

# HCS Records Retention Schedule

	<i>Retention period</i>	<i>Action at end of administrative life of record</i>
<b>Governing Body</b>		
Minutes of the Local Governing Body meetings	Date of meeting + 3 years then review	SECURE DISPOSAL
Agenda	Date of meeting + 3 years then review	SECURE DISPOSAL
Headmaster report, safeguarding report , prep school report and Governors Reports	Date of meeting + 3 years then review	SECURE DISPOSAL
<b>Head Teacher &amp; Senior Management Team</b>		
Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies	Date of meeting + 3 years then review	SECURE DISPOSAL
Reports created by the head teacher or the management team	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
Reports created by head teachers deputy head teachers, heads of year and other members of staff with administrative responsibilities	Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional development plans	Life of the plan + 6 years	SECURE DISPOSAL
School development plans	Life of the plan + 3 years	SECURE DISPOSAL
<b>Admissions Process</b>		
All records relating to the creation and implementation of the school admissions policy	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions if the admission is successful	Date of Admission + 1 Year	SECURE DISPOSAL
Admissions if disputed	Resolution of case + 1 year	SECURE DISPOSAL
Register of admissions	Every entry in the admission register must be preserved for a period of 3 years after the date on which the entry was made	SECURE DISPOSAL
Proofs of address supplied by parents as part of the admissions process	current year + 1 year	SECURE DISPOSAL
Proofs of nationality, right to reside in UK supplied as part of the admission process	Current year + 1 year	
<b>Operational Administration</b>		
General file series	Current year + 5 years then review	SECURE DISPOSAL

Visitors' Book and Signing in Sheets	Current year + 6 years then review	SECURE DISPOSAL
Records relating to the creation and management of Parent Teacher Associations and/or old pupils associations	Current year + 6 years then review	SECURE DISPOSAL
<b>Marketing &amp; PR Records</b>		
Records relating to the creation and publication of the school brochure or prospectus	Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of circulars to staff, parents and pupils	Current year + 1 year	STANDARD DISPOSAL
Newsletters and other items with a short operational use	Current year + 1 years	STANDARD DISPOSAL
<b>Human Resources</b>		
All records leading up to the appointment of a new Headteacher	Date of appointment+ 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – <i>unsuccessful candidates</i>	Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – <i>successful candidates</i>	All relevant information should be added to the staff personal file and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks	The school does not have to keep copies of DBS certificates if the school does so the copy must NOT be retained for more than 6 months	SECURE DISPOSAL
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
Pre-employment vetting information. Evidence proving the right to work in the United Kingdom	Where possible these documents should be added to the Staff Personal File but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than 2 years.	SECURE DISPOSAL
Staff personal file	Termination of employment + 6 years	SECURE DISPOSAL
Timesheets	Current year + 6 years	SECURE DISPOSAL
Annual appraisal/assessment records	Current year + 5 years	SECURE DISPOSAL
<b>Management of Disciplinary &amp; Grievance Process</b>		
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations which are found to be	SECURE DISPOSAL These records must be shredded.

	malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	
Disciplinary proceedings Oral warning Written warning – level 1 Written warning – level 2 Final warning	Date of warning + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months	SECURE DISPOSAL (if warnings are placed on personal files then they must be weeded from the file)
Disciplinary proceedings – case not found	If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL
<b>Health &amp; Safety</b>		
Health and Safety Policy statements	Life of policy + 3 years	SECURE DISPOSAL
Health and safety risk assessments	Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work	Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident Reporting – Adults	Date of incident + 6 years	SECURE DISPOSAL
Accident Reporting – Children	DOB of the child + 25 years	SECURE DISPOSAL
Control of Substances Hazardous to Health (COSHH)	Current year+ 40 years	SECURE DISPOSAL
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years	SECURE DISPOSAL
Process of monitoring areas where employees and persons are likely to have become in contact with radiation	Last action + 50 years	SECURE DISPOSAL
Fire Precautions log books	Current year + 6 years	SECURE DISPOSAL
<b>Payroll &amp; Pensions</b>		
Maternity pay records	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefit Schemes (information Powers) Regulations 1995	Current year + 6 years	SECURE DISPOSAL
Financial management of the school		
Employer's liability insurance certificate	Closure of the school + 40 years	SECURE DISPOSAL
Inventories of furniture and equipment	Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	Current year + 6 years	SECURE DISPOSAL
Annual accounts	Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the school	Date of last payment on the loan + 12 years then review	SECURE DISPOSAL
<b>Financial Management of the School</b>		
Employer's liability Insurance Certificate	Current + 6 years	SECURE DISPOSAL
Inventories of furniture and equipment	Current + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	Current + 6 years	SECURE DISPOSAL
Annual Accounts	Current + 6 years	STANDARD DISPOSAL
Loans and grants managed by the school	Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL

All records relating to the creation and management of budgets including the Annual Budget Statement and background papers	Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions	Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	Current financial year + 6 years	SECURE DISPOSAL
All records relating to the management of contracts under seal	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contracts under signature	Last payment on the contract + 6 years	SECURE DISPOSAL
Records relating to the monitoring of contracts	Current year + 2 years	SECURE DISPOSAL
<b>Property Management</b>		
Title deeds of properties belonging to the school	PERMANENT	
Plans of property belonging to the school	These should be retained whilst the building belongs to the school	
Leases of property leased by or to the school	Expiry of lease + 6 years	SECURE DISPOSAL
Records relating to the letting of school premises	Current financial year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by contractors	Current Year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees including maintenance log books	Current Year + 6 years	SECURE DISPOSAL
<b>Pupil Management</b>		
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Primary – retain whilst the child remains at the primary school (The file follows the pupil when he/she leaves the school)	SECURE DISPOSAL
	Secondary - Date of birth of the pupil + 25 years	SECURE DISPOSAL
Examination Results – Pupil Copies	Public – add to the pupil file Internal – add to the pupil file.	All uncollected certificates should be returned to the examination board
Child Protection information held in separate files	Date of birth of child + 25 years then review	SECURE DISPOSAL
Attendance Registers	Data Protection Regulations apply – 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 absence	Current academic year + 2 years	SECURE DISPOSAL
Special Educational needs files, reviews and Individual Education Plans	Date of birth of the pupil + 25 years	REVIEW
Statement maintained under section 234 of Education Act 1990 and any amendments made to the statement	Date of birth of the pupil + 25 years	SECURE DISPOSAL – unless the document is subject to a legal hold

Advice and information provided to parents regarding educational needs	Date of birth of the pupil + 25 years	SECURE DISPOSAL – unless the document is subject to a legal hold
Accessibility Strategy	Date of birth of the pupil + 25 years	SECURE DISPOSAL – unless the document is subject to a legal hold
Curriculum returns	Current year + 3 years	SECURE DISPOSAL
Examination Results (schools copy)	Current year + 6 years	SECURE DISPOSAL
SATS records (results and examination papers)	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 the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	SECURE DISPOSAL
Published Admission Number (PAN) Reports	Current Year + 6 Years	SECURE DISPOSAL
Value Added and Contextual Data	Current Year + 6 Years	SECURE DISPOSAL
Self Evaluation Forms	Current Year + 6 Years	SECURE DISPOSAL
Schemes of work	Current Year + 1 year	SECURE DISPOSAL
Timetable	Current Year + 1 year	SECURE DISPOSAL
Class Record Books	Current Year + 1 year	SECURE DISPOSAL
Mark Books	Current Year + 1 year	SECURE DISPOSAL
Record of homework set	Current Year + 1 year	SECURE DISPOSAL
Pupils' Work	Where possible pupil's work should be returned to the pupil at the end of the academic year. Otherwise current year + 1 year	SECURE DISPOSAL
<a href="#">Extra Curricular Activities</a>		
Records created by school to obtain approval to run an Educational Visit outside the classroom - primary	Date of visit + 14 years	SECURE DISPOSAL
Records created by school to obtain approval to run an Educational Visit outside the classroom - primary	Date of visit + 10 years	SECURE DISPOSAL
Parental consent forms for school trips where there has been no major incident	Conclusion of the trip	SECURE DISPOSAL
Parental consent forms for school trips where there has been a major incident	Date of birth of the pupil involved in the incident + 25 years. The permission slips for all pupils on the trip will be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL
Bus Registers	Date of Register + 1 Year	SECURE DISPOSAL