there has been no major incident, accident, injury or near miss involving anyone on the trip	Conclusion of the trip + six years	Review for further retention in the case of contentious disputes otherwise SHRED / DELETE	No
3.2	Parental permission slips for school trips – where there has been a major incident, accident, injury or	DOB of the student involved in the incident + 25 years The permission slips for all students on the trip may need to be retained to show that the	Review for further retention in the case of relevance to contentious disputes. SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	near miss involving anyone on the trip	rules had been followed for all students		
4	Admission department records			
4.1	Admission documents	Six years from date of leaving OHC&AT	Review for further retention in the case of contentious disputes SHRED / DELETE	No
4.2	Admissions documents relating to applicants who did not join OHC&AT	One year (subject to requirements for admission appeal documents -see below), however, this is at OHC&AT's discretion. If there is a risk that parents or a student might bring a claim against OHC&AT then the documents should be retained. The documents can be kept for as long as OHC&AT considers that they are required, subject to OHC&AT's obligation not to keep the documents for longer than is necessary	SHRED / DELETE	No
4.3	Documents relating to admission appeal proceedings	At least two years	Review for further retention in the case of contentious disputes SHRED / DELETE	

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5	HR			
5.1	Employment or personnel records including recruitment information, contracts of employment, changes to terms and condition, disciplinary matters, grievance procedures.	<p>Contracts of employment and changes to terms and conditions should be kept indefinitely so that pensions records can be accurately maintained/updated.</p> <p>Other records: For at least six years after date of termination of employment For at least 12 years after date of termination if any of the documents were signed as a deed</p>	If on a date no earlier than six years after the termination date there has been no recent contact from the relevant individual and no apparent breach of contract claim, dispose securely of documentation unless any child protection concerns. Records of anyone with child protection concerns (even if not proved) should be retained	No
5.2	Single central register (SCR)	There is no legal requirement to keep the SCR entry for staff who have left as it ceases to be relevant for inspection purposes. Many trusts move the entry on to an archive register whilst others keep a list of the checks carried out on the personnel file instead	Review whether further retention is necessary. If so, these reasons must be documented. If not SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		<p>and retain that in accordance with their retention policy. As there is no statutory requirement to keep this information in this form it should only be kept for as long as is necessary. As it ceases to be relevant for inspection purposes OHC&AT should consider and document why it is necessary to keep it for a particular length of time. Should OHC&AT be notified of a historic abuse claim or should a former member of staff commit offences elsewhere OHC&AT may need to demonstrate that it carried out all required checks prior to work starting, when they were carried and out and by whom. This information could also be requested in relation to the IICSA. As a consequence best advice is to retain the SCR entry for each former member of staff</p>		

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
		indefinitely either on an archive SCR or within the personnel file.		
5.3	Childcare disqualification declarations	Keep in accordance with guidance from the IICSA. Declarations which contain information in relation to the household of a member of staff should be destroyed with immediate effect as the 'by association' element ceased to apply with effect from August 2018.	SHRED / DELETE	Yes
5.4	Employment references received and references provided (where no safeguarding concerns have arisen or are known)	While employment continues and at least up to six years after employment terminates	Consider whether any recent reference requests for the relevant individual have been received. If any concerns are / have been raised by social services or other agencies see 5.6 below. If none, SHRED / DELETE	No
5.5	Employment reference where an individual's employment ended for a safeguarding reason or where safeguarding	Part 4 of KCSIE states that these records should be retained for at least 10 years after the person has retired or until the individual reaches the	Review whether further retention is necessary when IICSA ends. If none, SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	was outstanding at the time of termination	age of 75, whichever is the later. However, whilst IICSA is ongoing no such records should be destroyed.		
5.6	Records of low level concerns	Part 4 of KCSIE specifies that “It is for schools and colleges to decide how long they retain such information, but it is recommended that it is retained at least until the individual leaves their employment.”	Whenever a staff member leaves OHC&AT employment, any record of low-level concerns that may be kept about them will be subject to specific review to determine whether some or all of the information contained within the record may have any reasonably likely value in terms of any potential historic employment or abuse claim (in which case it will be retained in line with normal safeguarding records practice) or if, on balance, any record is not considered to have any reasonably likely value, still less actionable concern (in which case it will be deleted).	No
5.7	Working time opt-out forms - these forms are agreed with employees in order to remove the 48 hour working week limit	Two years from the date on which they were entered into	SHRED / DELETE	Yes
5.8	Records to show compliance with the	Two years from the creation of the record	SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Working Time Regulations			
5.9	Maternity / paternity records These include: <ul style="list-style-type: none"> • Records regarding Maternity payments made save for where those include payroll records. • Maternity certificates showing the expected week of confinement 	Indefinitely (to ensure accurate maintenance/ updating of pensions records).	N/A	Yes
5.10	Sickness records required for the purposes of Statutory Sick Pay (SSP)	Indefinitely. Employers are required to maintain records for PAYE purposes and to show they are meeting their SSP obligations should HMRC require this.	N/A	Yes
5.11	Records in relation to hours worked and payments made to workers	Indefinitely, so that pensions records can be accurately maintained/updated.	N/A	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.12	Consents for the processing of personal data and sensitive personal data (known as special category personal data under the GDPR)	For as long as the data is being processed and up to six years afterwards For consent to be valid it must be "freely given". This is often difficult to evidence in an employment context owing to the imbalance in the relationship between OHC&AT and the employee. Therefore, OHC&AT should be very careful before asking employees to consent to their data being used in a particular way. In the vast majority of cases it is not necessary to obtain the employee's consent before using their personal data.	SHRED / DELETE	Yes
5.13	Disclosure and Barring Service (DBS) checks	Dispose of once an applicant has been deemed suitable for appointment	Enter DBS certificate number, date, initials on Single Central Register SHRED / DELETE	Yes
5.14	Immigration/right to work checks	Throughout employment and then retained for two years after the termination of employment	SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.15	Documents that are required to be retained for each worker sponsored by OHC&AT under Tier 2.	Through the period of sponsorship and for whichever is the shorter period of either: <ol style="list-style-type: none"> i. one year from the date that the sponsorship of the Tier 2 migrant ends, or ii. if the Tier 2 migrant is no longer sponsored, the point at which a Home Office compliance officer has examined and approved the documents 	SHRED / DELETE	No
5.16	Recruitment records of unsuccessful candidates	<ul style="list-style-type: none"> • Six months after notifying unsuccessful candidates in order to demonstrate, if required, the fairness and transparency of the recruitment process; or • If the successful candidate was sponsored by the Trust using its Tier 2 sponsor licence, for the period specified in 5.17 above. 	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
5.17	Personnel and training records	Whilst employment continues and up to six years after employment ceases	SHRED / DELETE	No
5.18	Annual leave records	While employment continues and for six years after employment ends	SHRED / DELETE	No
5.19	Collective / workforce agreements	Whilst employment continues and for six years after employment ceases	SHRED / DELETE	No
5.20	Works Council minutes	Permanently	N / A	No
6	Health and safety information – employees			
6.1	Reportable injuries, diseases and dangerous occurrences (RIDDOR) reports or own record	Three years from the date of record If disease - indefinitely (recommended)	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
6.2	First aid / accident book entry	Three years from the date of injury or last record in the book If disease - indefinitely	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
6.3	Records of maintenance, examination and test control measures relating to substances hazardous to health under the Control of Substances Hazardous to Health (COSHH) regime	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.4	Health records for licensable asbestos work	At least 40 years from the date if the last entry	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.5	Medical surveillance certificate for licensable asbestos work	At least four years from the date it was issued	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.6	Records of air monitoring for asbestos	Where a health record is required at least 40 years from the date if the last entry In other cases at least five years from the date of the last entry		Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
6.7	Records of examinations, tests and repairs carried out in respect of exhaust or respiratory protective equipment under the Control of Asbestos Regulations 2012 (CAR)	Five years	Review for further retention in the case of enforcement action contentious disputes SHRED / DELETE	Yes
6.8	Examination / report of defect for power presses	Two years	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
6.9	Records of water monitoring, inspection, testing, checks and control measures for legionellosis	Five years from the date of the last entry	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes
7	Health and safety information – students			
7.1	Accident reports including first aid / accident book	DOB of the student involved in the incident + 22 years	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	No
7.2	Reportable injuries, diseases and dangerous occurrences	Minimum statutory retention period is at least 3 years but, we recommend that the record is kept for DOB of the student	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	Yes

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	(RIDDOR) reports or own record	involved in the incident + 22 years		
7.3	Incident investigations and reports, risk assessments and other relevant documents where there has been an accident or incident	DOB of the student involved in the incident + 22 years	Review for further retention in the case of enforcement action or civil claims for personal injury SHRED / DELETE	No
8	Generic health and safety records			
8.1	Risk assessments, records of health and safety arrangements, copies of policies and procedures General records of health and safety auditing and monitoring including fire risk assessments, electrical testing, PAT testing and gas appliance testing Training records and copies of instructions or information	These should be kept for as long as they remain relevant - we recommend at least three years (in the absence of a specific accident, incident, dangerous occurrence or notifiable disease)	Review for further retention in the case of enforcement action or contentious disputes SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Maintenance logs and / or records of plant and / or equipment plus safety manuals / notices / instructions Records of emergency evacuations and fire drills, fire safety risk assessments and fire safety policy / fire arrangements			
8.2	Copies of documents, including health and safety files, prepared pursuant to the Construction (Design and Management) Regulations 2015	To be decided by OHC&AT - records should be retained as long as is reasonably necessary to inform on future construction projects at OHC&AT site	SHRED / DELETE	N / A
9	Insurance			
9.1	Insurance certificates and schedules of cover	Indefinitely	N / A	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
9.2	Correspondence with insurers related to specific accidents or incidents	Three years generally If the incident involved a student - DOB of the student involved in the incident + 22 years Disease claims or where there have been allegations of abuse - indefinitely	Review for further retention in the case of civil claims for disease or personal injury SHRED / DELETE	No
10	Investigations, reviews and inquiries			
10.1	Documents relevant to IICSA	Indefinitely	Review once the Inquiry has been completed.	No - unless OHC&AT has received a formal notice from IICSA
10.2	Internal reports and investigations into accidents / incidents Copies of reports submitted to external agencies / regulators such as principle funding agencies e.g. ESFA, OFSTED, , Health and Safety Executive, Local	To be decided by OHC&AT Where the investigation / inquiry / report has been necessitated as a result of a specific incident, we recommend that these documents are stored centrally for at least three years where there is a risk of enforcement action and / or criminal prosecution and / or a	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Authority, Charity Commission etc External reports, reviews, investigations and inquiries for example inquests and public inquiries	civil claim. Where this relates to student DOB + 22 years		
11	Records held by the development office including former student records			
11.1	As we have an ongoing relationship with our former students and others, most information held by the development office is kept indefinitely. Please see our fundraising and development privacy notice for further information.	Until no longer needed.	NA	NA
11.2	Records of communication preferences (e.g. a record that an individual has asked	Will be kept indefinitely.	N / A	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	to unsubscribe from emails).			
11.3	Gift aid information	Six years from the end of the tax year in which the claim to HMRC is made.	N / A	No
12	Keeping information for longer			
12.1	Records which do not contain personal data, for example, old photographs of Trust buildings, title deeds etc.	Can be kept indefinitely	N / A	No
12.2	Records kept for reasons of archiving in the public interest. For example, such as old class photographs, lists of students attending OHC&AT in any given year, old Trust prospectuses, newspaper cuttings etc.	Will be kept indefinitely.	N / A	No
13	CCTV, videos and photographs			

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
13.1	CCTV footage	30 days	<p>Review for further retention if the recording may be required for any reason such as in relation to an incident or accident involving any person. CCTV footage may also be needed in relation to parental complaints, disciplinary matters, student exclusions, bullying incidents or health and safety matters.</p> <p>If a subject access request has been made for the footage it must be retained.</p> <p>OHC&AT should consider relevant limitation periods for claims being brought against OHC&AT and seek advice as necessary.</p>	No
13.2	Photographs of students for internal administration purposes e.g. to identify the student or photographs used on security passes	These photographs should be retained for as long as they are required for the purpose for which they were taken.	<p>SHRED / DELETE</p> <p>Review for further retention in the case of relevance to contentious disputes.</p>	No
13.3	Photographs or videos of students taken for marketing reasons e.g. photographs for use in OHC&AT prospectus or a video	<p>These photographs and videos should be retained for as long as they are required for the purpose for which they were taken.</p> <p>If OHC&AT would like to retain the images for archiving</p>	<p>SHRED / DELETE</p> <p>Review for further retention in the case of relevance to contentious disputes.</p>	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	of students on OHC&AT's website	reasons please see the comments in the introduction.		
13.4	Photographs or videos of students used as part of the curriculum e.g. a video of a drama lesson / performance or as part of an art project	These photographs and videos should be retained for as long as they are required for the purpose for which they were taken. If OHC&AT would like to retain the images for archiving reasons please see the comments in the introduction.	SHRED / DELETE Review for further retention in the case of relevance to contentious disputes.	No
14	Finance records			
14.1	Asset management			
14.1.1	Inventories of furniture and equipment	Current year + 6 years	SHRED/DELETE	
14.1.2	Burglary, theft and vandalism report forms	Current year + 6 years	SHRED/DELETE	
14.2	Accounts and statements including budget management			
14.2.1	Annual accounts	Current year + 6 years	SHRED/DELETE	
14.2.2	Loans and grants managed by the school/College /OHC&AT	Date of last payment on the loan + 12 years then REVIEW	SHRED/DELETE	

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
14.2.3	Student grant applications	Current year + 6 years	SHRED/DELETE	
14.2.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	Current year + 6 years	SHRED/DELETE	
14.2.5	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years	SHRED/DELETE	
14.2.6	Records relating to the collection and banking of monies	Current financial year + 6 years	SHRED/DELETE	
14.2.7	Records relating to the identification and collection of debt	Current financial year + 6 years	SHRED/DELETE	
14.2.8	Financial information in respect of school trips	Current financial year + 6 years	Review for further retention in the case of contentious disputes SHRED/DELETE	
14.3	Contract management			

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
14.3.1	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	SHRED/DELETE	
14.3.2	All records relating to the management of contracts under signature	Last payment on the contract + 6 years	SHRED/DELETE	
14.3.3	Records relating to the monitoring of contracts	Current year + 6 years	SHRED/DELETE	
14.4	Bank accounts			
14.4.1	Bank account – cheque books	Current year + 6 years	SHRED/DELETE	
14.4.2	Bank account – paying in books	Current year + 6 years	SHRED/DELETE	
14.4.3	Bank account – ledger	Current year + 6 years	SHRED/DELETE	
14.4.4	Bank account – invoices	Current year + 6 years	SHRED/DELETE	
14.4.5	Bank account – receipts	Current year + 6 years	SHRED/DELETE	
14.4.6	Bank account – bank statements	Current year + 6 years	SHRED/DELETE	

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
14.4.7	Bank account – Journey Books	Current year + 6 years	SHRED/DELETE	
14.5	School meals			
14.5.1	Free School Meals registers	Current year + 6 years	SHRED/DELETE	
14.5.2	School Meals registers	Current year + 6 years	SHRED/DELETE	
14.5.3	School Meals summary sheets	Current year + 6 years	SHRED/DELETE	
15	Pensions and Payroll			
15.1	Payroll and wage records These include records of: <ul style="list-style-type: none"> • Details of overtime. • Bonuses. • Expenses. • Benefits in kind. 	Indefinitely, for the purpose of accurately maintaining/ updating pensions records.	N/A	No
15.2	PAYE Records	Indefinitely, for the purpose of accurately maintaining/ updating pensions records.	SHRED / DELETE	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
15.3	An Employee's bank details	As soon after the end of employment as possible once last payments have been made	SHRED / DELETE	No
15.4	Travel and subsistence claims.	Whilst employment continues and up to six years after employment ends	SHRED / DELETE	No
15.5	Records of advances for season tickets and loans to employees	Whilst employment continues and up to six years after repayment or end of employment	SHRED / DELETE	No
15.6	Death Benefit Nomination and Revocation Forms	Forms should be shredded/deleted after being scanned and sent to the pension provider.	SHRED / DELETE	No
14.6	Records and documents relating to membership of and contributions to the Teachers' Pension Scheme or any other pension scheme into which employer and or employee contributions are	Indefinitely, for the purpose of accurately maintaining/ updating pensions records.	Review whether further retention is necessary. Decisions in relation to the Teachers' Pension Scheme (or other schemes) may have ramifications beyond six years, and may be queried at any time by members and the Teachers' Pension Scheme (or other schemes).	No

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	made. This includes opt-out forms in relation to auto-enrolment			
15	Governance			
15.1	Minutes			
	<ul style="list-style-type: none"> • <i>Principal set (signed)</i> 	Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
	<ul style="list-style-type: none"> • <i>Inspection copies</i> 	Date of meeting + 3 years	SHRED [If these minutes contain any sensitive personal information they should be shredded]	
15.2	Agendas	Date of meeting	SHRED	
15.3	Reports	Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
15.4	Annual Parents' meeting papers	Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
				[The appropriate archivist will then take a sample for permanent preservation]
15.5	Instruments of Government	Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
15.6	Trusts and Endowments	Permanent	Retain in school whilst operationally required	Transfer to Archives
15.7	Action Plans	Date of action plan + 3 years	SHRED	It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
15.8	Policy documents	Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
15.9	Complaints files	Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	
15.10	Annual Reports required by the Department for Education and Skills	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
15.11	Proposals for schools to become, or be established as		Current year + 3 years	Transfer to Archives [The appropriate

	Record	Retention period	Action at the end of the retention period	Retention period required by law?
	Specialist Status schools			archivist will then take a sample for permanent preservation]