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| OFSTED reports and papers | Superseded by new report | Review on replacement by new inspection report |  | Archive |
| Policies | Superseded by new policy |  |  |  |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