

Willerby Carr Lane

Primary School



Records Management and Data Quality Policy

POLICY MANAGEMENT

Approved by	Full Governing Body
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1. Background

Records management is vital to the delivery of Willerby Carr Lane Primary School's services. Effective records management helps ensure that we have the right information at the right time to make the right decisions.

Data quality is crucial to this and the availability of complete, accurate and timely data is vital to deliver services, evidence service improvements and provide good/effective governance.

To effectively meet the requirements of the General Data Protection Regulation, the Data Protection Act 2018, Freedom of Information and The Education (School Records) Regulations 1989.

2. Definitions for the Purposes of this Policy

For the purposes of this policy, the following definitions are in relation to records management.

Records Management - the supervision and administration of digital or paper records, regardless of format. Records management activities include the creation (including data quality), receipt, maintenance, use and disposal of records.

Record - information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business. This includes records in all physical and electronic formats, including, but not restricted to:

- CDs, DVDs, Blu-Ray
- Databases and spreadsheets
- Electronic documents
- Emails
- Paper files/documents
- Microform, including microfiches & microfilm
- Published web content (Intranet/Internet/Extranet), including records created in social media used for business purposes
- Records stored on removable media, such memory sticks
- Visual images, such as photographs
- Audio, such as voicemail

3. Policy Statement

Willerby Carr Lane Primary School is committed to creating, keeping and managing records which document its principal activities. Increasing reliance is placed on information and the need for reliable data has become more critical. Good quality data is essential for supporting decision making and Willerby Carr Lane Primary School needs arrangements in place to ensure the quality of its data. These records are the School's corporate memory.

To maximise our potential, records will be accurate and of a high quality, in order for staff to be able to trust the records they use. Records will be retained for as long as they are required for legislative, business, accountability, or cultural purposes. They will be stored in a manner and location that enables the School to have an appropriate level of control over their management and be disposed of appropriately. Where Willerby Carr Lane Primary School records are shared, it will be done in a lawful and secure manner.

The School will follow agreed practice and comply with all legislative requirements with regard to the creation, storage and management of its records.

4. School Requirements

Records and information are vital to the effective operation of the School. Records are the basis on which decisions are made, services provided and policies developed. Effective records management supports the School's work in all areas of School business and supports the School's priorities.

The Senior Leadership Team are responsible for ensuring the records management function is adequately resourced and supported.

To ensure compliance, the DPO (Data Protection Officer) is designated as taking responsibility to ensure that the School, and staff, are responsible for and have effective management of records and data quality and adherence to this policy. The DPO will ensure that access to their information assets is appropriate and up to date, taking in to account the Data Protection Policy and the need to protect personal data.

The Head Teacher will oversee the work of the DPO ensuring compliance with this policy. The Head Teacher will also ensure that all information asset registers are completed to demonstrate compliance with data protection legislation, specifically the required records of processing activity and the School's Data Protection Policy.

The DPO should actively monitor compliance with this Policy. Ensuring that records are created and filed in line with the agreed filing convention and appropriate classification. Retention and disposal schedules, including schedules of documents for transfer to Archives, are kept up to date and all disposal decisions are properly recorded with a formal record of transfer maintained in accordance with the agreed procedure.

Managers should ensure that processes are in place to support employees in respect of creating and maintaining records. Consideration must be given to this policy, as well as to how records required for permanent preservation are transferred to Archives.

Employees are responsible for creating and maintaining records in relation to their work. All reasonable efforts must be made to ensure the quality of data, as all employees are responsible for the data they record. Employees must never knowingly record data which is inaccurate or incomplete. Records should be created and filed in line with agreed processes (including classifications, agreed file naming conventions and appropriate designation in the header and footer).

5. Links to other Policies and Strategies

This policy links to the other School documents:

- [Data Protection Policy](#)
- [Workforce Privacy Notice](#)
- [Pupil Privacy Notice](#)
- [e-Safety Policy](#)
- [Information Asset Retention Schedule](#)
- [Data Disposal Log](#)

6. Managing Records

Records management is a core school function. Willerby Carr Lane Primary School ensures that it creates the records it will need for its business. All records are recorded and presented in line with all relevant legal provisions, regulations and central standards.

The School has timely access to all relevant information and records are kept only as long as is necessary to comply with legal, administrative and financial requirements.

All records are authentic and reliable version controls are in place to ensure that changes are recognised and taken into account during any decision making process.

Data quality forms a fundamental part of any record. Robust processes should be in place to evidence how the School meets common data quality standards (Section 8).

All disposal decisions are fully recorded and authorisation for disposal evidenced in line with agreed delegations.

All records are properly titled, referenced and indexed; all records are stored in accordance with the relevant storage system.

Records required for permanent retention for evidential and historical purposes are transferred to Archives, and the transfer decision and custody recorded.

Naming records

All file names should be meaningful and relevant, provide information about what the file contains and have version control so it is clear to everyone which version of a series of files is the most up to date – this should be understood by all. The following rules should be followed:

1. Keep file names short, but meaningful.
2. Avoid unnecessary repetition and redundancy in file names and file paths.
3. When including a number in a file name always give it as a two-digit number, i.e. 01-99, unless it is a year or another number with more than two digits. Use decimal numbers for minor revision such as draft, e.g. v01.1
4. If using a date in the file name always state the date 'back to front', and use four digit years, two digit months and two digit days: YYYYMMDD or YYYYMM or YYYY or YYYY-YYYY.
5. When including a personal name in a file name give the family name first followed by the initials, e.g. WalkerAB.
6. Avoid using common words such as 'draft' or 'letter' at the start of file names, unless doing so will make it easier to retrieve the record. Use them at the end as necessary.
7. Order the elements in a file name in the most appropriate way to retrieve the record.
8. The file names of records relating to recurring events should include the date and a description of the event, except where the inclusion of any of either of these elements would be incompatible with rule 2.
9. The file names of correspondence should include the name of the correspondent, an indication of the subject, the date of the correspondence.
10. Avoid using non-alphanumeric characters in file names.

Creating File Names

Name files clearly to provide an understanding of what content the document is, e.g. WalkerAB_EHCP_20210929_V01.1_Draft or WalkerAB_EHCP_20210929_V01_Final

Include reference numbers where provided and which aid allowing files to be easily identified if consistently used, e.g. WalkerAB_EHCP_20210929_V01_Final_ref1

If dates for events are used, e.g. meetings – list the date first, e.g. 20210929Agenda_WalkerAB so that they are listed in date order.

Safe destruction of records

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces
- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in with the regular waste or a skip unless there is no other alternative and this has been authorised.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

- a) Where an external provider is used it is recommended that all records must be shredded on-site in the presence of an employee. The organisation must also be able to prove that the records have been destroyed by the company who should provide a Certificate of Destruction. Staff working for the external provider should have been trained in the handling of confidential documents.

The shredding needs to be planned with specific dates and all records should be identified as to the date of destruction.

It is important to understand that if the records are recorded as to be destroyed but have not yet been destroyed and a request for the records has been received they MUST still be provided.

- b) Where records are destroyed internally, the process must ensure that all records are recorded are authorised to be destroyed by a member of the Leadership team and the destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed.

All records destroyed must be recorded on the data disposal log, example as per Appendix 2.

7. Data Inventory

The DPO keeps an information asset register of their information assets which is used as part of the risk-assessment process.

Information asset registers are kept up to date and reflect changes including office moves, restructures, staffing changes and the procurement of new systems, and are reviewed at least annually.

Individual pieces of information should be grouped into manageable portions. There is no need to assess every individual file and database entry; by grouping a set of information at an appropriate level you identify an information asset.

The information asset register holds retention schedule information that sets out periods for which records should be retained, appropriate disposal actions and which records will be selected for permanent preservation.

Information asset retention schedules are made available to all staff. The retention schedules are published on the shared drive to ensure the School is transparent in its use of information and enclosed in Appendix 1 of this policy.

8. Data Quality

Data quality is a fundamental part of the School's approach to records management. Data will be regarded as high quality if it meets the following common data quality standards:

- Accurate (reflects what is being described/captured/copied)
- Valid (conforms to recognised standards, data reflects stable and consistent collection and the source is known)
- Timely (available when needed and within a reasonable time period)
- Relevant (only relevant data of value is collected, analysed and used)
- Complete (all relevant data is recorded)

9. Training

It is the School's policy that all employees, who require it, are trained on the role of records management during induction and undertake refresher training as required. The School will accordingly ensure that records management training is available for employees.

In order to minimise errors and achieve good data quality, employees will be supported in their work and appropriate training will be provided to ensure common data quality standards (Section 8) are adhered to.

Records management training is a crucial part of staff awareness. All individuals need to be aware of their obligations relating to records as part of their School duties. Failure to adhere to this policy can result in serious misconduct and could lead to the prosecution of employees.

10. Outcomes and impacts

- All records in the School's possession are properly created, kept and managed and considered by all staff as an essential asset to the organisation.
- Information is held in line with data protection legislation and the School's data protection policy.
- Data quality is improved and processes are in place which evidence the importance placed upon data quality by the School.
- Ensure services and employees understand records management practices.
- That the school has an information asset register and record of processing activities.

11. Policy Implementation

This policy applies to all School records during their life cycle, irrespective of the technology used to create and store them. The implementation of the Records Management and Data Quality Policy will be overseen as appropriate by:

- Senior Leadership Team
- Governors

12. Evaluation

The Records Management and Data Quality Policy will be subject to a biennial review to ensure that it is appropriate and responsive to all relevant legislation and guidance.

13. References

[Freedom of Information Act 2000, Section 46 Code of Practice – records management](#)
[Freedom of Information Act 2000](#)

[Data Protection Act 2018 General Data Protection Regulation](#)

[Information Commissioners Office](#)

Willerby Carr Lane Primary School Retention Schedule

Asset number	Name of Record	Retention Period	Statutory Provisions	Action at end of record life
1. School Management				
1.1 Governing Body				
1.1.1	GB Agenda for meetings	1 copy should be retained with master set of minutes. All other copies can be disposed of.		Secure Disposal
1.1.2	GB meeting minutes			
	Principal Set (signed)	Permanent		N/A
	Inspection Copies	Date of meeting Plus 3 years		Secure Disposal
1.1.3	Reports presented to GB	Reports should be kept for a minimum of 6 years. However if 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	Date of meeting plus a minimum of 6 years	Education Act 2002, Section 33	Secure Disposal
1.1.5	Instruments of Government including Articles of Association	Permanent		N/A
1.1.6	Trusts and endowments managed by GB	Permanent		N/A
1.1.7	Actions plans created and administered by GB	Life of action plan + 3 years		Secure Disposal
1.1.8	Policy documents created and administered by GB	Life of policy + 3 years		Secure Disposal
1.1.9	Records relating to complaints dealt with by GB	Date of resolution of complaint plus a minimum of 6 years then review for further retention in case of contentious disputes		Secure Disposal
1.1.10	Annual reports created	Date of report plus 10 years	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Secure Disposal
1.1.11	Proposals concerning change of status of a maintained school	Date proposal accepted or declined + 3 years		Secure Disposal

1.2 HT and SLT

1.2.1	Log books of activity in school maintained by HT	Date of last entry in the book plus a minimum of 6 years then review		Review if permanent historical value or secure disposal
1.2.2	Minutes of SLT meetings	Date of meeting plus 3 years then review		Secure Disposal
1.2.3	Reports created by HT and SLT	Date of report + a minimum of 3 years then review		Secure Disposal
1.2.4	Records created by HT and SLT and other members of staff with admin responsibilities	Current academic year + 6 years then review		Secure Disposal
1.2.5	Correspondence created by HT and SLT	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

1.3.1	All records relating to the creation and implementation of the School Admissions Policy	Life of the plan + 3 years then review	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Secure Disposal
1.3.2	Admissions if admission appeal is successful	Date of admission + 1 year	As above	Secure Disposal
1.3.3	Admissions if appeal is unsuccessful	Resolution of case + 1 year	As above	Secure Disposal
1.3.4	Register of admissions	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made on SIMS	School attendance: Department advice for maintained schools and local authorities October 2014	Secure Disposal
1.3.5	Proofs of address supplied by parents as part of the admissions process	Current year + 1 year		Secure Disposal
1.3.6	Supplementary information form including additional information such as religion, medical conditions:			
	For successful admissions	This information should be added to the pupil file		Secure Disposal
	For unsuccessful admissions	Until appeals process completed		Secure Disposal

1.4 Operational administration				
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 school brochure or prospectus	Current year + 3 years		Standard Disposal
1.4.3	Records relating to 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 creation and management of PTA and Old Pupils Associations	Current year + 6 years then review		Secure Disposal

2. Human Resources				
2.1 Recruitment				
2.1.1	All records leading up to appointment of a new HT	Date of appointment + 6 years		Secure Disposal
2.1.2	All records leading up to 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 appointment of a new member of staff- successful candidates	All relevant information should be added to the staff personal file (see below) and all other information retained for 6 months		Secure Disposal
2.1.4	Pre-employment vetting information - DBS checks	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	Keeping Children Safe in Education	Secure Disposal
2.1.5	Proofs of identify collected as part of checking portable enhanced DBS enclosure	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		

2.1.6	Pre-employment vetting information - evidence proving the right to work in UK	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.		
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2.2 Operational Staff Management

2.2.1	Staff personal file	Termination of employment + 6 years	Limitation Act 1980 (Section 2)	Secure Disposal
2.2.2	Summary of employment history	Termination of employment + 10 years		Secure Disposal
2.2.3	Timesheets	Current year + 6 years		Secure Disposal
2.2.4	Annual appraisal/assessment records	Termination of employment + 6 years		Secure Disposal
2.2.5	Training Records	Termination of employment + 6 years		Secure Disposal
2.2.6	Annual Leave Records	2 Years		Secure Disposal
2.2.7	Absence Records	Health and wellbeing information is retained as part of staff personnel file. Special leave records retained for 3 years.		Secure Disposal
2.2.8	OH Referrals	Termination of employment + 6 years		Secure Disposal
2.2.9	References given to third parties	12 months		Secure Disposal

2.3 Management of Disciplinary and Grievance Processes

2.3.1	Allegation of a child protection nature against staff including unfounded allegations	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer than 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	Keeping Children Safe in Education	Secure Disposal
2.3.2	Disciplinary proceedings:			
	Management Advice	Termination of employment + 3 months or following the conclusion of any litigation brought following termination, whichever the latter.		Secure Disposal - if warnings are placed on personal files then they must be weeded from the file

	Written warning - level 1	Termination of employment + 3 months or following the conclusion of any litigation brought following termination, whichever the latter.		Secure Disposal - if warnings are placed on personal files then they must be weeded from the file
	Written warning - level 2	Termination of employment + 3 months or following the conclusion of any litigation brought following termination, whichever the latter.		Secure Disposal - if warnings are placed on personal files then they must be weeded from the file
	Final warning	Termination of employment + 3 months or following the conclusion of any litigation brought following termination, whichever the latter.		Secure Disposal - if warnings are placed on personal files then they must be weeded from the file
	Case not found	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case		Secure Disposal at conclusion of case

2.4 Health and Safety

2.4.1	H&S Policy Statements	Life of policy + 3 years		Secure Disposal
2.4.2	H&S 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 for Adults	Date of the incident + 6 years		Secure Disposal
2.4.5	Accident reporting for Children	DOB of the child + 25 years		Secure Disposal
2.4.6	COSHH	Current year + 40 years	COSHH Regulations 2002	Secure Disposal
2.4.7	Process of monitoring of areas where staff are likely to have become in contact with asbestos	Last action + 40 years		Secure Disposal
2.4.8	Process of monitoring of areas where staff are likely to have become in contact with radiation	Last action + 50 years		Secure Disposal
2.4.9	Fire precautions log books	Current year + 6 years		Secure Disposal

2.5 Payroll and Pensions

2.5.1	Maternity pay records	Current year + 3 years	Statutory Maternity Pay (General) Regulations 1986 *SUU=1986.1990), revised 1999 (SI1999/567)	Secure Disposal
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2.5.2	Records held under Retirement Benefits Schemes	Current year + 6 years		Secure Disposal
2.5.3	Payroll Records	Current year + 6 years		Secure Disposal
2.5.4	Timesheets, Benefits and Expenses	Current year + 6 years		Secure Disposal

3. Financial Management

3.1 Risk Management and Insurance

3.1.1	Employer's Liability Insurance Certificate	Closure of the school + 40 years		
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3.2 Asset Management

3.2.1	Inventories of furniture and equipment	Current year + 6 years		
3.2.2	Burglary, theft and vandalism report forms	Current year + 6 years		

3.3 Accounts and Statements including Budget Management

3.3.1	Annual accounts	Current year + 6 years		Standard Disposal
3.3.2	Loans and grant 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 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 collections 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

3.4.1	All records relating to the management of contracts under seal	Last payment on the contract + 12 years	Limitation Act 1980	Secure Disposal
3.4.2	All records relating to the management of contracts under signature	Last payment on the contract + 6 years	Limitation Act 1980	Secure Disposal
3.4.3	Records relating to the monitoring of contracts	Current year + 2 years		Secure Disposal

3.5 School Fund

3.5.1	Cheque books	Current financial year + 6 years		Secure Disposal
3.5.2	Paying in books	Current financial year + 6 years		Secure Disposal

3.5.3	Ledger	Current financial year + 6 years		Secure Disposal
3.5.4	Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years		Secure Disposal
3.5.5	Receipts	Current financial year + 6 years		Secure Disposal
3.5.6	Bank statements	Current financial year + 6 years		Secure Disposal
3.5.7	Journey books	Current financial year + 6 years		Secure Disposal
3.6 School meals management				
3.6.1	Free school meals registers	Current financial 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

4.1 Buildings and Properties

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 belonging 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

4.2 Maintenance

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

5.1 Pupil Education Record

5.1.1	Pupil's education record	Retain whilst the child remains at the primary school	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	The file should follow the pupil when he/she leaves the primary school. This will include 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. If the pupil transfers to an independent school, transfers to home schooling or leaves the country the files should be returned to the LA to be retained for the statutory retention period.
5.1.2	Examination results - public copies:			
	Public	This information should be added to the pupil file		All uncollected certificates should be returned to the examination board
	Internal	This information should be added to the pupil file		
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	Keeping Children Safe in Education	Secure Disposal

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 LA Social Services record.	Keeping Children Safe in Education	Secure Disposal
5.1.5	Medical Records	If a child has a short term illness and requires medication i.e. antibiotics then keep the permission form for the duration the child requires medication for, plus an additional month. Additionally, when permission slips have been gained for events like school trips these should be kept for the event plus one month. For medical treatments and ongoing treatments, e.g. allergies and asthma etc. keep the permission form for the time the pupil is at school plus 1 year after they have left.		Secure Disposal

5.2 Attendance

5.2.1	Attendance registers	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made.	School attendance: Department advice for maintained schools and local authorities October 2014	Secure Disposal
5.2.2	Correspondence relating to authorised absence	Current academic year + 2 years	Current academic year + 2 years	Secure Disposal

5.3 Special Educational Needs

5.3.1	SEN files, reviews and individual EHCPs	DOB of the pupil + 25 years (this is the minimum retention period that any pupil file should be kept)		Secure Disposal
5.3.2	Statement maintained and any amendments made to the statement	DOB of the pupil + 25 years (this would normally be retained on the pupil file)		Secure Disposal
5.3.3	Advice and information provided to parents regarding educational needs	DOB of the pupil + 25 years (this would normally be retained on the pupil file)		Secure Disposal
5.3.4	Accessibility strategy	DOB of the pupil + 25 years (this would normally be retained on the pupil file)		Secure Disposal

6. Curriculum Management

6.1 Statistics and Management Information

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

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		It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.3	Class record books	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

6.2.4	Mark books	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
6.2.5	Record of homework set	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
6.2.6	Pupils' work	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is note the school's policy then 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

7. Extra-Curricular Activities

7.1 Educational Visits outside the classroom

7.1.1	Records created by schools to obtain approval to run a visit outside the classroom	Date of visit + 14 years	Outdoor Education Advisers' Panel National Guidance and Section 3 - "Legal Framework and Employer Systems" and Section 4 - Good Practice".	Secure Disposal
7.1.2	Parental consent forms for school trips where there has been no major incident	Conclusion of the trip		Secure Disposal
7.1.3	Parental permission slips for schools 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		Secure Disposal

7.2 Walking Bus

7.2.1	Walking bus registers	Date of register + 3 years		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				
7.3.1	Day books	Current year + 2 years then review		Secure Disposal
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		Secure Disposal
7.3.3	Referral forms	Whilst the referral is current		Secure Disposal
7.3.4	Contact data sheets	Current year then review, if contact is no longer active then destroy		Secure Disposal
7.3.5	Contact database entries	Current year then review, if contact is no longer active then destroy		Secure Disposal
7.3.6	Group registers	Current year + 2 years		Secure Disposal

8. Central Government and Local Authority

8.1 Local Authority

	Secondary transfer sheets (primary)	Current year + 2 years		Secure Disposal
	Attendance returns	Current year + 1 year		Secure Disposal
	School census returns	Current year + 5 years		Secure Disposal
	Circulars and other information sent from the LA	Operational use		Secure Disposal

8.2 Central Government

	Ofsted reports and papers	Life of the report then review		Secure Disposal
	Returns made to central government	Current year + 6 years		Secure Disposal
	Circulars and other information sent from central government	Operational use		Secure Disposal

