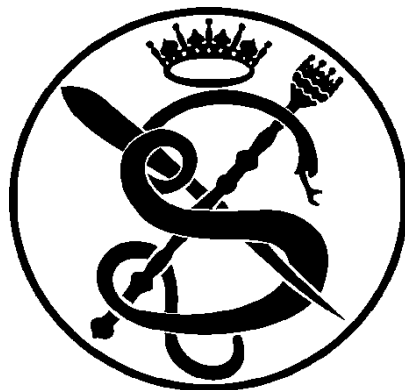


Nascot Wood Infant and Nursery School



Data Retention Policy

Adopted by Governing Body on 4th February 2019

Signed: [Chair of Governors]

Signed: [Headteacher]



The School recognises that by efficiently managing its records and data, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. Records provide evidence for protecting the legal rights and interests of the school and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing Policies
- Retention Guidelines

1. Scope of the Policy

- 1.1 This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.
- 1.2 Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 1.3 A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research.

2. Responsibilities

- 2.1. The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.
- 2.2 The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- 2.3 Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.
- 2.4 All new staff will be given training on accessing and managing school records (including the database) as part of their induction.

3. Relationships with other Policies

This policy has been drawn up within the context of: Freedom of Information policy, Data Protection policy, Privacy Notices as well as with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

4 Recording Systems

Information created by the school must be managed against the same standards regardless of the media in which it is stored.

4.1 Maintenance of Record Keeping Systems

- i. It is important that filing information is properly resourced and is carried out on a regular basis. It is equally important that the files are weeded of extraneous information where appropriate on a regular basis. Removing information from a file once a freedom of information request has been made will be a criminal offence (unless it is part of normal processing).
- ii. Applying retention periods is straightforward provided files are closed on a regular basis.
- iii. Once a file has been closed, it should be moved out of the current filing system and stored either in a record room in the school or in another appropriate place until it has reached the end of the retention period.
- iv. Information contained in email, fax should be filed into the appropriate electronic or manual filing system once it has been dealt with.

- v Information security is very important especially when dealing with personal information or sensitive policy information. There are a number of basic rules:
 - All personal information should be kept in lockable filing cabinets which are kept locked when the room is unattended;
 - Personal information held on computer systems should be adequately password protected. Information should never be left up on a screen if the computer is unattended;
 - Files containing personal or sensitive information should not be left out on desks over night;
 - Where possible sensitive personal information should not be sent by e-mail;
 - If files need to be taken off the premises they should be secured in the boot of a car or in lockable containers;
 - Staff must not carry data off site on memory sticks. All teachers have been provided with remote access to the school server. When working remotely, staff need to be mindful of not leaving the screen unattended and of logging out correctly at the end of a session; school data should never be saved onto a personal computer or device.
 - All computer information should be backed up regularly and the back-up should be stored off the site.

5 Retention Guidelines

5.1 Schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business.

There are a number of benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 2018/General Data Protection Regulations 2016 and the Freedom of Information Act 2000.
- Members of staff can be confident about disposing of information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- The school is not maintaining and storing information unnecessarily.
- The retention register can be expanded to include the information asset register and the information risk register.

5.2 Disposal of Records and IT equipment

All the records should be disposed of following the requirements laid out below at the end of the retention period.

It is important that schools dispose of records in a way that minimises the possibility of an information security breach. For example, all records containing personal information, or sensitive policy information should be made either unreadable or disposed of in a way that they could not be reconstructed (i.e. it should not be possible to reconstruct shreds to make the document).

Paper records containing personal information should be shredded using a cross-cutting shredder. Other non-personal or sensitive data can be bundled up and put in a skip or disposed of to the waste paper merchant. Loose papers should not be put in skips unless the skip has a lid. CD's/DVD's should be cut into pieces. Audio/Video tapes and fax rolls should be dismantled and shredded.

Electronic data should be archived on electronic media and 'deleted' appropriately at the end of the retention period.

However, there may be some records which are of historical value. Such records can be transferred to the Library and History Centre or can be kept in a record or archive room at the school.

All old IT equipment, including hard drives, will be wiped of data by the school's technical support company. Companies will only be commissioned for IT disposal if they have been recommended by HCC and/or they are able to provide erasure certificates and certificates of ethical disposal.

6 Monitoring and Review

This policy has been approved by the governing body and will be reviewed and updated on a two-yearly basis.
January 2019

Appendix 1 Retention Schedule

Where the Protective Marking column is blank, the record series should be considered to be “NOT PROTECTIVELY MARKED”

A Governing Body

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information			
				Action at end of administrative life of the record	Business Critical	Personal Information	Protective Marking
A	Governing Body						
A.1	Instruments of Government		Permanent	N/A	YES	No	
A.2	Trusts and Endowments		Permanent	N/A	YES	No	
A.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months	Secure Disposal	YES	Yes	OFFICIAL
A.4	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office	Secure Disposal	YES	Yes	OFFICIAL
A.5	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	Secure Disposal	YES	Yes	OFFICIAL
A.6	Scheme of Delegation and Terms of Reference for Committees		PERMANENT		YES	No	
A.7	Meetings Schedule		Current year		YES	No	
A.8	Agendas – Principal copy	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	Permanent		YES	No	
A.9	Minutes - Principal set (signed)	As above	Permanent	Secure Disposal	YES	Yes	OFFICIAL
A.10	Reports made to the Governors’ Meeting which are referred to in the minutes	As above	Permanent	Secure Disposal	YES	Yes	OFFICIAL
A.11	Register of attendance at Full Governing Board meetings	As above	Date of last meeting in the book + 6 years	Secure Disposal	YES	Yes	OFFICIAL
A.12	Papers relating to the management of the Annual Parents’ Meeting	The Education (Annual Parents’ Meetings) (England) Regulations 1999 ¹	Date of meeting + 6 years	Secure Disposal	YES	Yes	

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at end of administrative life of the record	Business Critical	Personal Information	Protective Marking
A.13	Agendas – Additional Copies		Date of meeting		NO	No	
A.14	Minutes - Inspection copies		Date of meeting + 3 years	Secure Disposal	NO	Yes	
A.15	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	Secure Disposal	YES	Yes	OFFICIAL
A.16	Annual Reports required by the Department for Education	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years		YES	No	
A.17	All records relating to the conversion of schools to Academy status		PERMANENT		YES	No	
A.18	Records relating to complaints made to and investigated by the Governing Body		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes	Secure Disposal	YES	Yes	OFFICIAL SENSITIVE
A.19	Correspondence sent and received by the Governing Body		Current year + 6 years	Secure Disposal	YES	Yes	OFFICIAL
A.20	Records relating to the appointment of a clerk to the Governing Body		Date appointment as clerk ceases + 6 years	Secure Disposal	YES	Yes	OFFICIAL
A.21	Records relating to the terms of office of serving governors including evidence of appointment		PERMANENT	Secure Disposal	YES	Yes	OFFICIAL
A.22	Records relating to Governor Declaration against disqualification criteria		Until the Governor steps down	Secure Disposal	YES	Yes	OFFICIAL
A.23	Register of Business Interests		PERMANENT	Secure Disposal	YES	Yes	
A.24	Governors Code of Conduct		This is expected to be a dynamic document, one copy of each version should be kept permanently	Secure Disposal	YES	Yes	
A.25	Records relating to the training required and received by Governors		Until the Governor steps down	Secure Disposal	YES	Yes	OFFICIAL
A.26	Records relating to the induction programme for new governors		Until the Governor steps down	Secure Disposal	YES	Yes	OFFICIAL
A.27	Records relating to DBS checks carried out on clerk and members of the governing body		Date of DBS check + 6 months	Secure Disposal	YES	Yes	OFFICIAL

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
B.1	Admissions and Attendance						
B.1.1	Admission Registers		Permanent	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.2	Records relating to the admissions process – if the admission is successful		Admission + 1 year	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.3	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.3	Admissions – Secondary Schools – Casual		Current year + 1 year	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.4	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.5	Attendance registers		Date of register + 3 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.1.6	Letters authorising absence		Date of absence + 2 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.2	Pupil Educational Record						
B.2.1	Pupil Files	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school ²	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.2.2	Examination results - Public		Year of examinations + 6 years ³	Secure Disposal	No	Yes	
B.2.3	Examination results - Internal		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary	Secure Disposal	No	Yes	
B.2.4	Any other records created in the course of contact with pupils		Current year + 3 years then review	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.2.5	Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement	Secure Disposal	Yes	Yes	Official

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
B.3	Special Educational Needs						
B.3.1	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.3.2	Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.3.3	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
B.3.4	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending	Secure Disposal	No	Yes	OFFICIAL SENSITIVE
B.3.5	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending	Secure Disposal	Yes	No	OFFICIAL SENSITIVE
B.3.6	Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE

C School Trips and Extra Curricular Activities

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
C.1	Educational Visits outside the Classroom						
C.1.1	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ⁴	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years		Yes	No	OFFICIAL SENSITIVE
C.1.2	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
C.1.3	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
C.2	Residential Trips						
C.2.1	All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE

D School Management – Teaching and Curriculum

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information			
				Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
D.1	Senior Management Team						
D.1.1	Log Books		Date of last entry in the book + 6 years		Yes	No	
D.1.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years	Secure Disposal	Yes	Yes	OFFICIAL
D.1.3	Reports made by the Head Teacher or the management team		Date of report + 3 years	Secure Disposal	Yes	Yes	OFFICIAL
D.1.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years	Secure Disposal	Yes	Yes	OFFICIAL
D.1.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	Secure Disposal	Yes	Yes	OFFICIAL
D.1.6	School development plans		Closure + 6 years then review		Yes	No	
D.1.7	Professional development plans		Closure + 6 years	Secure Disposal	Yes	Yes	OFFICIAL
D.1.8	Action Plans		Date of action plan + 3 years		Yes	No	
D.1.9	Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)		Yes	No	
	Curriculum Management						
D.2.1	Timetable		Current year then review		No	No	
D.2.2	Curriculum development		Current year + 6 years		No	No	
D.2.3	Curriculum returns		Current year + 3 years		No	No	
D.2.4	School Curriculum		Current year then review		No	No	
D.2.5	Schemes of work		Current year then review		No	No	
D.2.6	Class record books		Current year then review		No	No	
D.2.7	Mark Books		Current year then review		No	No	
D.2.8	Record of homework set		Current year then review		No	No	
D.2.9	Pupils' work		Current year then review		No	No	
D.2.10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE

E Management of Schools - Administration

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information			
				Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
E.1	Personnel Management						
E.1.1	Employer's Liability certificate		Closure of the school + 40 years		Yes		
E.1.2	Staff Personal files		Termination + 6 Years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.3	Interview notes and recruitment records		Date of interview + 6 months	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.4	Pre-employment vetting information (including DBS checks) ⁵	DBS guidelines	Date of check + 6 months	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		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.	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.6	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.7	Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.8	Disciplinary proceedings: written warnings		The duration of the warning	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.9	Annual appraisal or assessment records		Current year + 5 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.1.10	Images held of members of staff together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement	Secure Disposal	Yes	Yes	OFFICIAL
E.2	Health and Safety						
E.2.1	Policy Statements		Date of expiry + 1 year		Yes	No	
E.2.2	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years		Yes	Yes	OFFICIAL SENSITIVE

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information			
				Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
E.2.3	Records relating to accident/injury at work	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of incident + 12 years ⁶	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.2.4	Accident Reporting – Children	Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.2.5	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.2.6	Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years		Yes	No	
E.2.7	COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years		Yes	No	
E.2.8	Incident reports		Current year + 20 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.2.9	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012	Last action + 40 years	Secure Disposal	Yes	No	
E.2.10	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017	Last action + 50 years	Secure Disposal	Yes	No	
E.2.11	Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years		Yes	No	
E.2.12	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years				

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
E.2.13	Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years		Yes	No	
E.3	Payroll and Pensions						
E.3.1	Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400	Financial year to which the payroll is run + 6 years				
E.3.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.3.3	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.3.4	Timesheets, sick pay	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.4	Financial Records						
E.4.1	Annual Accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		Yes	No	
E.4.2	Loans and grants	HMRC - Compliance Handbook Manual CH15400	Date of last payment on loan + 12 years then review to see whether a further retention period is required		Yes	No	NOT PROTECTIVELY MARKED
E.4.3	Inventories of equipment and furniture		Current year + 6 years		No	No	
E.4.4	Annual Budget and background papers		Current year + 6 years		Yes	No	
E.4.5	Budget reports, budget monitoring etc		Current year + 3 years		Yes	No	
E.4.6	Contracts - under seal	Limitation Act 1980 (Section 12)	Contract completion date + 12 years		Yes	No	
E.4.7	Contracts - under signature	Limitation Act 1980 (Section 2)	Contract completion date + 6 years		Yes	No	
E.4.8	Contracts - monitoring records		Current year + 2 years		Yes	No	
E.4.9	Order books and requisitions		Current year + 6 years		Yes	No	
E.4.10	Copy orders		Current year + 2 years		No	No	
E.4.11	Delivery Documentation		Current year + 6 years		Yes	No	
E.4.12	Invoice, receipts and other records covered by the HMRC - Compliance Handbook Manual CH15400	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		Yes	No	

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information			
				Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
E.4.13	Debtors' Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Yes	
E.4.14	Applications for free school meals, etc		Whilst child is at school	Secure Disposal	No	Yes	OFFICIAL
E.4.15	School Fund Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		Yes	No	
E.5	Building Management						
E.5.1	Title Deeds		Permanent (<i>Held by HCC</i>)		Yes	No	
E.5.2	Plans		Permanent Retain in school whilst operational		Yes	No	OFFICIAL
E.5.3	Records relating to maintenance and contractors	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years		Yes	No	
E.5.4	Maintenance log books		Last entry + 10 years		Yes	No	
E.5.5	Contractors' Reports		Current year + 6 years		Yes	No	
E.5.6	Leases		Expiry of lease + 6 years		Yes	No	
E.5.7	Lettings		Current year + 3 years		Yes	No	
E.5.8	Burglary, theft and vandalism report forms		Current year + 6 years		Yes	No	
E.5.9	Records relating to legionella and water checks	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of check + 3 years		Yes	No	
E.6	School Meals						
E.6.1	Dinner Register		Current year + 3 years	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
E.6.2	School Meals Summary Sheets		Current year + 3 years		No	No	
E.6.3	Free school meals registers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Yes	OFFICIAL
E.7	General Administration						
E.7.1	School brochure/prospectus		Current year + 3 years		No	No	
E.7.2	General file series or correspondence files		Current year + 5 years		No	No	
E.7.3	Circulars (staff/parents/pupils)		Current year + 1 year		No	No	
E.7.4	Newsletters, ephemera		Current year + 1 year		No	No	
E.7.5	Visitors book		Current year + 2 years	Secure Disposal	No	Yes	OFFICIAL
E.7.6	Permission to photograph concerts forms		Current year +1	Secure Disposal	No	Yes	

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
E.7.8	Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement	Secure Disposal	Yes	Yes	OFFICIAL
E.7.9	Records relating to the management of NWSA/Old PTA Associations		Current year + 6 years	Secure Disposal	No	Yes	OFFICIAL
E.7.10	Records relating to the management of data subject access requests		Current year + 3 years	Secure Disposal	No	Yes	OFFICIAL
E.7.11	Records relating to the management of freedom of information requests		Current year + 3 years	Secure Disposal	No	Yes	OFFICIAL

F Management of Schools – Safeguarding

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
F.1	Adults						
F.1.1	Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - “Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services” (September 2008) p17	These records should not normally be retained once an investigation has been completed ⁷ .	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
F.1.2	Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer	Secure Disposal	Yes	Yes	OFFICIAL SENSITIVE
F.2	Children’s Safeguarding Records						
F.2.1	Child Protection Files	Education Act 2002, Safeguarding Children in Education 2004	D.O.B +25 years These records will be securely transferred to the child’s next school when they leave NWI.	Secure Disposal	No	yes	Official sensitive

G Central Government and Local Authority

				Information Asset Register Information			
	Basic file description	Statutory Provisions	Retention Period	Action at the end of the administrative life of the record	Business Critical	Personal Information	Protective Marking
G.1	Local Authority						
G.1.1	Attendance returns		Current year + 1 year		No	No	
G.1.2	Circulars from LA		Whilst required operationally then review to see whether a further retention period is required		No	No	
G.2	Central Government						
G.2.1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required		No	No	
G.2.2	Returns including Census		Current year + 6 years	Secure disposal	No	YES	
G.2.3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required		No	No	