



	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of the record
Governance					
Governance of the Trust	Governance Statement	No		Life of statement + 6 years	Secure Disposal
	Articles of Association	No		Life of the Academy Trust	
	Memorandum of Association	No		Life of the Academy Trust	
	Governance Arrangements	No	Companies Act 2006 Section 355	Life of document + 6 years	Secure Disposal
	Scheme of Delegation	No	Companies Act 2006 Section 355	Life of Scheme of Delegation + 10 years	Secure Disposal
	Special Resolutions to make amendments	No		Life of the Academy Trust	
	Directors/Trustees/Governors – Appointment notification	Yes		Life of Appointment + 6 years	Secure Disposal
	Directors – disqualification notification	Yes	Company Directors Disqualification Act 1986	Date of disqualification + 15 years	Secure Disposal
	Annual Report – Trustees	No	Companies Act 2006 section 355	Date of report + 10 years	Secure Disposal
	Annual Report and Accounts	No	Companies Act 2006 section 355	Date of report + 10 years	Secure Disposal
	Annual Return	No	Companies Act 2006 section 355	Date of report + 10 years	Secure Disposal
	Strategic Review	No		Date of the review + 6 years	Secure Disposal
	Strategic Plan/School Development Plans	No		Life of the plan + 6 years	Secure Disposal



	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period	Action at end of administrative life of the record
	Board of Trustees Meeting Minutes	Possibly	Companies Act 2006 section 248	Minutes must be kept for at least 10 years from the date of the meeting	Secure Disposal
	Local Governing Committees Minutes	Possibly		Date of the meeting + a minimum of 10 years	Secure Disposal
	Members Meeting Minutes	Possibly		Date of the meeting + a minimum of 10 years	Secure Disposal
	Records relating to complaints dealt with by the Trustees or Local Governing Committee	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
Statutory Registers	Register of Trustees/Directors (including addresses)	No	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
	Register of Trustees/Directors' interests	No	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
	Register of gifts, hospitality and entertainments	No	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
	Register of members	No	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
	Register of secretaries	No	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL
	Declaration of Interests Statements (all senior staff, Trustees, Governors, Members)	Yes	Companies Act 2006	Life of the Academy + 6 years	SECURE DISPOSAL

Finance					
Strategic Finance	Statement of financial activities for the year	No		Current financial year + 6 years	SECURE DISPOSAL
	Value for money statement	No		Current financial year + 6 years	SECURE DISPOSAL



	Records relating to the management of VAT	No		Current financial year + 6 years	SECURE DISPOSAL
	Budget plan	No		Current financial year + 6 years	SECURE DISPOSAL
	Charging and remissions policy	No		Date policy superseded + 3 years	SECURE DISPOSAL
	Financial Regulations Manual	No		Date of Manual + 6 years	SECURE DISPOSAL
Audit Arrangements	Audit Committee and appointment of responsible officers	No		Life of the Academy	SECURE DISPOSAL
	Independent Auditor’s report on regularity	No		Financial year report relates to + 6 years	SECURE DISPOSAL
	Independent Auditor’s report on financial statements	No		Financial year report relates to + 6 years	SECURE DISPOSAL
Funding Agreements	Funding Agreement with Secretary of State and supplemental funding agreements	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
	Funding Records – Capital Grant, EAG, GAG	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
	Per pupil funding records	No		Date of last payment of funding + 6 years	SECURE DISPOSAL
	Gift Aid and Tax Relief	No		Date of last payment on loan + 6 years if the loan is under £10,000 or date of last payment on loan + 12 years if the loan is over £10,000	SECURE DISPOSAL
Payroll and Pensions	Payroll records	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
	Management of the Teachers’ Pension Scheme	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		From the end of the year in which the accounts were signed for a minimum of 6 years	SECURE DISPOSAL



	Records relating to pension registrations	Yes		Date of last payment on the pension + 6 years	SECURE DISPOSAL
	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Risk Management and Insurance	Employer’s Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL
	Records relating to the settlement of insurance claims	No		Date claim settled + 6 years	SECURE DISPOSAL
	Insurance policies	No		Date the policy expires + 6 years	SECURE DISPOSAL
Accounts and Statements	Annual accounts	No		Current financial year + 6 years	SECURE DISPOSAL
	Loans and grants managed by the school	No		Date of last loan payment + 12 years	SECURE DISPOSAL
	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers	No		Current financial year + 3 years	SECURE DISPOSAL
	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL
Contract Management	All records relating to the management of contracts	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL
Asset Management	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL



	Records relating to the leasing of shared facilities, such as sports centres	No		Current year + 6 years	SECURE DISPOSAL
	Land and building valuations	No		Date valuation superseded + 6 years	SECURE DISPOSAL
	Disposal of assets	No		Date asset disposed of + 6 years	SECURE DISPOSAL
	School leases for land	No		Date lease expires + 6 years	SECURE DISPOSAL
	Commercial transfer arrangements	No		Date of transfer + 6 years	SECURE DISPOSAL
	Transfer of land to the Academy Trust	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
	Transfers of freehold land	No		Life of land ownership then transfer to new owner	SECURE DISPOSAL
	Plans of property belonging to the schools	No		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	SECURE DISPOSAL
School Fund	School fund financial documents: cheque books, paying in books, ledgers, invoices, receipts, bank statements	No		Current year + 6 years	SECURE DISPOSAL
School Meals	Free school meals registers	Yes		Current year + 6 years	SECURE DISPOSAL
	School meals registers	Yes		Current year + 3 years	SECURE DISPOSAL
Policies, Frameworks and Policy	Data Protection Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
	Freedom of Information Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
	Special Educational Needs Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL
	Complaints Policy	No		Date policy superseded + 6 years	SECURE DISPOSAL



	Home School Agreements	No		Date policy superseded + 6 years	SECURE DISPOSAL
	Equality Information and Objectives (public sector equality duty) Statement for publication	No		Date policy superseded + 6 years	SECURE DISPOSAL
	All other policies	No		Date policy superseded + 6 years	SECURE DISPOSAL

Personnel					
Appointments/staff files	All records leading up to the appointment of a new Headteacher/Senior Leader	Yes		Date of appointment + 6 years	SECURE DISPOSAL
	All records leading up to the appointment of a new member of staff – successful candidate	Yes		Staff Personal File	SECURE DISPOSAL
	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
	Pre-employment vetting information – DBS Checks	Yes	DBS Update Service Employer Guide June 2014	Staff Personal File	SECURE DISPOSAL
	Proofs of identity collected	Yes		Staff Personal File	SECURE DISPOSAL
	Evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks	Staff Personal File	SECURE DISPOSAL
	Records relating to the employment of overseas teachers	Yes		Staff Personal File	SECURE DISPOSAL
	Records relating to the TUPE process	Yes		Date last member of staff transfers or leaves the organisation + 6 years	SECURE DISPOSAL



	Staff Personal File, including employment contract and staff training records	Yes	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
	Timesheets/overtime claims	Yes		Current year + 6 years	SECURE DISPOSAL
	Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL
	Records relating to the agreement of pay and conditions	No		Date pay and conditions superseded + 6 years	SECURE DISPOSAL
Disciplinary and Grievance	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded	Yes	“Keeping children safe in education Statutory guidance for schools and colleges”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”	Until the person’s normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW	SECURE DISPOSAL
	Verbal warning	Yes		Active: from Date of warning + 6 months, then archived	SECURE DISPOSAL
	Written warning #1	Yes		Active: Date of warning + 6 months, then archived	SECURE DISPOSAL
	Written warning #2	Yes		Active: Date of warning + 12 months, then archived	SECURE DISPOSAL
	Final Warning	Yes		Active: Date of warning + 18 months, then archived	SECURE DISPOSAL
	Dismissal	Yes		Date of dismissal + 6 years	SECURE DISPOSAL
	Case not found: disciplinary or grievance (not related to child protection)	Yes		At conclusion of investigation	SECURE DISPOSAL

Health & Safety					
	Health and Safety policy statements	No		Life of policy + 3 years	SECURE DISPOSAL



	Health and Safety risk assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents, a further retention period will need to be applied	SECURE DISPOSAL
	Accident reporting – Adult	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	The official Accident Book must be retained for 3 years after the last entry in the book. The incident reporting form date of incident + 6 years	SECURE DISPOSAL
	Accident reporting – Child	Yes	As above	The official Accident Book must be retained for 3 years after the last entry in the book. The incident reporting form date of birth of the child + 25 years	SECURE DISPOSAL
	Control of Substances Hazardous to Health (COSHH)	No		Current year + 10 years then REVIEW	SECURE DISPOSAL
	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	No		Last action + 40 years	SECURE DISPOSAL
	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
	Fire precautions log books	No		Current year + 6 years	SECURE DISPOSAL
	Fire risk assessments	No	Fire Service Order 2005	Life of the risk assessment + 6 years	SECURE DISPOSAL



	Incident reports	Yes possibly		Current year + 20 years	SECURE DISPOSAL
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School Management					
Admissions	Policy and application of policy	No	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then REVIEW	SECURE DISPOSAL
	Admissions – if the admission is successful	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Admission form: forms part of pupil record - Basic forms: Date of admission + 1 year	SECURE DISPOSAL
	Unsuccessful Appeals	Yes	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals	Resolution of case + 1 year	SECURE DISPOSAL



			panels December 2014		
	Register of admissions	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014		Life of school
	Proofs of address supplied by parents as part of the admissions process	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Current year + 1 year	SECURE DISPOSAL
	Supplementary information form, including additional information such as religion and medical conditions	Yes		This information should be added to the pupil file	See pupil record (below)
	Log books of activity in the school maintained by the Head Teacher (ie physical intervention log)	There may be data protection issues if the log book refers to individual pupils or members of staff		Date of last entry in the book + a minimum of 6 years then REVIEW	SECURE DISPOSAL



	Reports created by the Head Teacher or the Management Team	Possibly		Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL
	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities	Possibly		Date of the report + a minimum of 3 years then REVIEW	SECURE DISPOSAL
	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
	Management of complaints	Yes		Date complaint resolved + 3 years	SECURE DISPOSAL
	Records relating to the management of contracts with external providers	No		Date of last payment on contract + 6 years	SECURE DISPOSAL
	Records relating to the management of software licences	No		Date licence expires + 6 years	SECURE DISPOSAL
	Visitors' books and signing in sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
	Records relating to the letting of school premises	No		Current financial year + 6 years	SECURE DISPOSAL
	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
	All records relating to the maintenance of the school carried out by school employees, including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL
Vehicle Management	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals	No	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL
	Logs of use – who and when	No	Limitation Act 1980 (Section 2)	Disposal of the vehicle + 6 years	SECURE DISPOSAL
	Service logs and vehicle logs	No	Limitation Act 1980 (Section 2)	Life of the vehicle, then either to be retained for 6 years by	SECURE DISPOSAL



				school or to be returned to lease company	
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Pupil's Educational Record					
To include:	<ul style="list-style-type: none"> Record of transfer from Early Years setting (If applicable) Admission form Data collection/checking form – current Annual written report to parents National curriculum and religious education locally agreed syllabus record sheets Any information relating to a major incident involving the child Statements/plans, reports, etc. for educational support, e.g., SEN, speech and language (separate file) Medical information relevant to the child's on-going education/behaviour (separate file) Child protection reports/disclosures and supporting documentation (separate file) Any information relating to exclusions (fixed or permanent) Specific correspondence with parents or outside agencies relating to major issues (Once the matter is closed, save any correspondence that records sequence of events, pertinent issues and outcomes to pupil record) Summary details of complaints made by the parents or the pupil relevant to the child's on-going education/behaviour (Most complaints records are retained by the school and not as part of the pupil record) Examination results – pupil copy 				
	Primary	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the primary school	The file should follow the pupil when they leave the primary school. This will include: <ul style="list-style-type: none"> To another primary school To a secondary school To a pupil referral unit



					<p>If the pupil transfers to an independent school – return to the LA</p> <p>If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period.</p>
	Secondary	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	SECURE DISPOSAL
	Records relating to the management of exclusions	Yes		Date of birth of the pupil involved + 25 years	SECURE DISPOSAL
	Management of examination registrations			The examination board will usually mandate how long these records need to be retained	SECURE DISPOSAL
	Examination results – pupil copies			This information should be added to the pupil file	All uncollected certificates should be returned to the examination board
	Child protection information held on pupil file	Yes	<p>“Keeping children safe in education Statutory guidance for schools and colleges”;</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”</p>	<p>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 – forwarded to new schools/educational settings as above.</p>	<p>Forward to next educational setting or date of birth of the child + 25 years then review</p> <p>SECURE DISPOSAL</p>



	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children”	Date of birth of the child + 25 years then REVIEW	Forward to next educational setting or date of birth of the child + 25 years then review SECURE DISPOSAL
	Attendance registers	Yes	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of 3 years after the date on which the entry was made	SECURE DISPOSAL
	Correspondence relating to authorised/unauthorised absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

SEND					
	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	DOB + 25 years is the minimum retention period – some cases may be reviewed and kept for longer.
	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL
	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL



	Accessibility strategy	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL
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Curriculum					
	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
	Examination results (schools copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	SATs records – results	No		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 for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
	Published Admission Number (PAN) reports	Yes		Current year + 6 years	SECURE DISPOSAL
	Self-evaluation forms	Yes		Current year + 6 years	SECURE DISPOSAL
	Timetable	No		Current year + 1 year	SECURE DISPOSAL
	Class record books, exercise books, mark books, homework records	No		Current year + 1 year	SECURE DISPOSAL
	Pupil work	No		Current year + 1 year or return to pupil at end of year/school	SECURE DISPOSAL
	Educational visit records – primary	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info	Date of visit + 14 years	SECURE DISPOSAL



			specifically Section 3 – "Legal Framework and Employer Systems" and Section 4 – "Good Practice"		
	Educational visit records - secondary	No	As above	Date of visit + 10 years	SECURE DISPOSAL
	Visit Parental consent forms - no major incident	Yes		Conclusion of Trip	SECURE DISPOSAL
	Visit Parental consent forms – confirmed major incident	Yes	Limitation Act 1980 (Section 2)	Date of birth 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
	Residential trip records	Yes		Date of birth of youngest pupil involved + 25 years	SECURE DISPOSAL

LA and DFE returns					
	Secondary Transfer sheets from Primary	Yes		Current year + 2 years	SECURE DISPOSAL
	Attendance returns	Yes		Current year + 1 year	SECURE DISPOSAL
	School census returns	No		Current year + 5 years	SECURE DISPOSAL
	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL

For any queries, please contact the HR Manager: HR@acesmat.uk