

**Derbyshire County Council**

**Summary guidelines on records retention periods for Schools**

**Please Note:**

Due to the on-going national Independent Inquiry into Child Sexual Abuse (IICSA) all records relating to allegations of sexual abuse should be retained until further notice (including pupil and staff records).

**(Subject to regular review: do not use after April 2018)**

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| **Version History** |  |
| **Version** | **Date** | **Detail** | **Author** | **Approval Officer** |
| 1.00 | 2012 | First version | David Jenkins | David Jenkins |
| 2.00 | 2014 | Second version – revised to reflect changes to national guidance produced by IRMS and with updated contact details | David Jenkins | David Jenkins |
| 3.00 | 2016 | Update re. non disposal of pupil and staff files  | David Jenkins | David Jenkins |
| 4.00 | 2017 | Updated to include: information on child protection records to be transferred to DCC; records of administration of medicines  | David Jenkins | David Jenkins |

**Introduction:**

These guidelines have been produced by Derbyshire County Council to assist schools in the management of their records. The guidelines outline the recommended retention periods for schools based on legislation and common practice.

It is the responsibility of schools to retain their records for the appropriate retention period, or to transfer their historical records (those specifically highlighted in this document) to Derbyshire Record Office as the archive service for Derbyshire County Council.

The retention guidelines produced in this document are some of the key retention periods which need to be considered. For a comprehensive list of retention periods schools should consult the *Retention Guidelines for Schools* produced by the Information and Records Management Society (available at <http://www.irms.org.uk/resources/848>). If the records you are managing are not mentioned within this guidance document please consult the *Retention Guidelines for Schools*.

**Explanatory Notes:**

The retention guidelines will outline a description of records, followed by the action to be taken in (e.g. retain for 3 years). This will be based on an event/action which will trigger that retention action (e.g. date record created). The disposal action will either be the destruction of the records, or their transfer to another organisation (either another school, or as archives to Derbyshire Record Office).

These guidelines may include references to records which are no longer routinely created as part of school business (e.g. log books). These have been included to assist schools who have a large backlog of historical records which require reviewing.

Under the Freedom of Information Act 2000 LEA schools (including schools which are granted academy status) are regarded as public bodies and are subject to the Act. This requires that schools manage their records appropriately against agreed retention periods.

**Sources of further information:**

For specific queries regarding records retention periods please contact Derbyshire County Council’s Corporate Records Manager by emailing records.management@derbyshire.gov.uk or telephone 01629539203.

For queries about transferring records to the Children and Younger Adults Department please contact the CAYA Data Protection and Freedom of Information Officer on CAYAFOI@derbyshire.gov.uk or telephone on 01629536470.

When considering transferring records to Derbyshire Record Office schools should contact an archivist at the record office to seek advice on how to go about transferring records. Email: record.office@derbyshire.gov.uk or telephone 01629538347.

| **Description of Records** | **Retention Action** | **Trigger for retention/disposal action** | **Disposal Action** | **Rationale** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Child Protection** |
| Child protection files (primary school) | Retain for the duration of the pupil’s attendance at the school | Date pupil changes school | Transfer to Secondary School | Keeping Children Safe in Education (Department for Education) | Where a child is removed from the roll to be educated at home/missing from education see below  |
| Child protection files (secondary school) | Retain for 25 years | Pupil’s date of birth | DestroyPrior to destruction consider transfer to off-site storage on child reaching school leaving age | “Safeguarding Children in Education” 2004Keeping Children Safe in Education (Department for Education) | Where a child is removed from the roll to be educated at home/missing from education see below |
| Child protection files (Child missing from education, Traveller, Roma, or Gypsy and therefore removed from roll) | Retain for 25 years (as above) | Date removed from roll | Transfer to DCC | “Safeguarding Children in Education” 2004Keeping Children Safe in Education (Department for Education) | Scan all your documents into one folder, use the naming convention as per guidance sent out (CME)  and send via the [Perspective Lite Secure Portal](https://perspective.angelsolutions.co.uk/perspective/login.aspx) which can also be accessed via [Derbyshire SchoolsNet](https://schoolsnet.derbyshire.gov.uk/home.aspx). |
| Child protection files (child is removed from the roll and is Elective Home Educated) | Retain for 25 years(as above) | Date removed from roll | Transfer to DCC | “Safeguarding Children in Education” 2004Keeping Children Safe in Education (Department for Education) | Scan all your documents into one folder, use the naming convention as per guidance sent out( EHE) and send via the [Perspective Lite Secure Portal](https://perspective.angelsolutions.co.uk/perspective/login.aspx) which can also be accessed via [Derbyshire SchoolsNet](https://schoolsnet.derbyshire.gov.uk/home.aspx). |
| Allegations of a child protection nature made against a member of staff (including unfounded allegations) | Retain until the normal retirement age for the member of staff or for 10 years (whichever is the longer) | Employee’s retirement age  | Destroy | Employment Practices Code: Supplementary Guidance (Information Commissioner’s Office) |  |
| **Governors** |
| Principle set of signed minutes | Retain at school for 6 years  | Date of meeting | Transfer to Derbyshire Record Office | Common practice |  |
| Inspection copies of minutes | Retain for 3 years | Date of Meeting | Destroy | Common practice |  |
| Agendas | No retention required | Conclusion of meeting | Destroy | Common practice |  |
| Reports | Retain at school for 6 years  | Date of report | Transfer to Derbyshire Record Office | Common practice |  |
| Annual parents meeting papers | Retain at school for 6 years | Date of meeting | Transfer to Derbyshire Record Office | Common practice |  |
| Instrument of Government | Retain at school for the duration of its operation | Closure of school | Transfer to Derbyshire Record Office  | Common practice |  |
| Trusts and Endowments | Retain at school whilst operationally required | End of operational use | Transfer to Derbyshire Record Office | Common practice |  |
| Action Plans | Retain for 3 years | Expiration of action plan | Destroy | Common practice | May be appropriate to offer to Derbyshire Record Office |
| Policy documents | Retain while policy is used operationally | Expiration of policy | Transfer to archives when policy is no longer operational | Common practice |  |
| Complaints files | Retain for 6 years | Resolution of complaint | Review | Common practice | Review and destroy if complaints are non-contentious  |
| Annual reports required by central government | Retain at school for 10 years | End of the calendar year that the record was created in | Transfer to Derbyshire Record Office | Education (Governors’ Annual Reports( (England) (Amendment) Regulations 2002 |  |
| **School Management** |
| Log books | Retain at school for 6 years | Date of last entry in log book | Transfer to Derbyshire Record Office  | Common practice | Legislation no longer requires the completion of a school log book  |
| Minutes of management team | Retain at school for 5 years  | Date of meeting | Transfer to Derbyshire Record Office | Common practice |  |
| Reports made by management team | Retain at school for 3 years | Date of report | Transfer to Derbyshire Record Office | Common practice |  |
| Development plans | Retain for 6 years | Expiry of plan | Review with the view to destroy | Common practice | May be appropriate offer to Derbyshire Record Office |
| Successful school admissions applications | Retain for 1 year | Date of admission | Destroy | Common practice |  |
| Unsuccessful school admission applications (where no appeal is made) | Retain for 1 year | Start of school term | Destroy | School Admissions Appeals Code 2012 |  |
| Unsuccessful school admission applications (where an appeal is made) | Retain for 1 year | Resolution of case | Destroy | School Admissions Appeals Code 2012 |  |
| Proofs of address supplied by parents as part of the admissions process | Retain for 1 year | Date of admission | Destroy | Common practice |  |
| **Pupil records** |
| Admission registers | Retain for 6 years | Last entry in register | Transfer to Derbyshire Record Office | Common practice | These are no longer created in paper format |
| Attendance registers | Retain for 3 years | Last entry in register | Destroy | Common practice |  |
| Pupil files (primary school) | Retain for duration of the pupil’s attendance at school | Date pupil changes school | Transfer to Secondary School | Common practice | In the case of school exclusions it may be appropriate to transfer to Behaviour Service |
| Pupil files (secondary school school) | Retain for 25 years | Pupil’s date of birth | Destroy | The Limitations Act 1980 |  |
| Special educational needs records relating to individual support provided by the schools (primary) | Retain for duration of attendance at school | Date pupil changes school | Transfer to Secondary School | Common practice |  |
| Special educational needs records relating to individual support provided by the schools (secondary) | Retain for 35 years | Pupil’s date of birth | Destroy | Special Educational Needs and Disability Act 2001 | This period is recommended by Derbyshire County Council. |
| Letters authorising absence | Retain for 2 years | Date of absence | Destroy | Common practice |  |
| Public examination results | Retain for 6 years | Date of examination | Destroy | Common practice |  |
| Internal school examination result | Retain for 5 years | Date of examination | Destroy | Common practice |  |
| Advice and information issued by the school to parents regarding educational needs for individual pupils | Retain for 12 years | Date advice issued | Destroy | Special Educational Needs and Disability Act 2001 |  |
| Accessibility Strategy | Retain for 12 years | Expiry of strategy  | Destroy | Special Educational Needs and Disability Act 2001 | May be appropriate to offer to Derbyshire Record Office |
| Parental permission slips for school trips where there has not been a major incident | No retention required | Conclusion of trip | Destroy | Common practice |  |
| Parental permission slips for school trips **where there has been a major incident** | Retain for 25 years from the date of birth of the pupil/s involved in the incident | Pupil’s date of birth | Destroy | The Limitations Act 1980 |  |
| Records created by schools to obtain approval to run an Educational Visit outside the classroom where there has not been a major incident | Retain for 14 years | Date of visit | Destroy | The Health and Safety at Work Act 1974 | Records created might include risk assessments |
| Records created by schools to obtain approval to run an Educational Visit outside the classroom **where there has been a major incident** | Retain for 21 years from the date of birth of the pupil/s involved in the incident | Pupil’s date of birth | Destroy | The Limitations Act 1980 | Records created might include risk assessments |
| Walking bus register | Retain for 3 years | Last entry in register | Destroy | Common practice | If there has been an incident it is assumed that an accident report will have been made and should be retained for the appropriate retention period (see Health and Safety section below) |
| **Curriculum** |
| Curriculum development  | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Curriculum returns | Retain for 3 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| School syllabus | Retain for 1 year | Expiration of syllabus | Destroy | Common practice | May be appropriate to offer to Derbyshire Record Office |
| Schemes of work | Retain for 1 year | End of the calendar year that the record was created in | Review with a view to destroy | Common practice |  |
| Timetable development | Retain for 1 year | End of the calendar year that the record was created in | Review with a view to destroy | Common practice |  |
| Records of marks awarded | Retain for 1 year | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Records of homework set | Retain for 1 year | End of the calendar year that the record was created in | Destroy | Common practice |  |
| **Personnel Records** |
| Staff personnel files | Retain for 7 years | End of employment | Destroy | Common practice |  |
| Interview notes for successful candidates | Retain and add to personnel file. |  |  | Common practice |  |
| Interview notes for unsuccessful candidates | Retain for 6 months | Date successful candidate is in post | Destroy | Common practice |  |
| Pre-employment vetting information (including DBS checks) | Retain for 6 months | Date information checked | Destroy | DBS guidelines |  |
| Written warnings (level 1) | Retain for 6 months | Date of warning | Destroy | Common practice |  |
| Written warning (level 2) | Retain for 12 months | Date of warning | Destroy | Common practice |  |
| Final warning | Retain for 18 months | Date of warning | Destroy | Common practice |  |
| Warnings subsequently found to based on an unfounded case (excluding child protection related warning) | No retention required | Date case found to be unfounded | Destroy | Common practice | For child protection related warnings see Child Protection section above. |
| Staff appraisal records | Retain for 5 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| **Health and Safety** |
| Accessibility Plans | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Disability and Equality Act 2010 |  |
| Accident/incident reporting (adults) | Retain for 7 years | Date of incident | Destroy | Common practice |  |
| Accident/incident reporting (children) | Retain for 25 years | Child’s date of birth | Destroy | The Limitations Act 1980 |  |
| Records of monitoring areas where employees/pupils are likely to come into contact with asbestos | Retain for 40 years | Last action on file | Destroy | The Control of Substances Hazardous to Health Regulations 2002 |  |
| Records of monitoring areas where employees/pupils are likely to come into contact with radiation  | Retain for 50 years | Last action on file | Destroy | The Ionising Radiations Regulations 1985 |  |
| Fire log books | Retain for 7 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Records of the administration of medicines for all routine medication (e.g. Calpol, antibiotics etc) | Retain for 1 year | End of the calendar year that the record was created in | Destroy | Business decision |  |
| Records of the administration of medicines for all non-routine medication (e.g. peg feeding, epi-pen, invasive drugs, anti-depressants) and any records governing a reported incident, difficulty or issues with administering medication. | Retain for 21 years and 6 months from pupil’s date of birth | Pupil’s date of birth | Destroy | Business decision |  |
| **Administrative Records** |
| Employer’s Liability Certificate | Retain for 40 years | Closure of school |  | Common practice | Transfer to DCC on closure of school |
| Inventories of equipment/furniture | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Circulars to parents/staff/pupils | Retain for 1 year | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Newsletters produced by the school | Retain for 1 year | End of the calendar year that the record was created in | Transfer to Derbyshire Record Office | Common practice |  |
| Visitor books | Retain for 2 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| **Finance** |
| Annual accounts | Retain at school for 6 years | End of the financial year that the record was created in | Transfer to Derbyshire Record Office | Common practice |  |
| Invoices, receipts, and other financial records covered by financial regulations | Retain for 6 years | End of the financial year that the record was created in | Destroy | Standard financial regulations |  |
| Annual budget and supporting papers | Retain for 6 years | End of the financial year that the record was created in | Destroy | Common practice |  |
| Ordinary contracts | Retain for 6 years | End of contract | Destroy | The Limitations Act 1980 |  |
| Contracts under seal | Retain for 12 years | End of contract | Destroy | The Limitations Act 1980 |  |
| **Property** |
| Building plans | Retain whilst operational | End of operational use | Transfer to Derbyshire Record Office | Common practice |  |
| Burglary, theft and vandalism report forms | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| Contractors’ reports | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Common practice |  |
| **Local Education Authority** |
| Secondary transfer sheets | Retain for 2 years | Year of transfer | Destroy | Common practice |  |
| Attendance returns | Retain for 1 year | End of the calendar year that the record was created in | Destroy | Common practice |  |
| **Central Government** |
| OFSTED reports and papers | Retain whilst current | Date new report issued | Transfer Derbyshire Record Office | Common practice | Replace old report with new report |
| Returns to central government | Retain for 6 years | End of the calendar year that the record was created in | Destroy | Common practice |  |