



This retention schedule contains recommended retention periods for the different record series created and maintained by the schools Data Protection Officer. This schedule refers to all information regardless of the media in which it is stored (if records are retained electronically any backup copies should be destroyed at the same time). Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulation 2016. Except for those that are governed by statute, if record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this will be documented.

Contents

1. Child Protection.....	9
1.1 Child Protection Files.....	9
1.2 Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.....	9
2. Governors and Governing Body	10
2.1 Minutes	10
2.2 Agendas.....	10
2.3 Trusts and Endowments <i>Academies</i>	Error! Bookmark not defined.
2.4 Instrument of Government <i>Academies</i>	Error! Bookmark not defined.
2.3 Reports	10
2.4 Annual Parents meeting documents	10
2.5 Instruments of Government.....	10
2.6 Trusts and Endowments.....	Error! Bookmark not defined.
2.7 Action Plans	10
2.8 Policy Documents	11
2.9 Records relating to complaints dealt with by Governing body.....	11
2.10 Annual Reports required by the Department for Education	11
2.11 Proposals for schools to become or be established as Specialist Status schools	Error! Bookmark not defined.
3. Head Teacher and Senior Management Team	12
3.1 Log Books maintained by Head Teacher.....	12
3.2 Minutes of the Senior Management Team and other internal administrative bodies	12
3.3 Reports made by the Head Teacher or the Management Team	12
3.4 4 Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.....	12

Retention Schedule 2019
Bagtinton Fields School

3.5 Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities.....	12
3.6 Professional development plans	13
3.7 School development plans	13
4. Admissions Process	14
4.1 All records relating to the creation and implementation of the School Admissions Policy	14
4.2 Admissions -if the admission is successful.....	14
4.3 Admissions - if the appeal is unsuccessful	14
4.4 Registry of admissions	14
4.5 Admissions - Secondary Schools -Casual	14
4.6 Proofs of address supplied by parents as part of the admissions process	14
4.7 Supplementary Information form including additional information such as religion, medical conditions etc.	15
5. Students	16
5.1 Admission Registers.....	16
5.2 Attendance registers	16
5.3 Student Education Record	16
5.4 Special Educational Needs Files, review and Individual Education plans	16
5.5 Correspondence Relating to Authorised Absence and Issues	16
5.6 Examination results	16
5.7 Child Protection Information held on student file	17
5.8 Child Protection Information held on separate files.....	17
5.9 Any other records created in the course of contact with students e.g. conduct/behaviour records	17
5.10 Student work	17
6. School trips and Extra-curricular activities	18

Retention Schedule 2019
Bagtinton Fields School

6.1 Parental permission slips for school trips - where there has been no major incident.....	18
6.2 Parental permission slips for school trips - where there has been a major incident.....	18
6.3 Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools.....	Error! Bookmark not defined.
6.4 Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	18
6.5 Walking Bus registers	Error! Bookmark not defined.
7. Special Educational Needs.....	19
7.1 SEN files, reviews and individual educational plans	19
7.2 EHC under section 37 The Children and Families Act 2014	19
7.3 Advice and information to parents regarding educational needs	19
7.4 Accessibility Strategy	19
8. Curriculum.....	20
8.1 Curriculum returns (expected outcomes for learning).....	20
8.2 Schemes of work	20
8.3 Timetable	20
8.4 Class record sheets.....	20
8.5 Mark Books/ Personalised Assessment Sheet	20
8.6 Record of homework set	21
8.7 Students' work.....	21
8.8 Examination Papers.....	21
8.9 PAN Reports	21
8.10 Value added and contextual Data	21
8.11 Self Evaluation forms.....	21
9. Recruitment.....	22

Retention Schedule 2019
Bagtinton Fields School

9.1 All records leading up to the appointment of a new Head Teacher.	22
9.2 All records leading up to the new appointment of a new member of staff- unsuccessful candidate.	22
9.3 All records leading up to the new appointment of a new member of staff- successful candidate.....	22
9.4 Interview notes and recruitment records.....	22
9.5 Pre-employment vetting information - DBS checks.....	22
9.6 Pre-employment vetting information – Evidence proving the right to work in the UK.	22
9.7 Proof of identity collected as part of the ‘portable’ enhanced DBS disclosure.	23
9.8 Timesheets, sick pay.....	23
9.9 Staff Personnel files.....	23
9.10 Disciplinary proceedings:.....	23
9.11 Records relating to accident/injury at work	24
9.12 Annual appraisal/assessment records	24
10. Health and Safety.....	25
10.1 Health and Safety Policy Statement	25
10.2 Accessibility Plans.....	25
10.3 Accident reporting:.....	25
10.4 Control Of Substances Hazardous to Health OSHH	26
10.5 Risk Assessments and Personal Evacuation Plans	26
10.6 Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos.	26
10.7 Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	26
10.8 Emergency evacuation log books	26
10.9 CCTV footage.....	Error! Bookmark not defined.
11. Administrative	27

Retention Schedule 2019
Bagtinton Fields School

11.1 General Files series.....	27
11.2 Records relating to the creation and publication of the school brochure or prospectus	27
11.3 Records of circulars to staff parents or students	27
11.4 Newsletters and items with short operational use.....	27
11.5 Visitors Books and Signing in sheets.....	27
11.6 PTA/Old Students Associations.....	27
12. Asset management and Insurance	28
12.1 Employer's Liability certificate.....	28
12.2 Inventories of equipment and furniture.....	28
12.3 Burglary, theft and vandalism report forms	28
13. Finance	29
13.1 Annual Accounts.....	29
13.2 Loans and grants	29
13.3 Contracts	29
13.5 Budget reports, budget monitoring, budget statements etc.	29
13.6 Invoice, receipts, other records covered by the Financial Regulations	29
13.7 Annual Budget and background papers	29
13.8 Order books and requisitions	29
13.9 Delivery Documentation.....	30
13.10 Debtors' Records, Collection and Banking monies.....	30
13.11 School Fund-Cheque books	30
13.12 School Fund-Paying in book	30
13.13 School Fund - Ledger	30

Retention Schedule 2019
Bagtinton Fields School

13.14 School Fund - Invoices	30
13.15 School Fund - Receipts	30
13.16 School Fund - Bank statements	30
13.17 School Fund-School Journey books	30
13.18 Student grant applications	30
13.20 School meals summary sheet	30
13.21 Petty cash books.....	30
14. Payroll.....	31
14.1 Salary cards	31
14.2 Maternity pay records	31
14.3 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995.....	31
15. Property.....	32
15.1 Title Deeds of property belonging to the school	32
15.2 Plans of property belonging to the school.....	32
15.3 Maintenance and contractor records.....	32
15.4 Leases of property belonging to the school	32
15.5 Record relating to the Lettings of school premises	32
15.6 Maintenance log books	32
15.7 Contractors' Reports	32
16. Local Authority	33
16.1 Secondary transfer sheets (Primary)	Error! Bookmark not defined.
16.2 Attendance returns	33
16.3 Circulars from Local Authority.....	33

Retention Schedule 2019
Bagtinton Fields School

16.4 Census Returns.....	33
17. Central Government.....	34
17.1 OFSTED reports and papers.....	34
17.2 Returns	34
17.3 Circulars from Department for Children, Schools and Families.	34
18. External agreements	35
18.1 Service Level Agreements.....	35
18.2 Data sharing agreements	35
18.3 Work experience agreements	35
19. Attendance and Welfare	36
19.1 Day Books	36
19.2 Reports for outside agencies - where the report has been included on the case file created by the outside agency	36
19.3 Referral forms.....	36
19.4 Contact data sheets.....	36
19.5 Contact data base entries.....	36
19.6 Group Registers	36
20. Data Protection	37
20.1 Subject Access Requests.....	37
20.2 Freedom of Information Requests	37

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
1. Child Protection				
1.1 Child Protection Files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education" September 2004.	DOB + 25 years Review periodically if necessary to retain for a longer period of time (Independent Inquiry into Child Sexual Abuse).	SECURE DISPOSAL
1.2 Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.	Yes	"Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges March 2015"; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015.	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer. Details of allegations that are found to be malicious should be removed from personnel records.	SECURE DISPOSAL- MUST BE SHREDDED

NB: 1 year means 1 academic year.

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
2. Governors and Governing Body				
2.1 Minutes	If dealing with confidential issues			SECURE DISPOSAL ¹
Principal Set			Permanent	If the school is unable to store these then they should be offered to a secure archive service.
Inspection minutes			Date of meeting + 3 years	SECURE DISPOSAL
2.2 Agendas	If dealing with confidential issues		One copy to be retained with master set of minutes. All other copies to be disposed of.	SECURE DISPOSAL
2.3 Reports	If containing confidential information about staff		Date of report + minimum 6 years or if minutes refer directly to individual reports then kept in existence with referenced report.	SECURE DISPOSAL or retain with signed set of minutes
2.4 Annual Parents meeting documents	Potential	S33 Education Act 2002	Date of meeting + minimum 6 years	SECURE DISPOSAL
2.6 Instruments of Government	No		Permanent	Retain while school remains open or archived with a secure archiving company.
2.7 Action Plans	No		Date of action plan + 3 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

2.8 Policy Documents	No		Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	SECURE DISPOSAL
2.10 Records relating to complaints dealt with by Governing body.	Yes	Limitation Act 1980	Date of resolution of complaint + 6 years then review in case of contentious disputes.	SECURE DISPOSAL
2.11 Annual Reports required by the Department for Education	No	Education (Governors' Annual Reports) (England)(Amendment)Regulations 2002.SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL

¹ Meaning to shred/dispose of in confidential waste.

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
3. Head Teacher and Senior Management Team				
3.1 Log Books maintained by Head Teacher	Yes if reference to individuals		Date of last entry in the book + minimum 6 years then review	SECURE DISPOSAL
3.2 Minutes of the Senior Management Team and other internal administrative bodies	Yes if reference to individuals		Date of meeting + 3 years then review	SECURE DISPOSAL
3.3 Reports made by the Head Teacher or the Management Team	Yes if reference to individuals		Date of report + minimum 6 years then review	SECURE DISPOSAL
3.4 4 Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes if reference to individuals		Closure of file + 6 years	SECURE DISPOSAL
3.5 Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes if reference to individuals		Date of correspondence + 3 years then review	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

3.6 Professional development plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
3.7 School development plans	No		Life of the plan + 3 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
4. Admissions Process				
4.1 All records relating to the creation and implementation of the School Admissions Policy	No	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Life of the Policy + 3 years then review	SECURE DISPOSAL
4.2 Admissions -if the admission is successful	Yes	School Admission Code as above Limitation Act 1980	Date of admission + 1 year and added to student file	SECURE DISPOSAL
4.3 Admissions - if the appeal is unsuccessful	Yes	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
4.4 Registry of admissions	Yes	School attendance: School attendance guidance for maintained schools, academies, independent schools and local authorities November 2016.	Preserved for 3 years after entry	Schools must notify the local authority when a student's name is to be deleted from the admission register under regulation 8 of the Education (Student Registration) (England) Regulations 2006 SECURE DISPOSAL
4.5 Admissions - Secondary Schools -Casual	Yes		End of student relationship + 1 year	SECURE DISPOSAL
4.6 Proofs of address supplied by parents as part of the admissions process	Yes		Current year + 1 year	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

4.7 Supplementary Information form including additional information such as religion, medical conditions etc.	Yes		End of student relationship + 1 year	SECURE DISPOSAL
---	-----	--	--------------------------------------	-----------------

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
5. Students				
5.1 Admission Registers	Yes		Current year of last entry + 6 years	SECURE ARCHIVE UNTIL Date of Destruction
5.2 Attendance registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2016.	Date of Register + 3 years	SECURE DISPOSAL [If these records are retained electronically any backup copies should be destroyed at the same time]
5.3 Student Education Record	Yes	Education (Student Information) (England) Regulations 2005 SI 2005 No. 1437 Limitation Act 1980 (Section 2)	DOB of the student + 25 years Retain if relevant to Part 1 of this Schedule.	SECURE DISPOSAL
5.4 Special Educational Needs Files, review and Individual Education plans	Yes		DOB of the student + 25 years then review	SECURE DISPOSAL
5.5 Correspondence Relating to Authorised Absence and Issues	No		Date of absence + 2 years; if kept on education record please refer to 5.3; if kept on attendance register refer to 5.2	SECURE DISPOSAL
5.6 Examination results				
5.6a. Public	No		This information should be added to student file	All uncollected certificates to be returned to examining body
5.6b. Internal	Yes		This information should be added to student file	If these records are retained on the student file or in their National Record of

Retention Schedule 2019
Bagtinton Fields School

				Achievement they need only be kept for as long as operationally necessary. SECURE DISPOSAL
5.7 Child Protection Information held on student file	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015." "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children."	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file.	SECURE DISPOSAL- these records must be shredded
5.8 Child Protection Information held on separate files	Yes	"Keeping children safe in education Statutory guidance for schools and colleges March 2015." "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children."	End of relationship with student + 1 year on the understanding that the principal copy of this information will remain with Local Authority social services. Electronic copies must be removed from the schools MIS within the same time period.	SECURE DISPOSAL- these records must be shredded
5.9 Any other records created in the course of contact with students e.g. conduct/behaviour records	Yes/No		Kept on education file DOB + 25 years (secondary)	SECURE DISPOSAL.
5.10 Student work	Yes		Return to student at end of academic year. If not possible, retain for current academic year + 1 year.	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
6. School Trips and Extra-curricular activities				
6.1 Parental permission slips for school trips - where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 25 years, the requirement for them is low. Possible to archive.
6.2 Parental permission slips for school trips - where there has been a major incident	Yes	Limitation Act 1980	DOB of the student involved in the incident + 25 years The permission slips for all students on the trip need to be retained to show that the rules had been followed for all students	SECURE DISPOSAL
6.3 Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically section 3 – "Legal Framework and Employer Systems" and Section 4 "Good Practice".	Date of visit + 10 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
7. Special Educational Needs				
7.1 SEN files, reviews and individual educational plans	Yes	Limitation Act 1980	Secondary: DOB + 25 years	Review Note: Some Local Authorities will keep SEN files for a longer period of time in case of a claim. Business risk analysis.
7.2 EHC under section 37 The Children and Families Act 2014	Yes		Secondary: End of the academic year in which the student reaches 25 years (maintained in student file) or until they leave the education establishment.	Review and SECURE DISPOSAL
7.3 Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Secondary: End of the academic year in which the student reaches 25 years (maintained in student file)	SECURE DISPOSAL unless subject to a legal hold
7.4 Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	DOB of student + 25 years (maintained in student file)	SECURE DISPOSAL unless subject to a legal hold

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
8. Curriculum				
8.1 Curriculum returns (expected outcomes for learning)	No		Current year + 3 years	SECURE DISPOSAL
8.2 Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.3 Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.4 Class record sheets	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.5 Mark Books/ Personalised Assessment Sheet	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

8.6 Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
8.7 Students' work	Potentially		Current year + 1 year OR return to student at the end of the academic year where possible.	SECURE DISPOSAL
8.8 Examination Papers	Yes		Examination papers should be kept until any further appeal/validation process is complete.	SECURE DISPOSAL PSEUDONYMISATION
8.9 PAN Reports	Yes		Termination of student at primary school transferred to secondary. Secondary kept on student file.	SECURE DISPOSAL
8.10 Value added and contextual Data	Yes		Termination of student at primary school transferred to secondary. Secondary kept on student file.	SECURE DISPOSAL
8.11 Self Evaluation forms	Yes		Termination of student at primary school transferred to secondary. Secondary kept on student file.	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
9. Recruitment				
9.1 All records leading up to the appointment of a new Head Teacher.	Yes		Date of Appointment + 6 years from retirement.	SECURE DISPOSAL
9.2 All records leading up to the new appointment of a new member of staff- unsuccessful candidate.	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
9.3 All records leading up to the new appointment of a new member of staff- successful candidate.	Yes		All relevant information to be added to staff personal file and all other info retained for 6 months	SECURE DISPOSAL
9.4 Interview notes and recruitment records.	Yes		Date of interview + 6 months	SECURE DISPOSAL
9.5 Pre-employment vetting information - DBS checks.	Yes	DBS Update service Employer Guide June 2014: Keeping children safe in education July 2015 (Dept. Education s73, 74).	The school does NOT have to keep DBS certificates. If the schools does, do not keep for more than 6 months.	SECURE DISPOSAL
9.6 Pre-employment vetting information – Evidence proving the right to work in the UK.	Yes	An employer's guide to right to work checks [Home Office June 2018]	Store on staff personal file for duration of their employment + minimum 2 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

9.7 Proof of identity collected as part of the 'portable' enhanced DBS disclosure.	Yes		Where possible these should be checked and a note kept of the check. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.	SECURE DISPOSAL
9.8 Timesheets, sick pay	Yes		Current year + 6 years	SECURE DISPOSAL
9.8a Return to work forms	Yes		Current year + 6 years	SECURE DISPOSAL
9.9 Staff Personnel files	Yes	Limitation Act 1980 (section 2)	Date of termination + 6 years	SECURE DISPOSAL
9.10 Disciplinary proceedings:	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding officer for further advice.			
9.10a oral warning	Yes		The school may wish to keep this information on the staff personnel file	SECURE DISPOSAL
9.10b written warning level 1	Yes			SECURE DISPOSAL
9.10c written warning level 2	Yes			SECURE DISPOSAL
9.10d final warning	Yes			SECURE DISPOSAL
9.10e case not found	Yes		If the incident is child protection related see 1.2 otherwise dispose of at conclusion of the case / review if necessary.	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

9.11 Records relating to accident/injury at work	Yes		Date of incident +7 years or if kept on staff file then refer to personal file years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
9.12 Annual appraisal/assessment records	Yes		Duration of time of School members of staff that are no longer at the school current year + 5 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
10. Health and Safety				
10.1 Health and Safety Policy Statement	No		Life of Policy + 3 years	SECURE DISPOSAL
10.2 Accessibility Plans	No	Equality Act 2010	Current year + 6 years	SECURE DISPOSAL
10.3 Accident reporting:	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 JSP 375 Pt.2 Vol 1 (V1.0 Jan 16) Government Guidance		Retain copy of Health and Safety Policy published at the time of the accident with this file.
• Adults			Date of incident + 6 years	SECURE DISPOSAL
• Children			DOB + 25 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

10.4 Control Of Substances Hazardous to Health OSHH	No	Control of substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 regulations had not been made. Regulation 18(2).	Current year + 40 years	SECURE DISPOSAL
10.5 Risk Assessments and Personal Evacuation Plans	Potentially		Life of risk assessment + 3 years	SECURE DISPOSAL
10.6 Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos.	No	Control of Asbestos at work Regulations 2012 SI 1012 No 632 Regulation 19.	Last action + 40 years	SECURE DISPOSAL
10.7 Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
10.8 Emergency evacuation log books	No		Current year + 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
11. Administrative				
11.1 General Files series	No		Current year + 5 years then review	SECURE DISPOSAL
11.2 Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
11.3 Records of circulars to staff parents or students	No		Current year + 1 year	STANDARD DISPOSAL
11.4 Newsletters and items with short operational use	No		Current year + 1 year	STANDARD DISPOSAL
11.5 Visitors Books and Signing in sheets	Yes		Current year + 6 years then review	SECURE DISPOSAL
11.6 PTA/Old Students Associations			Current year + 6 years then review	Review to see whether a further retention period is required

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
12. Asset management and Insurance				
12.1 Employer's Liability certificate	No		School Closure + 40 years unless held by LA	SECURE DISPOSAL
12.2 Inventories of equipment and furniture	No		Current year + 6 years	SECURE DISPOSAL
12.3 Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
13. Finance				
13.1 Annual Accounts	No	Financial Regulations	Current year + 6 years	STANDARD DISPOSAL
13.2 Loans and grants	Yes	Financial Regulations	Date of last payment on loan + 12 years then review	Review to see whether further retention is necessary
13.3 Contracts	No			
13.3a under seal	No	Limitation Act 1980	Last payment+ 12 years	SECURE DISPOSAL
13.3b under signature	No	Limitation Act 1980	Last payment + 6 years	SECURE DISPOSAL
13.3c monitoring records			Current year + 2 years	SECURE DISPOSAL
13.5 Budget reports, budget monitoring, budget statements etc.	No		Life of budget + minimum 3 years	SECURE DISPOSAL
13.6 Invoice, receipts, other records covered by the Financial Regulations	No		Current financial year + 6 years	SECURE DISPOSAL
13.7 Annual Budget and background papers	No		Current financial year + 6 years	SECURE DISPOSAL
13.8 Order books and requisitions	No		Current financial year + 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

13.9 Delivery Documentation	No		Current financial year + 6 years	SECURE DISPOSAL
13.10 Debtors' Records, Collection and Banking monies	No	Limitation Act 1980	Current financial year + 6 years	SECURE DISPOSAL
13.11 School Fund-Cheque books	No		Current year + 6 years	SECURE DISPOSAL
13.12 School Fund-Paying in book	No		Current year + 6 years then review	SECURE DISPOSAL
13.13 School Fund - Ledger	No		Current year + 6 years then review	SECURE DISPOSAL
13.14 School Fund - Invoices	No		Current year + 6 years then review	SECURE DISPOSAL
13.15 School Fund - Receipts	No		Current year + 6 years	SECURE DISPOSAL
13.16 School Fund - Bank statements	No		Current year + 6 years then review	SECURE DISPOSAL
13.17 School Fund-School Journey books	No		Current year + 6 years then review	SECURE DISPOSAL
13.18 Student grant applications	Yes		Current year + 6 years	SECURE DISPOSAL
13.20 School meals summary sheet	No		Current year + 3 years	SECURE DISPOSAL
13.21 Petty cash books	No		Current year + 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

14. Payroll				
14.1 Salary cards	Yes			
14.2 Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 6 years unless not held by the school.	SECURE DISPOSAL
14.3 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year+ 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
15. Property				
15.1 Title Deeds of property belonging to the school	No		<ul style="list-style-type: none"> Permanent- These should follow the property unless the property has been registered at the Land Registry. The LA may hold these records. 	
15.2 Plans of property belonging to the school	No		Permanent	Retain in school whilst operational
15.3 Maintenance and contractor records	No		Current year + 6 years	SECURE DISPOSAL
15.4 Leases of property belonging to the school	No		Expiry of lease + 6 years	SECURE DISPOSAL
15.5 Record relating to the Lettings of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
15.6 Maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
15.7 Contractors' Reports	No		Current year + 6 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
16. Local Authority				
16.1 Attendance returns	Yes		Current year + 1 year if applicable	SECURE DISPOSAL
16.2 Circulars from Local Authority	No		Whilst required operationally then review	SECURE DISPOSAL
16.3 Census Returns	No		Operational Use	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
17. Central Government				
17.1 OFSTED reports and papers	No		Life of report then review	SECURE DISPOSAL
17.2 Returns	No		Current year + 6 years	SECURE DISPOSAL
17.3 Circulars from Department for Children, Schools and Families.	No		Operational Use	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
18. External agreements				
18.1 Service Level Agreements	Potential		Retained with financial returns current year +6 Until superseded	SECURE DISPOSAL
18.2 Data sharing agreements	Potential		Until superseded	SECURE DISPOSAL
18.3 Work experience agreements	Yes		DOB of student + 25 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
19. Attendance and Welfare				
19.1 Day Books	Yes		Current year + 2 years then review	SECURE DISPOSAL
19.2 Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Termination of student relationship	SECURE DISPOSAL
19.3 Referral forms	Yes		While the referral is current	SECURE DISPOSAL
19.4 Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	SECURE DISPOSAL
19.5 Contact data base entries			Current year then review, if contact is no longer active then destroy	DELETE
19.6 Group Registers	Yes		Current year + 2 years	SECURE DISPOSAL

Retention Schedule 2019
Bagtinton Fields School

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
20. Data Protection				
20.1 Subject Access Requests	Yes	Business need	If responded: current year + 2 years then review (depending on request complexity/if supervisory authority involved)	Review + SECURE DISPOSAL
20.2 Freedom of Information Requests	No	Business need	Current academic year + 2 years	Review + DISPOSAL