



Record Management Policy 2026

Records Management

Date of Policy: July 2026

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This policy has been written in consultation with staff, students, parents and Governors. It has been reviewed in **July 2026** and has been approved for implementation by the full Governing Body as dated.

1.0 Introduction

Penistone Grammar School is committed to maintaining the confidentiality of its information and ensuring that all records within the school are only accessible by the appropriate individuals. In line with the requirements of the UK GDPR, the school also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The school has created this policy to outline how records are stored, accessed, monitored, retained and disposed of to meet the school's statutory requirements.

This document complies with the requirements set out in the UK GDPR and Data Protection Act 2018.

2.0 Legal Framework

- 2.1 This policy has due regard to legislation including, but not limited to, the following:
- UK General Data Protection Regulation
 - Freedom of Information Act 2000
 - Limitation Act 1980 (as amended by the Limitation Amendment Act 1980)
 - Data Protection Act 2018
- 2.2 This policy also has due regard to the following guidance:
- Information Records Management Society (2019) 'Information Management Toolkit for Schools'
 - DfE (2018) 'Data protection: a toolkit for schools'
 - DfE (2023) 'Careers guidance and access for education and training providers'
 - ICO (2023) 'How do we document our processing activities?'
 - ICO (2023) 'Controllers checklist'
 - DfE (2023) Data Protection in schools
- 2.3 This policy will be implemented in accordance with and following the school's Data Protection Policy.

3.0 Responsibilities

- 3.1 The whole school has a responsibility for maintaining its records and record-keeping systems in line with statutory requirements.
- 3.2 The Principal holds the overall responsibility for this policy and for ensuring it is implemented correctly.
- 3.3 The Director of Business Development and Data Protection Officer are responsible for the management of records at the school.
- 3.4 The Director of Business Development and Data Protection Officer are responsible for promoting compliance with this policy and reviewing the policy on an annual basis, in conjunction with the Principal.
- 3.5 The Director of Business Development and Data Protection Officer are responsible for ensuring that all records are stored securely, in accordance with the retention periods outlined in this policy and are disposed of safely and correctly.
- 3.6 All staff members are responsible for ensuring that any records for which they are responsible for are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy.
- 3.7 Staff will be responsible for ensuring that when pupils use personal data for projects or coursework, they do so appropriately. This includes being compliant when storing personal data.

4.0 Management of Student Records

- 4.1 Student records are specific documents that are used throughout a student's time in the education system – they are passed to each school that a student attends and includes all personal information relating to them, for example; date of birth, home address, as well as their progress and achievement.
- 4.2 The following information is stored in a student's electronic record within SIMs and CPOMs:
- Forename, surname, gender and date of birth
 - Unique student number
 - Note of the date when the file was opened
 - Note of the date when the file was closed, if appropriate
 - Ethnic origin, religion and first language (if not English)
 - Any preferred names
 - Position in their family, for example eldest sibling
 - Emergency contact details and the name of the student's doctor
 - Any allergies or other medical conditions that are important to be aware of
 - Names of parents or carers, including their home address(es) and telephone number(s)
 - Name of the school, admission number, the date of admission and the date of leaving, where appropriate
 - Any other agency involvement, e.g. speech and language therapist
 - Admissions form
 - Details of any Special Educational Needs or Disabilities
 - If the student has attended an early years setting, the record of transfer
 - Fair processing notice
 - Annual written reports to parents
 - National curriculum and agreed syllabus record sheets
 - Notes relating to major incidents and accidents involving the student
 - Any information about an EHC plan and support offered in relation to the EHC plan
 - Any notes indicating child protection disclosures and reports are held
 - Any information relating to exclusions
 - Any correspondence with parents or external agencies relating to major issues, e.g. mental health
 - Notes indicating that records of complaints made by parents or the student are held
- 4.3 The following information is subject to shorter retention periods however; are still stored in students' electronic files:
- Absence notes
 - Parental and, where appropriate, student consent forms for educational visits, photographs and videos, etc.
 - Correspondence with parents about minor issues, e.g. behaviour
- 4.4 Hard copies of disclosures and reports relating to child protection are stored in a sealed envelope, in a securely locked filing cabinet in the Head of Pastoral Care's office – a note indicating this is marked on the student's file.
- 4.5 Copies of complaints made by parents or students are stored in the schools electronic filing systems– a note indicating this is marked on the student's file.
- 4.6 Actual copies of accident and incident information are stored separately on the school's management information system and held in line with the retention periods outlined in this policy.

- 4.7 The school will ensure that no student records are altered or amended before transferring them to the next school that the student will attend.
- 4.8 The only exception to the above is if any records placed on the student's file have a shorter retention period and may need to be removed. In such cases, the Data Team will be responsible for disposing of any such records.
- 4.9 Electronic records relating to a student will also be transferred to the students' next school. Section 12 of this policy outlines how electronic records will be transferred.
- 4.10 If any student attends the school until statutory school leaving age, the school will keep the student's records until the student reaches the age of 25 years.
- 4.11 The school will, wherever possible, avoid sending a student record by post. Where a student record must be sent by post, it will be sent by registered post, with an accompanying list of the files included. The school it is sent to is required to sign a copy of the list to indicate that they have received the files and return this to the school.
- 4.12 In circumstances where an Independent Inquiry into Child Sexual Abuse (IICSA) is ongoing, any records relating to the IICSA will be subject to a separate indication of the appropriate retention periods. The school will never destroy any records relating to an IICSA whilst the inquiry is ongoing and will abide by the appropriate retention periods.

5.0 Retention of Student Records and Other Student-Related Information

- 5.1 The table at Appendix A outlines the school's retention periods for individual student records and the action that will be taken after the retention period, in line with any requirements.
- 5.2 Electronic copies of any information and files will be destroyed in line with the retention periods below.

6.0 Retention of Staff Records

- 6.1 The table at Appendix B outlines the school's retention period for staff records and the action that will be taken after the retention period, in line with any requirements.
- 6.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

7.0 Retention of Senior Leadership and Management Records

- 7.1 The table at Appendix C outlines the school's retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements.
- 7.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

8.0 Retention of Health & Safety Records

- 8.1 The table at Appendix D outlines the school's retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements.
- 8.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

9.0 Retention of Financial Records

- 9.1 The table at Appendix E outlines the school's retention periods for financial records and the action that will be taken after the retention period, in line with any requirements.

- 9.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

10.0 Retention of other School Records

- 10.1 The table at Appendix F outlines the school's retention periods for any other records held by the school, and the action that will be taken after the retention period, in line with any requirements.
- 10.2 Electronic copies of any information and files will also be destroyed in line with the retention periods below.

11.0 Identifying Information

- 11.1 Under the UK GDPR, all individuals have the right to data minimisation and data protection by design and default – as the data controller, the school ensures appropriate measures are in place for individuals to exercise this right.
- 11.2 Wherever possible, the school uses pseudonymisation, also known as the 'blurring technique', to reduce risk of identification.
- 11.3 Once an individual has left the school, if identifiers such as names and dates of birth are no longer required, these are removed or less specific personal data is used, e.g. the month of birth rather than specific date – the data is blurred slightly.
- 11.4 Where data is required to be retained over time, e.g. attendance data, the school removes any personal data not required and keeps only the data needed – in this example, the statistics of attendance rather than personal information are retained.

12.0 Storing and Protecting Information

- 12.1 The Director of Business Development and Data Protection Officer will undertake a risk analysis to identify which records are vital to school management and these records will be stored in the most secure manner.
- 12.2 Backed-up information is stored off the school premises.
- 12.3 Confidential paper records are kept in a locked filing cabinet, drawer or safe, with restricted access.
- 12.4 Confidential paper records are not left unattended or in clear view when held in a location with general access.
- 12.5 Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed-up off-site.
- 12.6 Data will not be saved on removable storage or portable devices (including memory sticks) as these are in breach of the school's policies.
- 12.7 All electronic devices are password-protected to protect the information on the device in case of theft.
- 12.8 Where possible, the school enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- 12.9 Staff do not use their personal laptops or computers for school purposes.
- 12.10 All members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.

- 12.11 Emails containing sensitive or confidential information are password-protected to ensure that only the recipient is able to access the information. The password will be shared with the recipient in a separate email.
- 12.12 Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- 12.13 Confidential information will never be sent via fax.
- 12.14 Where personal information that could be considered private or confidential is taken off the premises, to fulfil the purpose of the data in line with the GDPR, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the school premises accepts full responsibility for the security of the data.
- 12.15 Before sharing data, staff always ensure that:
- They have consent from data subjects to share it.
 - Adequate security is in place to protect it.
 - The data recipient has been outlined in a privacy notice.
- 12.16 All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information. All confidential information will be stored in a securely locked filing cabinet, drawer or safe with restricted access.
- 12.17 Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of the school containing sensitive information are supervised at all times.
- 12.18 The physical security of the school's buildings and access to them, is the responsibility of the Facilities Management Company, Amey. If an increased risk in vandalism, burglary or theft is identified, this will be reported to the Principal and extra measures to secure data storage will be put in place.
- 12.19 The school takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.
- 12.20 The Director of Business Development, Strategic Leader for ICT and Data Protection Officer are responsible for ensuring continuity and recovery measures are in place to ensure the security of protected data.

13.0 Accessing Information

- 13.1 We are transparent with data subjects, the information we hold and how it can be accessed.
- 13.2 All members of staff, parents of registered students and other users of the school, e.g. visitors and third-party clubs, are entitled to:
- Know what information the school holds and processes about them or their child and why.
 - Understand how to gain access to it.
 - Understand how to provide and withdraw consent to information being held.
 - Understand what the school is doing to comply with its obligations under the GDPR.
- 13.3 All members of staff, parents of registered students and other users of the school and its facilities have the right, under the GDPR, to access certain personal data being held about them or their child.
- 13.4 Personal information can be shared with students once they are considered to be at an appropriate age and responsible for their own affairs; although, this information can still be shared with parents.

- 13.5 Students who are considered to be at an appropriate age to make decisions for themselves are entitled to have their personal information handled in accordance with their rights.
- 13.6 The school will adhere to the provisions outlined in the school's Data Protection Policy when responding to requests seeking access to personal information.

14.0 Digital Continuity Statement

- 14.1 Digital data that is retained for longer than six years will be named as part of a digital continuity statement.
- 14.2 The Data Protection Officer, in collaboration with the Director of Business Development and Strategic Leader for ICT, will identify any digital data that will need to be named as part of a digital continuity statement.
- 14.3 The data will be archived to dedicated files on the school's server, which are password-protected – this will be backed-up in accordance with Section 12 of this policy.
- 14.4 Memory sticks will never be used to store digital data, subject to a digital continuity statement.
- 14.5 The Network Manager will review new and existing storage methods annually and, where appropriate add them to the digital continuity statement.
- 14.6 The following information will be included within the digital continuity statement:
- A statement of purpose and requirements for keeping the records
 - The names of the individuals responsible for long term data preservation
 - A description of the information assets to be covered by the digital preservation statement
 - A description of when the record needs to be captured into the approved file formats
 - A description of the appropriate supported file formats for long-term preservation
 - A description of the retention of all software specification information and licence information
 - A description of how access to the information asset register is to be managed in accordance with the GDPR

15.0 Information Audit

- 15.1 The school conducts information audits on an annual basis against all information held by the school to evaluate the information the school is holding, receiving and using, and to ensure that this is correctly managed in accordance with the GDPR. This includes the following information:
- Paper documents and records
 - Electronic documents and records
 - Databases
 - Microfilm or microfiche
 - Sound recordings
 - Video and photographic records
 - Hybrid files, containing both paper and electronic information
- 15.2 The information audit may be completed in a number of ways, including, but not limited to:
- Interviews with staff members with key responsibilities – to identify information and information flows, etc.
 - Questionnaires to key staff members to identify information and information flows, etc.
 - A mixture of the above
- 15.3 The Data Protection Officer is responsible for completing the information audit. The information audit will include the following:
- The school's data needs
 - The information needed to meet those needs

- The format in which data is stored
 - How long data needs to be kept for
 - Who is responsible for maintaining the original document
- 15.4 The Data Protection Officer will consult with staff members involved in the information audit process to ensure that the information is accurate.
- 15.5 Once it has been confirmed that the information is accurate, the Data Protection Officer will record all details on the school's Information Asset Register.
- 15.6 The information displayed on the Information Asset Register will be shared with the Principal to gain their approval.

16.0 Disposal of Data

- 16.1 Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.
- 16.2 Where disposal of information is outlined as secure disposal, this will be shredded or pulped and electronic information will be scrubbed clean and, where possible, cut. The Data Protection Officer will keep a record of all files that have been destroyed.
- 16.3 Where the disposal action is indicated as reviewed before it is disposed, the Data Protection Officer will review the information against its administrative value – if the information should be kept for administrative value, the Data Protection Officer will keep a record of this.
- 16.4 If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.
- 16.5 Where information has been kept for administrative purposes, the Data Protection Officer will review the information again after three years and conduct the same process. If it needs to be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every three subsequent years.
- 16.6 Where information must be kept permanently, this information is exempt from the normal review procedures

17.0 Monitoring and review

- 17.1 This policy will be reviewed on an annual basis by the Director of Business Development, Data Protection Officer and Strategic Leader for ICT in conjunction with the Principal – the next scheduled review date for this policy is July 2026.
- 17.2 Any changes made to this policy will be communicated to all members of staff and the governing board.

Appendix A

Table of Retention Periods: Student Records

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Personal identifiers, contacts and personal characteristics			
Images used for identification purposes	For the duration of the event/activity, or whilst the student remains at school, whichever is less, plus one month		Securely disposed of
Images used in displays in schools	Whilst the student is at school		Securely disposed of
Images used for marketing purposes, or other	In line with the consent period		Securely disposed of
Biometric data	For the duration of the event/activity, or whilst the student remains at school, whichever is less Or Permission is withdrawn from the child or their parents		Securely disposed of
Postcodes, names and characteristics	Whilst the student is at school, plus five years		Securely disposed of
House number and road	For the duration of the event/activity, plus one month		Securely disposed of
Admissions			
Register of admissions	Whilst the student remains at the school, plus one year	<u>School admissions code 2021</u> <u>(publishing.service.gov.uk)</u>	Information is reviewed and the register may be kept permanently
Admissions appeals	Resolution of case, plus one year	<u>School admission appeals code - GOV.UK</u> <u>(www.gov.uk)</u>	Securely disposed of
Secondary school admissions	Whilst the student remains at the school, plus one year		Securely disposed of
Proof of address (supplied as part of the admissions process)	Whilst the student remains at the school, plus one year		Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was successful)	Whilst the student remains at the school, plus one year		Securely disposed of
Supplementary information submitted, including religious and medical information etc. (where the admission was not successful)	Whilst the student remains at the school, plus five years		Securely disposed of
Students' educational records			

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Students' Admission records	Date of last entry plus six years		Securely disposed of
Students' educational records	31 years after the student's date of birth, with their personal data removed	<u>Limitation Act 1980 (legislation.gov.uk)</u> <u>The Education (Pupil Information) (England) Regulations 2005 (legislation.gov.uk)</u>	Securely disposed of
Public examination results	Added to the student's record and transferred to next school Copies with students' names are held whilst the student is at school, plus five years Copies with students' names removed are held for 25 years after the student's date of birth		Returned to the examination board
Internal examination results	Added to the student's record and transferred to next school Copies with the student's personal data are held whilst the student is at school, plus five years Copies with personal data removed are held for 25 years after the student's date of birth		Securely disposed of if no longer needed
Behaviour records	Added to the student's record and transferred to the next school Copies are held whilst the student is at school, plus one year		Securely disposed of
Exclusion records	Added to the student's record and transferred to the next school Copies are held whilst the student is at school, plus one year		Securely disposed of
Child protection information held on a student's record	Stored in a sealed envelope for the same length of time as the student's record	<u>Keeping children safe in education - GOV.UK (www.gov.uk)</u>	Securely disposed of – shredded
Child protection records held in a separate file	25 years after the student's date of birth	<u>Keeping children safe in education - GOV.UK (www.gov.uk)</u>	Securely disposed of – shredded
Pupils work	Returned to the pupil at the end of the current academic year, if this is not possible hold for the current academic year plus one year.		Securely disposed of
Careers advice and subsequent agreed decisions	Whilst the student is at the school, plus three years		Securely disposed of

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Education, training or employment destinations data	Whilst the student is at the school, plus three years or from the end of KS4, whichever is earliest		Securely disposed of
Attendance			
Attendance registers	Whilst the student remains at school, plus three years Non-identifiable summary statistics are held after the initial retention period for 25 years after the student's date of birth	<u>Maintained schools and academies inspections and outcomes: October 2014 to December 2014 - GOV.UK (www.gov.uk)</u>	Securely disposed of
Letters authorising absence	Whilst the student remains at school, plus one year Non-identifiable summary statistics are held after the initial retention period for 25 years after the student's date of birth	<u>Education Act 1996 (legislation.gov.uk)</u>	Securely disposed of
Medical information and administration			
Permission slips	For the duration of the period that medication is given, plus one month		Securely disposed of
Medical conditions – ongoing management	Added to the student's record and transferred to the next school Copies held whilst the student is at school, plus one year		Securely disposed of
Medical incidents that have a behavioural or safeguarding influence	Added to the student's record and transferred to the next school Copies held whilst the student is at school, plus 25 years		Securely disposed of
SEND			
SEND files, reviews and individual education plans	30 years after the student's date of birth (as stated on the student's record)	<u>Children and Families Act 2014 (legislation.gov.uk)</u> <u>Special Educational Needs and Disability Act 2001 (legislation.gov.uk)</u>	Information is reviewed and the file may be kept for longer than necessary if it is required for the school to defend themselves in a 'failure to provide sufficient education' case
An EHC plan maintained under section 37 of the Children and Families Act 2014 (and any amendments to the statement or plan)	25 years after the student's date of birth (as stated on the student's record)		Securely disposed of, unless it is subject to a legal hold
Information and advice provided to parents regarding SEND	25 years after the student's date of birth (as stated on the student's record)		Securely disposed of, unless it is subject to a legal hold

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Accessibility strategy	25 years after the student's date of birth (as stated on the student's record)	<u>Children and Families Act 2014 (legislation.gov.uk)</u> <u>Special Educational Needs and Disability Act 2001 (legislation.gov.uk)</u>	Securely disposed of, unless it is subject to a legal hold
Curriculum management			
SATs results	25 years after the student's date of birth (as stated on the student's record) A composite of the whole years results may be held for the current year plus six years, for comparative purposes.		Securely disposed of
Examination papers	Until the appeals/validation process has been completed		Securely disposed of
Published Admission Number (PAN) reports	Current academic year, plus six years		Securely disposed of
Valued added and contextual data	Current academic year, plus six years		Securely disposed of
Self-evaluation forms	Current academic year, plus six years		Securely disposed of
Students' work	Returned to students at the end of the academic year, or retained for the current academic year, plus one year		Securely disposed of
Extra-curricular activities			
Field file – information taken on school trips	Until the conclusion of the trip, plus one month Where a minor incident occurs, field files are added to the core system as appropriate		Securely disposed of
Trip packs – information taken on school trips	Until the end of the visit Where a minor incident occurs, files are added to the core system as appropriate		Shredded upon return to school
Financial information relating to school trips	Whilst the student remains at school, plus one year		Securely disposed of
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip, unless a school risk assessment decides the forms are likely to be required for any reason, in which case they should be retained for 22 years after the student's date of birth		Securely disposed of
Parental consent forms for school trips where a major incident occurred	25 years after the student's date of birth on the student's record (permission slips of all students on the trip will also be held to show that the rules had been followed for all students)	<u>Limitation Act 1980 (legislation.gov.uk)</u>	Securely disposed of

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Walking bus registers	Date of the register being taken plus six years		Securely disposed of If held electronically, all copies should be destroyed at the same time
Educational visitors in school – sharing of personal information	Until the conclusion of the visit, plus one month		Securely disposed of
Family liaison officers and home-school liaison assistants			
Day books	Current academic year, plus two years		Reviewed and destroyed if no longer required
Reports for outside agencies	Duration of the student's time at school		Securely disposed of
Referral forms	Whilst the referral is current		Securely disposed of
Contact data sheets	Current academic year		Reviewed and destroyed if no longer active
Contact database entries	Current academic year		Reviewed and destroyed if no longer required
Group registers	Current academic year, plus two years		Securely disposed of
Catering and free school meal management			
Meal administration	Whilst the student is at school, plus one year		Securely disposed of
Meal eligibility	Whilst the student is at school, plus five years		Securely disposed of
School meal registers	Current year plus three years		Securely disposed of
Free school meal registers (where used as a basis for funding)	Current year plus six years		Securely disposed of
School meals summary sheets	Current year plus three years		Securely disposed of

Appendix B

Table of Retention Periods: Staff Records

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Operational			
Staff members' personal file	Termination of employment, plus six years	Limitation Act 1980 (legislation.gov.uk)	Securely disposed of
Timesheets	Current academic year, plus six years		Securely disposed of
Annual appraisal and assessment records	Current academic year, plus five years		Securely disposed of
Recruitment			
Records relating to the appointment of a new headteacher	Date of appointment, plus six years		Securely disposed of
Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months		Securely disposed of
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file and other information retained for six months	DBS Update Service: employer guide - GOV.UK (www.gov.uk) Keeping children safe in education - GOV.UK (www.gov.uk)	Securely disposed of
DBS certificates	Up to six months		Securely disposed of
Proof of identify as part of the enhanced DBS check	After identity has been proven		Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of
Evidence of right to work in the UK	Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years	Employer's guide to right to work checks: 28 February 2023 (accessible version) - GOV.UK (www.gov.uk)	Securely disposed of
Disciplinary and grievance procedures			
Child protection allegations, including where the allegation is unproven	Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer If allegations are malicious, they are removed from personal files	Keeping children safe in education - GOV.UK (www.gov.uk)	Reviewed and securely disposed of – shredded

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Oral warnings	Date of warning, plus six months		Securely disposed of – if placed on staff personal file, removed from file
Written warning – level 1	Date of warning, plus six months		Securely disposed of – if placed on staff personal file, removed from file
Written warning – level 2	Date of warning, plus 12 months		Securely disposed of – if placed on staff personal file, removed from file
Final warning	Date of warning, plus 18 months		Securely disposed of – if placed on staff personal file, removed from file
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related, then it is disposed of as <u>above</u> .		Securely disposed of

Appendix C

Table of Retention Periods: Senior Leadership and Management

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Governing Board			
Agendas for governing board meetings	One copy alongside the original set of minutes – all others disposed of without retention		Securely disposed of
Original, signed copies of the minutes of governing board meetings	Permanent		N/A
Inspection copies of the minutes of governing board meetings	Date of meeting, plus three years		Shredded if they contain any sensitive and personal information
Reports presented to the governing board	Minimum of six years, unless they refer to individual reports – these are kept permanently		Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes
Meeting papers relating to the annual parents' meeting	Date of meeting, plus a minimum of six years		Securely disposed of
Instruments of government, including articles of association	Permanent		N/A
Trusts and endowments managed by the governing board	Permanent		N/A
Action plans created and administered by the governing board	Duration of the action plan, plus three years		Securely disposed of
Policy documents created and administered by the governing board	Duration of the policy, plus six years		Securely disposed of
Records relating to complaints dealt with by the governing board	Date of the resolution of the complaint, plus a minimum of six years If negligence is involved, current year + 15 years If Safeguarding concerns, +40 years		Reviewed for further retention in case of contentious disputes, then securely disposed of
Annual reports created under the requirements of The Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002	Date of report, plus 10 years		Securely disposed of
Proposals concerning changing the status of the school	Date proposal accepted or declined, plus three years		Securely disposed of
Principal and SLT			
Log books of activity in the school maintained by the headteacher	Date of last entry, plus a minimum of six years		Reviewed and archived if appropriate

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years		Reviewed and securely disposed of
Reports created by the headteacher or SLT	Date of the report, plus a minimum of three years		Reviewed and securely disposed of
Records created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years		Reviewed and securely disposed of
Correspondence created by the headteacher, deputy headteacher, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years		Reviewed and securely disposed of
Professional development plan	Duration of the plan, plus six years		Securely disposed of
School development plan	Duration of the plan, plus three years		Securely disposed of

Appendix D

**Table of Retention Periods:
Health and Safety
& Risk Management**

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Health and Safety			
Health and safety policy statements	Duration of policy, plus three years		Securely disposed of
Health and safety risk assessments	Duration of risk assessment, plus three years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred		Securely disposed of
Records relating to any reportable death, injury, disease or dangerous occurrence under RIDDOR	Date of incident, plus three years provided that all records relating to the incident are held on the personnel file		Securely disposed of
Accident reporting – adults	Three years after the last entry in the accident reporting book	<u>The Social Security (Claims and Payments) Regulations 1979</u> (legislation.gov.uk) <u>Social Security Administration Act 1992</u> (legislation.gov.uk) <u>The Social Security (Claims and Payments) (Amendment) Regulations 2021</u> (legislation.gov.uk)	Securely disposed of
Accident reporting – pupils	Three years after the last entry in the accident reporting book	<u>The Social Security (Claims and Payments) Regulations 1979</u> (legislation.gov.uk) <u>Social Security Administration Act 1992</u> (legislation.gov.uk) <u>The Social Security (Claims and Payments) (Amendment) Regulations 2021</u> (legislation.gov.uk)	Securely disposed of
Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Records kept under the Control of Substances Hazardous to Health Regulations	Date of incident, plus 40 years	<u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</u> (legislation.gov.uk)	Securely disposed of
Information relating to areas where employees and persons are likely to	Date of last action, plus 40 years	<u>The Control of Asbestos Regulations 2012</u> (legislation.gov.uk)	Securely disposed of

come into contact with asbestos			
Information relating to areas where employees and persons are likely to come into contact with radiation (maintenance records or controls, safety features and PPE)	Two years from the date on which the examination was made	<u>The Ionising Radiations Regulations 2017</u> (legislation.gov.uk) <u>The Personal Protective Equipment (Enforcement) Regulations 2018</u> (legislation.gov.uk)	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation (dose assessment and recording)	Until the person to whom the record relates would have reached 75-years-old, but in any event for at least 30 years from when the record was made		Securely disposed of
Fire precautions log books	Current academic year, plus three years		Securely disposed of
Health and safety file to show current state of buildings, including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership	Permanent		Passed to new owner on sale or transfer of building
Risk Management and insurance			
Employer's liability insurance certificate	Closure of the school, plus 40 years		Securely disposed of Passed to the LA if the school closes
Asset management			
Inventories of furniture and equipment	Current academic year, plus six years		Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years		Securely disposed of
Annual accounts	Current academic year, plus six years		Disposed of against common standards
Loans and grants managed by the school	Date of last payment, plus 12 years		Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years		Securely disposed of
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years		Securely disposed of
Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Records relating to the collection and banking of monies	Current financial year, plus six years		Securely disposed of
Records relating to the identification and collection of debt	Final payment, plus six years		Securely disposed of
Contract management			

All records relating to the management of contracts under seal	Last payment on the contract, plus 12 years	<u>Limitation Act 1980</u> <u>(legislation.gov.uk)</u>	Securely disposed of
All records relating to the management of contracts under signature	Last payment on the contract, plus six years	<u>Limitation Act 1980</u> <u>(legislation.gov.uk)</u>	Securely disposed of
All records relating to the monitoring of contracts	Life of the contract, plus six or 12 years		Securely disposed of

Appendix E

Table of Retention Periods:

Finance documents

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Finance			
Maternity pay records	Current academic year, plus three years		Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Timesheets, clock cards and flexitime records	Current academic year, plus three years		Securely disposed of
Absence record	Current academic year, plus three years		Securely disposed of
Batches	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Bonus sheets	Current academic year, plus three years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Car allowance claims	Current academic year, plus three years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Car loans	Current academic year, plus three years	<u>Income and Corporation Taxes Act</u>	Securely disposed of

		<u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	
Car mileage outputs	Current academic year, plus six years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	Securely disposed of
Elements	Current academic year, plus two years		Securely disposed of
Income tax form P60	Current academic year, plus six years		Securely disposed of
Insurance	Current academic year, plus six years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	Securely disposed of
Members allowance register	Current academic year, plus six years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	Securely disposed of
National insurance – schedule of payments	Current academic year, plus six years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	Securely disposed of
Overtime	Current academic year, plus three years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u> <u>Taxes Management</u> <u>Act 1970</u> <u>(legislation.gov.uk)</u>	Securely disposed of
Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Part-time fee claims	Current academic year, plus six years	<u>Income and</u> <u>Corporation Taxes Act</u> <u>1988</u> <u>(legislation.gov.uk)</u>	Securely disposed of

		<u>Taxes Management Act 1970</u> (legislation.gov.uk)	
Pay packet receipt by employee	Current academic year, plus two years		Securely disposed of
Payroll awards	Current academic year, plus six years		Securely disposed of
Payroll (gross/net weekly or monthly)	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Payroll reports	Current academic year, plus six years		Securely disposed of
Payslips (copies)	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Pension payroll	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Personal bank details	Until superseded, plus three years	If employment ceases thru end of employment + 6 years	Securely disposed of
Sickness records	Current academic year, plus three years		Securely disposed of
Staff returns	Current academic year, plus three years		Securely disposed of
Superannuation adjustments	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk) <u>Taxes Management Act 1970</u> (legislation.gov.uk)	Securely disposed of
Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Superannuation reports	Current academic year, plus six years	<u>Income and Corporation Taxes Act 1988</u> (legislation.gov.uk)	Securely disposed of

		<u>Taxes Management Act 1970</u> (legislation.gov.uk)	
Tax forms	Current academic year, plus six years		Securely disposed of
Accounts and statements including budget management			
Annual accounts	Current academic year, plus six years		Disposed of against common standards
Loans and grants managed by the school	Date of last payment, plus 12 years		Information is reviewed then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years		Securely disposed of
Invoices, receipts, order books, requisitions and delivery notices	Current financial year, plus six years		Securely disposed of
Records relating to the collection and banking of monies	Current financial year, plus six years		Securely disposed of
Records relating to the identification and collection of debt	Final payment, plus six years		Securely disposed of
School fund			
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years		Securely disposed of
School meals			
FSM registers (where the register is used as a basis for funding)	Current academic year, plus six years		Securely disposed of
School meals registers	Current academic year, plus three years		Securely disposed of
School meals summary sheets	Current academic year, plus three years		Securely disposed of
Pupil finance			
Student grant applications	Current academic year, plus three years		Securely disposed of
Pupil premium fund records	Date the pupil leaves the school, plus six years		Securely disposed of

Appendix F

Table of Retention Periods: Other documents

Type of file	Retention period	Statutory Provision	Action taken after retention period ends
Operational administration			
General file series	Current academic year, plus five years		Reviewed and securely disposed of
Records relating to the creation and publication of the school brochure and/or prospectus	Current academic year, plus three years		If a copy is not preserved by the school, standard disposal
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year		Disposed of against common standards
Newsletters and other items with short operational use	Current academic year, plus one year		One copy archived, other copies standard disposal
Visitors' books and signing-in sheets	Last entry in the logbook, plus six years		Reviewed then securely disposed of
Records relating to the creation and management of parent-teacher associations and/or old pupil associations	Current academic year, plus six years		Reviewed then securely disposed of
Walking bus registers	Date of register, plus six years		Securely disposed of
School privacy notice which is sent to parents	Until superseded, plus six years		Standard disposal
Consents relating to school activities	While pupil attends the school		Secure disposal

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