

Retention Guidelines	
Pupil	
Description	
	Absence correspondence
	Admission Registers
	Admissions (if appeal unsuccessful)
	Admissions (Successful)
	Attendance Registers
	Child Protection Files
	Dinner Registers
	Permission slip for trip (with major incident)
	Permission slips for trips (no major incident)
	Pupil files
	Pupils work
	Records created in course of contact with pupil
	SATS results
	School Meals Summary Sheet
	SEN / IEP
	Statement of Educational Needs
Staff	
Description	
	Annual appraisals / assessment records
	Interview notes and recruitment records
	Maternity Pay Records
	Pre-employment vetting information including DBS
	Proof of Identity (DBS)
	Sick Pay
	Staff Files
	Warnings - Final
	Warnings - Oral
	Warnings - Written Level 1
	Warnings - Written Level 2
Health and Safety	
Description	
	Accessibility Plans
	Incident Reports
	Process of Monitoring areas of Asbestos
	Pupil Accident
	Records relating to Accident / Injury at work
	Risk Assessments
Management	

Description
Correspondence created by HT /SLT/Admin
Minutes of SLT / Admin Meetings
OFSTED Reports
Professional Development Plans
Reports made by HT or SLT
School Development Plans
Admin
Description
Attendance Returns
Census Returns
Circulars to Staff / Pupils / Parents
Inventories of equipment and Furniture
Newsletters
PTA
Records created to obtain approval for trip outside of classroom
School brochure / prospectus
Secondary Transfer Sheets
Visitor Book
Finance
Description
Annual Accounts
Annual Budget and Background Papers
Budget Reports
Contracts
Copy orders
Debtors records
Delivery Documentation
Free School Meal Registers
Invoices etc
Order Books
School Fund - All records

Retention Period	Disposal
Date of Absence + 2 years	Secure Diposal
Date of last entry + 6 Years - Archive	Archive
Resolution of case + 1 year	Secure Diposal
Admission + 1 year	Secure Diposal
Date of Register	Secure Diposal
DOB + 25 years	Secure Diposal
Current Year + 3 years	Secure Diposal
DOB of Pupil involved + 25 years	Secure Diposal
Conclusion of the trip	Secure Diposal
Whilst child at school	
Current year + 1 year	Secure Diposal
Current Year + 3 years	Secure Diposal
Year of Exam + 6 years	Secure Diposal
Current Year + 3 years	Secure Diposal
DOB + 25 years	Secure Diposal
DOB + 30 years	Secure Diposal
Retention Period	Disposal
Current Year + 5 years	Secure Disposal
Date of Interview + 6 months	Secure Disposal
Current Year + 3 Years	Secure Disposal
Date of check + 6 months	Secure Disposal
Keep on personnel file	
Current Year + 6 years	Secure Disposal
Temination + 7 Years	Secure Disposal
Date of Warning + 18 months	Secure Disposal
Date of Warning + 6 months	Secure Disposal
Date of Warning + 6 months	Secure Disposal
Date of Warning + 12 months	Secure Disposal
Retention Period	Disposal
Current Year + 6 years	Secure Disposal
Current Year + 20 years	Secure Disposal
Last action + 40 years	Secure Disposal
DOB + 25 years	Secure Disposal
Date of incident + 12 years (or 7 ??)	Secure Disposal
Current Year + 3 years	Secure Disposal

Retention Period	Disposal
Date of Correspondence + 3 Years	Secure Disposal
Date of Meeting + 5 years	
Replace with new report	
Closure + 6 years	Secure Disposal
Date of Report + 3 years	
Closure + 6 years	Review

Retention Period	Disposal
Current Year + 2 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 1 year	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 1 year	Review
Current Year + 6 years	Review
Date of visit + 14 years	
Current Year + 3 years	
Current Year + 2 years	Secure Disposal
Current Year + 2 Year	Review

Retention Period	Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 3 years	Secure Disposal
Between 6 - 12 years - See guidelines	Secure Disposal
Current Year + 2 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal
Current Year + 6 years	Secure Disposal

