



Data Retention Schedule

The Gryphon Trust

Approved by:

Date:

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Introduction

This Gryphon Trust Data Retention Schedule has been drawn up to give guidelines on how long to keep records created and maintained by schools within The Gryphon Trust in the course of their business and how those records should be disposed of at the end of their administrative life. Records may be held in any format, including paper, electronic and audio visual.

Disposing of records at the right time in accordance with The Gryphon Trust Data Protection Policy will help to ensure schools meet recordkeeping requirements set out in the General Data Protection Regulation, The Freedom of Information Act and the upcoming UK Data Protection Bill.

The Schedule

The schedule is arranged by type of record. The 'retention period' specifies how long the record should be kept and the 'final action' describes how they should be disposed of. The column 'Personal Data?' indicates whether records contain personal data and will be subject to the General Data Protection Regulation and will be required to be stored securely, and safe from unauthorized access.

Reaching the end of a retention period

Destroy

Where records have been identified for destruction, they should be disposed of in an appropriate way:

- All paper records containing personal information, or sensitive policy information, should be disposed of as confidential waste.
- All confidential electronic records should be deleted securely from electronic systems, including databases and backups.
- Non-confidential records should be bundled up and disposed of to a waste paper merchant, or recycled in other appropriate ways.

Review

Records are marked for review in cases where there is no longer a statutory or financial requirement for retention but where the decision to destroy is not clear cut.

Assess the record's continuing administrative or historical worth. Consider keeping files that relate to:

- Major events or important developments in the life of the school
- Major policies and / or long-term strategies
- Claims (or possible claims) for compensation

You will likely dispose of:

- Routine papers and correspondence
- Papers that refer to events of short-term relevance and minor interest.

Records of historical value which are no longer required in school can be offered to Hampshire Archives and Local Studies (HALS) as a permanent addition to the county's archives. HALS are happy to advise on the possible historical value of records.

The Gryphon Trust Retention Schedule

File Description	Retention period
Child Protection	
Child Protection files	DOB + 25 years
Child protection allegations against staff, including unfounded	Until person's normal retirement age or 10 years from date of allegation
Governors	
Governors application forms – successful candidates	End of term of office + 1 year
Governors application forms – unsuccessful candidates	Date of election + 6 months
Governor election voting forms	Date of election + 6 months
Governors registers and declaration of pecuniary interest	Current year + 6 years
Governors' Minutes (principal signed copy)	Permanent
Governors' Minutes (inspection copies)	3 years from Date of meeting
Governors' Agendas	permanent
Governors' Reports	permanent
Annual Parents' meeting papers	permanent
Instruments of Government	Permanent
Trusts and Endowments	Permanent
Action Plans	Life of action plan + 3 years

Statutory policy (including Admissions Policy)	permanent
Complaints	6 years from Date of resolution
Annual Reports required by DfE	10- years from date
Specialist Status school proposals	3 years

Management and Administration

Log books of activity in the school, maintained by teachers	permanent
Headteacher's Official Diary	Current academic year + 3 years
Minutes of SLT meetings and other internal admin bodies	permanent
Headteacher's reports	3 years from date of report
Management records + HoY and HoD	6 years from closure of file
Correspondence created by anyone with admin responsibility (inc HOY & HOC)	3 years from date
Professional development plans	6 years from closure
School development plans	6 years from closure
School brochures/prospectuses	3 years
Circulars (staff/parents/pupils)	1 year
Newsletters etc	1 year
Visitors book & signing in sheets	Current year + 6 years 2 years
PTA records	6 years
Employers' liability certificate	Permanent while school is operational

DFE

HMI reports	permanent
Ofsted reports	Permanent
Ofsted related papers	Replace former papers with any new ones
Returns to the DfE	Current year + 6 years
Circulars from the DfE	Whilst operationally required
School census returns	Current year + 6 years

Pupils

Records relating to the creation and implementation of the Admissions Policy	Life of policy + 3 years
Admission forms	Date of admission + 1 year
Admissions forms (unsuccessful and withdrawn applicants)	No appeal - 1 year If appealed – 1 year from resolution
Admission registers	6 year from date of last entry in the book (consider transferring to archives)
Attendance registers	Date of register + 3 years
Pupil absence letters/leave forms/correspondence relating to authorised absence	Date of absence + 2 years
Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc	Current year + 6 years from last entry
Absence books	Current year + 6 years
Deceased pupils reports	7 years from DoD
Disciplinary (non child protection proceedings)	Oral & level one warnings 6 months Level 2 warning 1 year Final warning 18 months
Secondary student personal files	22 years from DOB
SEN pupil files including reviews and IEPs	22 years from DOB Minimum
Images of pupils – signed consent forms by parent	Date of signing + 5 years
Activity/visit/trip consent forms signed by parent/guardian where no incident occurs	Date of event + 1 month
Activity/visit/trip consent forms signed by parent/guardian where a major incident occurs	Date of birth of child involved + 22 years
SATS papers (completed)	Current year + 1 year
SATA results for individual students	Add to pupil file and retain as advised
Internal/external examination papers (completed)	Current academic year + 6 years or until any appeals/validation process is complete
Exam results internal and external	Add to pupil file and retain as advised
Exam results – summaries or other statistics created by the school	Current academic year + 6 years
Any other records created in the course of contact with pupils maintained for teachers' own use (not part of educational record)	Current academic year + 3 years
Statements of SEN and disability	30 years from DOB
Proposed or amended statements of SEN	30 years from DOB

Advice and information to parents regarding educational needs	12 years from closure
Accessibility strategy	12 years from closure
Parental permission slips for trips – where there has been no major incident	Conclusion of trip
Parental permission slips for trips – where there has been a major incident	25 years from DOB of pupil involved in the incident
Work experience agreements*	DOB of pupil +25 years
School visit approval records	10 years from date of visit

Curriculum

Curricula records	Whilst operationally required
Schemes of work	1 year
Timetable	1 year
Class record books	1 year
Mark books	1 year
Homework records	1 year
Students work	1 year

Human Resources

Interview notes and recruitment records (unsuccessful candidates)	Date of interview + 1 year
Interview notes and recruitment records (successful candidates)	End of employment + 7 years
Pre-employment vetting information (successful candidates)	Date of check + 6 months
Salary cards	85 years
Sickness records	3 years
Staff ill health referrals	Add to main personnel file
Staff personal files	7 years from termination
Staff maternity and paternity pay records	Current academic year + 3 years
Staff annual appraisal/assessment records	Current appraisal year + 6 years
Staff timesheets	Current academic year + 6 years
Disciplinary proceedings	Outcome letter: end of employment + 7 years; all other records: close of case + 7 years

Warnings	Add to main file and retain as advised
Disciplinary proceedings false or malicious	Outcome letter: end of employment + 7 years; shred all other records at close of case
Disciplinary proceedings (safeguarding/child protection related)	Until normal pension age or 10 years from date of allegation, whichever is longer
Industrial tribunals/disciplinary panels/appeals records	Outcome letter: add to personnel file; all other records: shred 7 years from end of process
Records held under Retirement Benefits Schemes	End of employment + 7 years

Health & Safety

Health & Safety policies	Life of policy + 7 years
Risk assessments	Date of assessment + 7 years
Risk assessments to noise, vibration, lead, asbestos, chemicals and biohazards COSHH	Date of assessment + 40 years (update regularly) 10 years
Risk assessments: exposure to radiation	Date of assessment + 50 years
Accident reporting – adults: Accident books F2508 – RIDDOR forms Local accident investigation records	7 years
Accident reporting – children: Accident books F2508 – RIDDOR forms Local accident investigation records	22 years from DOB of youngest child
Physical intervention forms	Dob of child + 22 years
Fire precaution log books (eg records of drills and tests)	6 years
Violent Incident reports	Current year + 3 years
Accessibility plans	Current year + 6 years
H&S Training records	While current + 6 years
Maintenance of PPE log books	6 years
H&S inspection records, including: Site inspections Playground inspections	Current year + 3 years

Finance

Annual accounts	6 years
Annual budget and background papers	6 years
Budget reports	3 years
Records covered by various financial regulations: Invoices, receipts, order books, requisitions, delivery notes, petty cash records, collection/banking of money, records re identification and collection of debt	Current financial year + 6 years
Copy orders	2 years or 6 years if included with notes, invoices, receipts
Loans and grants	12 years since last payment of loan
Contracts under seal	12 years from completion
School fund records (all)	Current financial year + 6 years
Contracts under seal	Contract completion date + 13 years
Contracts under signature	Contract completion + 7 years
Contracts Monitoring records	2 years
Free school meals registers/records	6 years
School meals registers and summary sheets	3 years
Applications for FSM/travel/uniforms etc	Whilst child at school or current year + 6 years, whichever is the longest
Payroll records	6 years
Individuals' pension details	7 years
Property	
Title deeds	Permanent
Plans	Permanent
Inventories	6 years
Leases	7 years from expiry of lease
Lettings	3 years
Burglary, theft and vandalism reports	6 years
Maintenance records and contractors	6 years
Insurance documents	Whilst current
Maintenance log books	10 years
Contractors' reports	6 years

Miscellaneous

School magazines	While useful
Scrapbooks	While useful
Photo albums	While useful
School histories	While useful
Audio/visual recordings	While useful

Local Authority

Secondary Attendance returns	1 year
LA circulars	Whilst operational

Connexions

SLAs	Until superseded
Work experience agreement	18 years from DOB of child

School Meals

Dinner register	3 years
School meals summary sheets	3 years

Family Liaison/Home-School Liaison

Day books	2 years
Reports for o/s agencies – where the report has been included on the case file created by the outside agency	Whilst the child is attending the school, then destroy
Referral forms	While current
Contact data sheets	Current year then review – destroy of contact is no longer active
Contact database entries	Current year then review – destroy of contact is no longer active
Group registers	2 years
Funding agreements	6 years
Enrolment forms	6 years
LSC capital grants	6 years
Community management agreements	6 years
Minutes of governors' management meetings	6 years

Community service plans	6 years
Income records	6 years
Notification regarding applications for funding	6 years
Adult learning course programmes	3 years