**Retention Schedule**

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| **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  |
| 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| OFSTED reports and papers  | Superseded by new report  | Review on replacement by new inspection report  |   | Archive  |
| Policies  | Superseded by new policy  |   |   |   |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  |
| 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  |