

Retention Schedule

| Record Series | Trigger Point | Minimum Retention period at School | Basis for keeping records | Action |
|---|---------------------------|------------------------------------|---|---|
| Accident Reports (children) | Date of birth of child | 25 years | Limitation Act 1980, Section 2 | Destroy |
| Accident/injury at work records (staff) | Date of incident | 4 years | Limitation Act 1980, Section 11 | Review |
| Accounting records | End of financial year | 6 years | HMRC - Compliance Handbook Manual CH15400 | Review: Archive annual accounts |
| Administrative files (routine) | End of administrative use | 6 years | Limitation Act 1980, Section 2 | Review |
| Admission registers | Date of last entry | 6 years | Limitation Act 1980, Section 2 | Archive |
| Attendance registers | End of academic year | 3 years | | Destroy |
| Contracts under seal | End of contract | 12 years | Limitation Act 1980, Section 8 | Destroy |
| Contracts under hand | End of contract | 6 years | Limitation Act 1980, Section 2 | Destroy |
| Contract monitoring records | End of Current year | 2 years | | Destroy |
| Development plans (School) | End of administrative use | 6 years | Limitation Act 1980, Section 2 | Archive |
| Examination certificates (public) | | | | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| Examination results - internal | End of academic year | 5 years | | Destroy |
| Examination results - public | End of academic year | 6 years | Limitation Act 1980, Section 2 | Destroy |
| Free School Meal Registers | End of current year | 6 years | Limitation Act 1980, Section 2 | Destroy |

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| Governors' reports | Date of meeting | 6 years | Limitation Act 1980, Section 2 | Archive |
| Instruments of Government | Date Instruments | Retain permanently | | Archive |

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| | drawn up | until closure of school | | |
| Log book | Date of last entry | 6 years | | Archive |
| Maintenance logs | Date of last entry | 10 years | Limitation Act 1980, Section 2 | Destroy |
| Minutes of governors, staff and PTA meetings | End of academic year | 6 years | Limitation Act 1980, Section 2 | Archive |
| OFSTED reports and papers | Superseded by new report | Review on replacement by new inspection report | | Archive |
| Policies | Superseded by new policy | | | |
| Property title deeds and architect's plans | No longer used regularly | Permanent | | Archive |
| Pupil files and record cards (primary) | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school | |
| Pupil files and record cards (secondary) | Date of birth of pupil | 25 years | Limitation Act 1980, Section 2 | Destroy |
| SATs/PAN/Value added records | End of academic year | 6 years | | Destroy |
| School Prospectus | End of academic year | 3 years | | |
| Special Educational Needs (SEN) files | Date of birth of pupil | 31 years | Children and Families Act 2014; Limitation Act 1980, Section 2 | Review. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case |

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| Special Educational Needs and Disability Act 2001 Section 1: statements | Date of birth of pupil | 31 years | Children and Families Act 2014; Limitation Act 1980, Section 2 | Review |
| Staff - personnel files | End of employment | 6 years | Limitation Act 1980, Section 2 | Destroy |
| Video – Live Lessons | Start of Term | End of Term | | Destroy |