Littleover Community School

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Record Retention and Deletion Policy

Littleover Community School

[Version 1.2]

Last Reviewed	October 2026
Reviewed By (Name)	Sara Warren
Job Role	School Operations Manager
Next Review Date	October 2027
Version produced Spring 2026	Minor amendments indicated in green text. **The following has been implemented throughout:** When we use the word **must**, this refers to legal requirements. When we use the word **should**, this does not refer to a legal requirement, but what we consider is important to help you to comply effectively with the law. You should do this unless there is a good reason not to. If you choose to take a different approach, you need to be able to demonstrate that your approach complies with the law.

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	When we use the word **could**, this refers to an option or options that you could consider to help you comply effectively. There are likely to be various other ways you could comply. Removed KCSiE year reference to ensure it refers to latest version. KCSiE links and references updated Added [independent schools delete] where applicable in relation to FOI **7.Transfer of Records to other Settings & 'Last Known School'-** added paragraph for Academies/independent schools Added paragraph re looked after children (LAC) records **13. Retention Tables:** 3.5 added new section: Admissions – if the admission/application is withdrawn **4. Disposal of Data-** added a paragraph re retaining data In the event that the school or any online service used by the school is issued with a Data Preservation Notice (DPN) 5.3 and 5.4 added information about retaining photos of pupils on social media/school website 6.4 added info from KCSiE about retaining copies of DBS certificates and records of criminal information disclosed by the candidate. 7.13 added information about staff accounts 8.6 added information about low-level concerns 10.12 added information about Restrictive Intervention / Use of Force / Seclusion – Institutional Incident Log 12.9 added information about student bursary records 17. We have added the following clarification: "This includes Special Educational Needs (SEN) records, such as Individual Education Plans, Education Health Care Plans (EHCPs) and all other SEN files." As a result of incorporating this information into the Pupil Education Record section, we have removed the former Section 20 (Special Educational Needs), as these records now sit within the main pupil education record. 17.1 fixed links to 7. Transfer of Records to other Settings & 'Last Known School' and 8. Management Information System (MIS) 17.1 added information about retaining exclusion documentation for an additional year if required 17.1, 18.1, 18.2, 20.1, 20.3, 23.1 included nurseries where applicable

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	17.5 updated info/wording re pupil 'skeleton' record 18 updated to include information about when a pupil moves from a secondary school to a college 18.6 added information about Records covered by a Data Preservation Notice (DPN) 20.3 added information about retaining any SEN Tribunal materials for an additional year if required

This document will be reviewed annually by the Data Protection Officer, and sooner where significant changes to the law occur. The school should also review this document annually, and earlier if legal changes are made to the law.

Guidance from the Department for Education about school policies can be found here: https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts

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1. How to use this document

This is a very big document. It can be read from front to back, but this will take time, alternatively you can select from an A-Z of relevant provisions.

A-Z

Admissions
Attendance
Central Government
Child Protection (CP) / Safeguarding Records
Curriculum (Implementation)
Curriculum Management
Extra Curriculum Management
Family Liaison / Early Help / Alternative Provision
Financial Management – Accounts and Statements including Budget Management
Financial Management – Contract Management
Financial Management – Risk & Insurance, Asset Management
Financial Management – School Fund
Financial Management – School Meals
Governing Body
Headteacher & Senior Management/Leadership Team
Health and Safety
HR - Management of Disciplinary and Grievance Processes
HR – Operational Staff Management
HR – Payroll & Pensions
HR – Recruitment
Local Authority Returns
Medication (Administration Records)
Operational Administration
Parent / Alumni Associations
Property Management
Pupil Education Record inc SEN, Ed Psych reports
Recording Meetings, calls, online lessons, training
School Communications inc email & social media
Special Educational Needs (SEN)
Work Experience / Placement (pupil)

2. Introduction

This record retention and deletion policy contains recommended retention periods for the different record series created and maintained by Littleover Community School (LCS). The schedule refers to all information whether it is held in hard copy or electronic format including cloud and web based or on third party platforms.

Some of the retention periods are governed by statute. Others are guidelines, following best practice, employed by schools throughout the United Kingdom. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulation 2018 (UK GDPR), the Data Protection Act 2018 (DPA), the Human Rights Act 1998, the Freedom of Information Act 2000 (FOI) and the Code of Practice on Records Management (under Section 46 of the FOI).

Managing records series using these retention guidelines should be deemed to be 'normal processing' under the terms of the legislation noted above. If those record series are to be kept for longer or shorter periods than the time scales held in this document, the reasons for any deviation must be recorded.

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3. Purpose

This policy, for managing records at LCS has been drawn up in conformity with legislation, regulations affecting schools and best practice as promoted by the Information and Records Management Society (IRMS).

As well as containing Record Retention tables, this document sets out more general information and guidelines for recording, managing, storing and the disposal of data, whether they are held on paper or electronically (including online), in order to assist staff, and the school to comply with the General Data Protection Regulation (EU) 2016/679 (GDPR) including as adopted by the United Kingdom as a result of its exit from the European Union ("UK GDPR"), Data Protection Act 2018 and the FOI. It should be read and used in conjunction with all of our related policies.

It is expected that;

- All information held by LCS needs to be justifiable, by reference, to its purpose.
- LCS must be transparent and accountable as to what data they hold.
- LCS must understand and explain the reasons why they hold data.
- LCS must be able to respond to Subject Access Requests.
- LCS must be able to amend, delete or transfer data promptly upon any justified request.
- LCS must be able to audit how personal data was collected and when and why.
- LCS must hold sensitive data securely, accessed only by those with reason to view it and possess a policy as to why it is needed.
- LCS must have retention policies that reflect the importance of records relating to child sexual abuse to victims and survivors, and that they may take decades to seek access to such records.

4. Disposal of Data

Article 5(e) of the UK GDPR states that personal data will be 'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes... in order to safeguard the rights and freedoms of the data subject ('storage limitation')'.

Not all data needs to be destroyed. The school should determine whether records are to be selected for permanent preservation, or for destruction or to be transferred into a different format.

When information is no longer required, it must be destroyed. For confidential, sensitive or personal information, to be considered securely disposed of, it must be in a condition where it cannot either be read or reconstructed.

Skips, 'regular' waste disposal and ribbon shredders are not secure.

Paper records should be cross-shredded, incinerated, or pulped.

CDs/DVDs/discs should be cut into pieces. Hard copy images, AV recordings and hard disks should be dismantled and destroyed. Where third party disposal companies are employed, a certificate of destruction should be obtained. Staff working for external provider must have been trained in the handling and destruction of confidential data.

If the school receives a request for records that have not yet been destroyed, even if they should have been destroyed, that record must still be made available to the requestor.

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The FOI requires the school to maintain a list of all records that have been destroyed and who authorised their destruction. This record should be retained for 15 years. The appropriate members of staff (Data Lead) should record:

- File reference and/or unique identifier
- File title or brief description of contents
- Number of files
- Name of the authorising officer

An example is contained in Annex A.

In the event that the school or any online service used by the school is issued with a Data Preservation Notice (DPN) under the Online Safety Act 2023, as described in Ofcom's Online Safety Information Powers Guidance (December 2025), the school must take all reasonable steps to ensure that no relevant data is deleted, altered, or disposed of until formally advised by the relevant authority. This includes preserving any digital records, logs, communications, or associated metadata required for coronial or regulatory investigation purposes. For more information see section 18.6 in the retention tables.

5. Transfer of Records to Archives

a) Storage archives, for school business purposes

Little-used records can clutter up the work environment. Some schools and trusts relieve pressure by moving records to a storage space until the retention period runs out. A school or trust lacking room to keep its records safe from harm (such as fire, flood, unauthorised access) may transfer them to a commercial storage service with credentials such as certification to the ISO 27001 information security standard. The school or trust remains legally responsible for the records.

b) Historic archives, for school heritage

Usually, disposal means securely destroying the documents after the retention period. But if there is an enduring historical value in the records, disposal need not mean destruction. Instead, the school or trust may offer to transfer them to the care of a dedicated archival repository, such as the relevant local authority record office (see Find an archive | The National Archives). Establishing a relationship with an archival repository is the standard method for preserving institutional heritage, as it allows the community to view historic information in a comfortable and supervised setting. Archivists are trained not just to care for the physical documents (using acid-free packaging, humidity-controlled storage, etc) but to manage requests for access in accordance with data protection legislation. They may also loan documents back to the school or trust for special occasions such as anniversary events.

To identify records of historic value, look out for "offer to local record office" in the guidance below. Other records may have obvious historic interest even if they are not mentioned (e.g. a World War II roll of honour). The school / trust should approach the record office with a list of files and agree on how and when to transfer them. It may help to set aside items for permanent preservation routinely, such as by filing a single signed copy of the minutes and key agenda papers after each meeting of the governing body, ready to offer to the repository every few years.

Attempting to set up an onsite alternative to a local record office would be a complex undertaking. A school or trust wishing to do so should consult its Data Protection Officer and approach the record office for advice on management and storage conditions. Remember that archives can include electronic data such as digital photographs, which can only be digitally preserved with the right technical interventions (see the Digital Preservation Handbook).

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6. Transfer of Records to other Media

Where lengthy retention periods have been allocated to records, organisations should consider converting paper records to other media (e.g. digital or virtual, 'cloud' based). The lifespan of the media, and the ability to migrate data, should be documented in a Digital Continuity Policy. A scanning risk assessment is recommended to ensure the procedure is adequate. Further information about digital continuity can be found on the National Archives website who also provide guidance on assessing and managing digital continuity risks and a digital continuity checklist. Organisations that believe that they need to retain digital records over a long period on devices, software systems or in formats that may become inaccessible due to developments in technology should seek further advice from the Data Protection Officer and their IT support staff.

Once any paper records have been digitally converted, the paper copies of these records should then be securely and confidentially disposed of (see section 4. Disposal of Data). LCS should ensure that a record of destruction is held for these paper records (see Appendix A- example of how to create a destruction record). The only records that should always be retained as physical records are any original documents such as birth certificates, passports, marriage certificates etc (it is unlikely that schools will hold these types of documents). Documents of historical significance such as logbooks may also be retained as hard copies.

7. Transfer of Records to other Settings & 'Last Known School'

When a student leaves the school all student records, including safeguarding/child protection records must be transferred in a secure manner, to the student's new school. If the records contain sensitive information (e.g. Child Protection records), proof of receipt should be obtained and logged by the school's Data Lead. Keeping Children Safe in Education (KCSiE) states that "where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main student file." All copies of data held by the school that the student has departed will then be deleted or retained in line with the retention schedule below, including all paper records and data stored electronically. Generally, a record will be kept for tracking and auditing purposes only. Schools will should be aware that where electronic systems are used, sending a student file to the next setting does not mean that their own copy of the file is deleted, so action should be taken to delete or archive copies retained where they are no longer required by the school that the student has left.

There are four main categories of student records that need to be transferred to other settings:

- **Management Information System (MIS) data**

Data held on the MIS is extracted by the school using the Common Transfer File mechanism as specified in The Education (Pupil Information) (England) Regulations 2005 and subsequent amendments. The Department for Education specifies what data is to be included in the CTF in technical specification documentation. This will mean that the majority of information held on the MIS is transferred using the CTF method. However, it is important to note that **not all personal data is transferred, only the data sets specified in the CTF schema.** If the MIS has been used to store additional information (documents such as copies of end of year reports or letters) schools should take proactive action to ensure these are sent separately and securely. Traditionally, this sort of documentation was held in a student 'buff' file, but as organisations have turned to digital ways of working, these are frequently stored by attaching them to the digital MIS record.

- **Safeguarding/Child Protection records**

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Schools frequently use vendor educational technology (edtech) products to hold and transfer these records. Many of these products include the functionality to electronically transfer a copy of (and obtain receipt for) student records directly to the next school, where the same product is also used by the receiving school. Where this is not possible, these products should have the functionality to download a student record for it to then be transferred electronically or printed out and delivered to the new school. Paper records must be dealt with carefully to ensure that these are safely received by the new school.

Some safeguarding edtech products enable schools to use the same system to record behavioural and other information in the same log. Schools should ensure that safeguarding/child protection records are clearly identified as such so that the receiving school can quickly identify this information. The school should consider if information such as behaviour notes needs to be transferred to the next setting, or whether it should be deleted if no longer required or relevant (e.g. a student's toileting routine may be very relevant when younger, or merits/demerits received but does not need to be part of a permanent safeguarding record).

- **Special Educational Needs records**

It is becoming more common for schools to use vendor edtech products to manage these records. Whether stored in such edtech products, on LCS IT systems/cloud storage or on paper, the SEND co-ordinator should ensure that a complete record is compiled and passed securely to the next school.

- Student **'buff' files**

For many schools in recent years, the traditional student buff files have dwindled in relevance and importance as organisations have increasingly moved to digital storage. Schools are left with either sending or receiving folders which are very light and seemingly irrelevant. However, there will be documentation, whether on paper or electronic (on the server, in emails, in the MIS) that should be sent to the next setting that the student will attend. The Education (Pupil Information) (England) Regulations 2005 state that this "Educational Record" must be transferred to the next setting within 15 school days of confirmation that a student is registered at another school. There may be a significant amount of material that is not contained in the CTF, safeguarding or SEND records that should be transferred to the next setting. Schools may have inadvertently not adapted their records transfer practices as management of these records have moved from a paper 'buff' file to digital format and so this will be noted where relevant on the retention schedule below.

[Academies/Independent schools only, delete once read/ if not applicable] Academies/Independent schools are not covered by the Education (Pupil Information) (England) Regulations 2005 and therefore have no statutory obligation to transfer either the educational record or the CTF. However, they are strongly encouraged to follow the same professional standards by securely sharing key information - particularly safeguarding, SEND and other relevant records - to support the child's welfare and continued learning. Academies/Independent schools may also choose to provide a pupil summary, SEND information, safeguarding material where legally appropriate, or even a CTF where their MIS supports it, in line with UK GDPR principles and sector expectations for safe and lawful information sharing.

Schools may wish to retain some minimal 'skeleton' data about students' admission, departure and next destination (where known) in order to respond to any requests for information about these students and for the historical archive. They may also wish to retain records relating to safeguarding/child protection or SEND records, even though there is no legislative requirement to do so (i.e. to have their own copy of evidence in case of any later legal action). If schools intend to create and maintain skeleton records or retain copies of records, this should be noted on the retention policy. In some instances, schools may have a legitimate interest in retaining a copy of more detailed student records for a longer time period. If the school does retain student records, then they should be prepared to justify this retention and should consider whether a Data Protection Impact Assessment is required for any extended retention of records once a student has left the school See section 17.5 below.

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For pupils who are Looked-After Children (LAC), the school should retain its own LAC-related records (for example Personal Education Plans (PEPs), correspondence with social workers, reports, and any documents created or received by the school in accordance with the school's standard retention periods for pupil education records and safeguarding records (section 17 and 18). The Local Authority retains responsibility for its own statutory LAC case files, which may be kept until the individual is 75 years old. Schools must not transfer the entirety of their pupil records to the Local Authority for long-term storage, as the school remains the data controller for the records it creates. Only the usual transfer of records to the next educational setting must take place, and any copies retained by the school must be recorded in this retention schedule.

Responsibility for maintaining the student record passes to the 'last known school'.

The school is the final or last known school if:

- secondary phase and the student left at 16 years old or for post-16 or independent education, or;
- at any point the student left for elective home education, they are missing from education, or have left the UK, or have died.

Tertiary colleges are not included in this definition, therefore the school should retain the record. However, the college should receive a copy of the child protection file, as per the requirements of KCSiE above.

The Student Record should be retained as a whole for 25 years from the date of birth of the student, after which time, if no longer required, it can be deleted or destroyed.

SEN and other support service records can be retained for a longer period of 31 years to enable defence in a "failure to provide a sufficient education" case.

If a school wishes to retain data for analysis or statistical purposes, it should be done in an anonymised fashion.

8. Management Information System (MIS)

The majority of student records and some staff records are held on the school MIS. Managing data retention on the MIS can be complex because different data sets held on the MIS have different retention requirements. School staff have limited time and resources to manage these differing retention periods and should work with their MIS provider to request support on how to efficiently delete data sets from a record without deleting the entire record (or deleting all data sets except those that are required as part of the 'skeleton' record for long term retention). Where this is not possible, schools may make a policy decision to retain the entirety of a record for the longest applicable retention period for a data set within the MIS (usually current plus six years). The school should set out how records will be retained in the MIS in the relevant section of the Retention Table below.

9. Records relating to Child Sexual Abuse

Records relating to child sexual abuse should be retained for 75 years, in line with the recommendations arising from the outcome of the Independent Inquiry into Child Sexual Abuse (IICSA). The Inquiry stated that these records should be retained for such a long period in recognition of the importance of these records to victims, but that they should be regularly reviewed during that extended retention period. Organisations should particularly consider digital continuity where:

- they hold digital records for staff or governors, or
- they are the 'last known school' responsible for this long retention period for any relevant student records.

Where there is evidence, or allegations of child sexual abuse, then it will almost certainly be appropriate to retain the entire student, staff or other record as a whole, not just the parts of the record that pertain to the abuse. Staff whose duties include reviewing or digitising records should be trained to understand the importance of any evidence

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or allegations of child sexual abuse that they may happen to uncover, whether that was what they were looking for and the importance of them bringing these to the attention of school leadership and/or preserving these records.

The Inquiry report also recommends that the UK government directs the Information Commissioner's Office (ICO) to introduce a Code of Practice on retention of and access to records known to relate to child sexual abuse. This Policy will be updated in line with any Code of Practice from the ICO. The report states that such a code should set out that institutions should have:

- retention policies that reflect the importance of such records to victims and survivors, and that they may take decades to seek to access such records;
- clear and accessible procedures for victims and survivors of child sexual abuse to access such records;
- policies, procedures and training for staff responding to requests to ensure that they recognise the long-term impact of child sexual abuse and engage with the applicant with empathy.

10. Retention of Records relating to Staff

As stated above regarding the long-term retention of minimal student records, schools may wish to retain very basic 'skeleton' records about staff beyond the normal retention of the whole personnel/HR file. This information may include the staff name, role, contract start and end dates. This may be useful for schools who may need to respond to requests for information from/regarding staff, in the event of it being needed for litigation or other legal purpose and as part of their historical archive. If schools intend to create and maintain these records, this should be noted on the retention policy (at section 7.11 below)

12. Responsibility and Monitoring

The Head Teacher and/or Data Lead, hold primary and day to day responsibility, for implementing this policy. The Data Protection Officer, in conjunction with the school, is responsible for monitoring its use and effectiveness and resolving any queries with regards the interpretation of the policy.

All permissions to access data are granted by the Head Teacher and recorded in the member of staff's personnel file.

All teaching and office staff are given training and guidance on accessing and managing on LCS records, to ensure compliance with the time scales laid out under the retention schedule. All members of staff, with access to records, are expected to;

- Manage their current record keeping systems using the Retention Policy.
- Only dispose of records in accordance with the requirements outlined in this policy, if authorised to do so.
- Ensure that any proposed divergence from the records retention schedule and disposal policies is authorised and documented by the Head Teacher.

This policy does not form part of any employee's contract of employment and is not intended to have a contractual effect. However, it does reflect the school's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the school but any changes should be notified to employees within one month of the date on which the change is intended to take effect. The school may also vary any parts of the procedure, including time limits, as appropriate.

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13. Retention tables

Reference	File description	Format / How / Where this file is held	Responsible Role	Retention			
				Period	Trigger	Basis	Action at end of use
1. Governing Body							
1.1	Instruments of Government including Articles of Association	n/a	n/a	Permanent	Closure of school	Common practice	Offer to the Local Authority Record Office when the school closes
1.2	Trusts and Endowments managed by the Governing Body	As appropriate	Chair of Governors	Permanent	End of operational use	Common practice	Offer to the Local Authority Record Office when the school closes
1.3	Scheme of delegation and terms of reference for committees	There is only 1 Committee which is the Full Governing Body and this information is stored in GovHub	Chair of Governors	Until superseded or whilst relevant (schools may wish to retain these records for reference purposes in case decisions need to be justified)	Expiration of terms	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.4	Governor's Code of Conduct	Electronic on GovHub	Chair of Governors	One copy of each version should be kept for the life of the school.		Common practice	

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1.5	Records relating to the election of chair and vice chair	Electronic on GovHub	Chair of Governors	Once the designation has been recorded in the minutes, the records relating to the election can be destroyed	Date of appointment	Common practice	Secure disposal
1.6	Appointment of a clerk to the governing body	Electronic on GovHub	Chair of Governors	Date of end of appointment + 6 years (note HR records may require different retention)	Date of appointment	Common practice	Secure disposal
1.7	Records relating to the appointment of parent and staff governors, not appointed by the governors	Electronic on GovHub	Chair of Governors	Date of election + 6 months	Date of election	Common practice	Secure disposal
1.8	Records relating to the appointment of co-opted governors	Electronic on GovHub	Chair of Governors	Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning children – in this case, retain for 25 years, or for allegations involving child	Date of appointment	Common practice	Secure disposal

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				sexual abuse for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
1.9	Application forms – successful candidates	Electronic email or digital form and stored GovHub	Chair of Governors	End of term in office + 1year	End of period of office	Common practice	Secure disposal
1.10	Appointment documentation: • Terms of office of serving governors, including evidence of appointment • Governor declaration against disqualification criteria • Register of business interests • Training required, and received, by governors • Induction programme for new governors • DBS checks carried out on the clerk and members of the governing body • Governor personnel files.	Electronic and stored on GovHub. The only HR file held is for the to Governors, the rest are volunteers.	Clerk and Governing Board	LCS policy is end of term of office + 12 months (note HR records may require different retention)	Date of appointment	Common practice	Secure disposal
1.11	Annual Reports	n/a	n/a	Date of the report + 10 years	End of the calendar year that the record was created in	Education (Governor's Annual Reports) (England)	If the school is unable to store these, they should be offered to the

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						(Amendment) Regulations 2002 and The Limitation Act 1980	Local Authority Record Office
1.12	Annual reports required by the Department of Education	n/a	n/a	Date of report + 10 years	Date of report	Common practice	Secure disposal
1.13	Meetings schedule	Electronic on GovHub	Chair of Governors	Current year	Date of meeting	Common practice	Secure disposal
1.14	Agendas for Governing Body meetings	Electronic on GovHub	Chair of Governors	One copy to be retained with the master set of minutes - all other copies can be disposed of	Conclusion of meeting	Common practice	Secure disposal
1.15	Register of attendance at Full Governing Board meetings	Electronic on GovHub. Register is in the minutes	Chair of Governors	Date of meeting + 6 years	Date of meeting	Common practice	Secure disposal
1.16	Minutes of Governing Body meetings (Principal Set signed)	Electronic on GovHub.	Chair of Governors	Permanent to be held at school	Date of meeting	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.17	Action plans created and administered by the Governing Body	Electronic on GovHub. Action plan is in the minutes	Chair of Governors	Until superseded or whilst relevant	Expiration of action plan	Common practice	Secure disposal

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1.18	Reports presented to the Governing Body	Digital on GovHub and Teams	Chair	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently.	Date of report	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.19	Policy documents created and/or administered by the Governing Body	Changes to policies are minuted then kept in an archive folder on GovHub	Chair of Governors	A copy of each policy will create a time line of policy development OR a robust version control which allows a snapshot of a policy at any given date. Keep all policies relating to safeguarding and child protection for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Expiration of the policy	Common practice	Secure disposal
1.20	Records relating to complaints made to, and investigated by the Governing Body and/or Head Teacher	Electronic email. If goes to a Governing Panel	Chair of Governors	Date of the resolution of the complaint + a	Resolution of complaint		

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		it is kept in GovHub		minimum of 6 years. If negligence or child protection/safeguarding is involved then current year + 15 years. If child sexual abuse issues are involved then for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.			
1.21	Proposals concerning the change of status of a maintained school, including Specialist Status Schools and Academies	Minuted and kept on GovHub	Chair of Governors	For the life of the organisation	Date proposal accepted or declined	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
1.22	Records relating to Governor Monitoring Visits	Minuted and kept on GovHub	Chair of Governors	Date of visit + 3 years	Date of visit	Common practice	Secure disposal
2. Headteacher & Senior Management/Leadership Team							
2.1	Log books of activity in the school maintained by the Head Teacher (Legislation no longer requires the completion of a school log book)	n/a	n/a	Date of the last entry in the log book + a minimum of 6 years and then review	Date of last entry in the log book	Common practice	If the school is unable to store these, they should be offered to the

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							Local Authority Record Office
2.2	Minutes and reports of Senior Leadership Team meeting and the meetings of other internal administrative bodies	Electronic & paper, saved on Microsoft Teams and filed in a secure area	Senior Leadership Team	Date of the meeting + 3 years	Date of the meeting	Common practice	If the school is unable to store these, they should be offered to the Local Authority Record Office
2.3	Correspondence created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities – **not principally concerning students, staff or complaints.** In those cases, correspondence should be immediately transferred to the relevant file.	Email, ParentPay, paper letters (see email retention period in section 5)	Senior Leadership Team	Date of correspondence + 3 years and then review	Date of correspondence	Common practice	Secure disposal
2.4	Professional Development Plans		Assistant Headteacher	Life of plan + 6 years	Date plan commences	Common practice	Secure disposal
2.5	School Development Plans	Electronic in MS Teams	Senior Leadership Team	Life of plan + 3 years	Date plan commences	Common practice	Secure disposal
2.6	Other records created by the Head Teacher, deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities outside of Business as Usual tasks	Electronic in MS Teams	Deputy Headteacher - Pastoral	Current academic year + 6 years then review	Date of record	Common practice	Secure disposal
3. Admissions							
3.1	All records relating to the creation and implementation of the School's Admission's Policy	Implemented by DCC.	DCC	Life of the policy + 7 years then review		The School Admissions (Admission	Secure disposal

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3.2	Admissions – if the admission is successful Proofs of address, supplied by parents/carers, as part of the admissions process Supplementary information forms to include; religion, medical conditions etc.	Synergy School Access Module Platform, Microsoft forms/paper copies filed and kept in locked cupboard, then saved on CPOMs	DCC Data Manager	Added to the student file, Microsoft form downloaded once all entries made and saved to archive file for 5 years after admission, original deleted from cloud.	Date of admission	Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and School Admissions Code Statutory Guidance 2021	
3.3	Admissions – if the admission is unsuccessful (where no appeal is made)	DCC	DCC	Date of applied for admission + 1 year	Date of applied for admission		Secure disposal
3.4	Admissions – if the admission is unsuccessful (where an appeal is made)	DCC	DCC	Resolution of case + 1 year	Resolution of case		Secure disposal
3.5	Admissions – if the admission/application is withdrawn	SIMS / SAM	Data Manger & PA to Headteacher	No retention is required	Date of withdrawal		Secure disposal
3.6	Register of Admissions	DCC, Excel Spreadsheet, MS Teams	DCC, Office Manager/PA to Headteacher	Every entry in the School admission and attendance register is to be preserved for 6 years beginning with the day on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.	Last entry in register	The School Attendance (Pupil Registration) (England) Regulations 2024 Regulations 5, 7 School Admissions Code Statutory Guidance	Offer to the Local Authority Record Office

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3.7	Proofs of address, supplied by parents/carers, as part of the admissions process	DCC	DCC	Current year + 1 year	Date of admission	2021	Secure disposal
3.8	Admissions (Secondary School – Casual)	Paper Copies filed and kept in locked cupboard for 1 year, then archived on CPOMs and paper copies shredded	Data Manager	6 years from the date of admission	Date of admission	The School Attendance (Pupil Registration) (England) Regulations 2024	Secure disposal
3.9	Supplementary information forms to include; religion, medical conditions etc. For successful admissions	Paper Copies filed and kept in locked cupboard for 1 year, then archived on CPOMs and paper copies shredded	Data Manager	This information should be added to the student file	Date of admission/annual data check	The Limitation Act 1980	~~Secure disposal~~
3.10	Supplementary information forms to include; religion, medical conditions etc. For unsuccessful admissions	Paper Copies filed and kept in locked cupboard for 1 year, then archived on CPOMs and paper copies shredded	Data Manager	Until the appeal process is completed	Date of admission		Secure disposal
4. Operational Administration							
4.1	Records relating to the creation and publication of the school brochures or prospectus	Electronic and paper (check with RJA for where paper copy is kept). LCS Website	Assistant Headteacher	Current year + 3 years	Expiration of current publication	Common practice	Offer to the Local Authority Record Office

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4.2	Records relating to the creation and distribution of circulars to staff, parents or students	Electronic on Staff Intranet	Cover Administrator	Current year + 1 year	Date of record	Common practice	Offer to the Local Authority Record Office
4.3	Newsletters and other items with short operational use	Emails	ICT Manager	Current year + 1 year	Date of record	Common practice	Offer to the Local Authority Record Office
4.4	Visitor management systems (including electronic systems, visitors' books and signing in sheets)	Electronic in Inventry and paper copies stored in filing cabinets after use	Office Manager/PA to Headteacher / Community Sports Supervisor / DSL	Current year + 6 years then review	End of calendar year	Common practice	Secure disposal
4.5	Student & Family Privacy Notice which is made available via the school website as part of UK GDPR compliance	Electronic, LCS Website	School Operations Manager	Date of issue + 6 years	When policy is superseded	Common practice	Secure disposal
4.6	Consents relating to school activities as part of UK GDPR compliance (e.g. consent for photographs to be published, social media / website etc as well as for mailings)	Electronic on MIS Platform	Assistant Headteacher / Data Manager	This information should be added to the student file	Date of admission	Common practice	
4.7	Security breach logs	N/A	N/A	Date of issue + 25 years (students) and 6 years (staff)	Date of implementation	Common practice	Secure disposal
4.8	Digital continuity plans which may include: - Digital Strategy - IT Disaster Recovery Procedure and Plan	Electronic, on MS Teams	Headteacher	Date of issue + 6 years	Expiration of current plan	Common practice	Secure disposal
4.9	Call Recordings (including VOIP messages and recordings)	On MS Teams	School Network Manager	Call recordings kept for 1 month unless	Date of call recording	Common practice	Secure disposal

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				transferred to CPOMs			
4.10	CCTV Recordings (retention for all 'ordinary' footage- any footage retained for specific purposes e.g. accident, will need to be considered individually regarding how long it should be retained- please see CCTV policy)	Network Video Recorder compressed to H.264 or H.265 for the CCTV application. Footage requests saved to .video or (upon request only) to .mp4. Files held on MS Teams.	Performing Arts / Media / AVA Technician	14 to 45 days, depending on system/camera. For where CCTV is copied to be retained for longer periods, please see CCTV Policy.	Date of footage recording	Common practice	Secure disposal
4.11	Student Data Collection Forms	Microsoft Forms, School IT Network	Data Manager	Microsoft forms: duration of the Data Collection Period, thereafter downloaded onto school IT network and deleted from the cloud.	Microsoft Forms: Duration of the Data Collection Period Download: 2 years.	Common Practice	Secure Disposal
5. School Communications							
5.1	School staff / governor emails and other platforms such as Microsoft Teams containing personal data – inbox, sent items, deleted items	All information is held in Microsoft data centres via Office365. Data backed up to Barracuda data centres directly	School Network Manager	Currently under review (Derbyshire GDPR has suggested 13 months) School to determine and document here	Currently under review	Currently under review	Currently under review

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				Where forming part of a record, information in these should be transferred to appropriate record keeping (eg staff file, pupil record, MIS safeguarding / behaviour log) as soon as possible. The Code of Practice states that there is no need to retain ephemeral material and this may be destroyed on a routine basis.			
5.2	Student emails and other platforms such as Microsoft Teams containing personal data – inbox, sent items, deleted items	All information is held in Microsoft data centres via Office365. Data backed up to Barracuda data centres directly	School Network Manager	Currently under review (Derbyshire GDPR has suggested 13 months) School to determine and document here Where forming part of a record, information in these should be transferred to appropriate record keeping (eg staff	Currently under review	Currently under review	Currently under review

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				file, pupil record, MIS safeguarding / behaviour log) as soon as possible. The Code of Practice states that there is no need to retain ephemeral material and this may be destroyed on a routine basis.			
5.3	Social media platforms	All media content used on social media is uploaded to the social media platform e.g. Facebook	AVA Technician	Content will remain on social media in perpetuity, unless an individual requests the removal of a specific post containing their likeness or details for which consent was previously given	End of academic yr	Common practice	Posts deleted
5.4	Website – pictures / news stories	Media content will be stored on 'Digital Ocean' servers, backed up to local drives on the school network	AVA Technician	Content will be updated yearly, with images of individuals kept no more than 1 year after leaving LCS	End of academic yr	Common practice	Posts deleted
6. HR – Recruitment							

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Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSiE para 421).							
6.1	All records leading up to the appointment of a new Head Teacher	Electronic on secure drives and paper stored in secure filing cabinet	DCC / Governors / Members of Senior Leadership Team	Unsuccessful attempts - date of appointment + 6 months. Successful attempts - add to the staff personnel file and retain until the end of the appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years or information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Date of appointment	Common practice. Right to work - Immigration, Asylum and Nationality Act 2006	Secure disposal
6.2	All records leading up to the appointment of a new member of staff (successful candidate)	Electronic on secure drives and paper stored in	Headteacher, School Operations	This information should be added to	Date of appointment	Common practice. Right to	

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		secure filing cabinet	Manager, Office Manager/ PA to Headteacher	the staff personnel file		work - Immigration, Asylum and Nationality Act 2006	
6.3	All records leading up to the appointment of a new member of staff (unsuccessful candidate)	Electronic on secure drives and paper stored in secure filing cabinet	Headteacher, School Operations Manager, Office Manager/ PA to Headteacher	Date of appointment + 6 months	Date of appointment	Common practice	Secure disposal
6.4	Pre-employment vetting information of successful candidates	Electronic on secure drives and paper stored in secure filing cabinet	Headteacher, School Operations Manager, Office Manager/ PA to Headteacher	Application forms, references and other documents – for the duration of their employment + 6 years. Note there is no requirement to keep a copy of DBS once the details have been entered into the Single Central Record. At the end of employment, information contained in the Single Central Record should be transferred to the personnel file. If a	Date of receipt	Right to work - Immigration, Asylum and Nationality Act 2006. KCSiE	Secure disposal

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				school or college decides to retain a copy of the DBS certificate or criminal information disclosed by the candidate, there should be a valid reason for doing so and it should not be kept for longer than 6 months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.			
6.5	Proofs of identity	Electronic on secure drives and paper stored in secure filing cabinet	Headteacher, School Operations Manager, Office Manager/ PA to Headteacher	To be kept only as proof of right to work. Not kept for any other purpose. These documents should be added to the personal folder. Home Office requires that the documents are	Date of receipt	Right to work - Immigration, Asylum and Nationality Act 2006. KCSiE	Secure disposal

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				kept until termination of employment plus not less than 2 years.			
6.6	Pre-employment vetting information of successful candidates – for the purposes of ensuring staff are adequately qualified	Electronic on secure drives and paper stored in secure filing cabinet	Headteacher, School Operations Manager, Office Manager/ PA to Headteacher	To be added to the member of staff's personal folder	Date of receipt	KCSiE	Secure disposal
7. HR – Operational Staff Management Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSiE para 421)							
7.1	Staff Personnel File	Electronic on secure drive with limited access, paper in locked filing cabinet in Office Manager/ PA to Headteacher office	Headteacher, Schools Operation Manager, Office Manager/PA to Headteacher DCC will store own records	Termination of employment + 6 years	Date of appointment	Limitation Act 1980	Secure disposal
7.2	Timesheets	Electronic on secure drives and paper stored in	Office Manager/PA to	Current year + 6 years	Date of appointment	Common practice	Secure disposal

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		secure filing cabinet	Headteacher, DCC				
7.3	Annual appraisal/assessment records	Recorded on BlueSky platform	Headteacher and Assistant Headteacher	Current year + 6 years	End of calendar year that the record was created in	Common practice	Secure disposal
7.4	Sickness absence monitoring	Electronic and paper, MS Teams and DCC systems	DCC, Headteacher, Deputy Headteacher, School Operations Manager, Office Manager/PA to Headteacher, Cover Administrator	Sickness records are categorised as 'sensitive data'. There is a legal obligation under Statutory Sickness Pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. Current practice recommends that sickness records should be held for the current year + 3 years.	Date of absence	Common practice & Statutory Sick Pay Act 1994	Secure disposal
7.5	Staff training records	Paper & electronic: BlueSky platform, HighSpeed Training, Derwent Training, Thrive, Pearson, Winston's Wish, Omnipod, High	Headteacher, Office Manager/PA to Headteacher, Assistant Headteacher,	Keep on personnel file (see above).	Date of appointment	Common practice (unless dictated by a professional body)	Secure disposal

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		Peak First Aid Training, Flying High Futures, Communicate Ed, Opus Pharmacy Services, Stem Learning, OCR and AQA, Keynotes Educational, Event Brite, HSQE, Best Food Forward,	Admin Assistant/ Receptionist				
7.6	Annual leave records	Electronic and paper, MS Teams and DCC systems	Staff with Line Manager Responsibility / Office Manager/PA to Headteacher	6 years after the end of tax year they relate to or possibly longer if leave can be carried over from year to year	End of relevant tax year	Common practice	Secure disposal
7.7	Working Time Regulations: · Opt out forms · Records of compliance with WTR	Electronic and paper, MS Teams, DCC systems	School Operations Manager, Office Manager/PA to Headteacher as needed	2 years from the date on which they were entered into 2 years after the relevant period	End of relevant tax year	Common practice	Secure disposal
7.8	Maternity/Adoption/Paternity Leave records	Electronic and paper, MS Teams, DCC systems	DCC, Office Manager/PA to Headteacher	Current year + 3 years	End of relevant tax year	Common practice	Secure disposal

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7.9	Consents for the processing of personal and sensitive data (this will be rare as the majority of staff data is processed due to: - contract (UK GDPR A9 (1) (b) - public task (UK GDPR A9 (1) (e) - legal obligation (UK GDPR A9 (1) (c) Consent (UK GDPR A9 (1) (a) is only required where one of the above is not relevant.)	Electronic and paper, MS Teams, DCC systems	DCC, Headteacher, School Operations Manager, Office Manager/PA to Headteacher	For as long as the data is being processed and up to 6 years afterwards	End of employment	Common practice	Secure disposal
7.10	Staff policy acknowledgement	Electronic and paper, MS Teams/ Forms	Headteacher, School Operation Manager, Office Manager/ PA to Headteacher, Admin Assistant/ Receptionist	Life of the policy + 3 years	Implementation of the policy	Common practice (unless otherwise dictated e.g. KCSiE, H&SWA)	Secure disposal
7.11	[See section 10 above regarding this] Staff 'skeleton' record (which would include a brief record of name, job role, contract start and end dates (and any information that would be needed to be included in a reference)	Electronic in secure filing area, DCC Systems	Headteacher, Office Manager/PA to Headteacher	Permanent. These form part of the historical archives of the school.	Archive on closure of the school.	Common Practice.	Offer to the Local Authority Record Office
7.12	Register of business interests	Electronic, paper, MS Forms	Headteacher, Finance Manager, Chair of Governors	Date of appointment + 6 years	Date of appointment	Common practice	Secure disposal
7.13	Staff Accounts- Microsoft			date of staff exit + 30 days	Date of staff exit	Common Practice	Secure deletion

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8. HR - Management of Disciplinary and Grievance Processes Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse. Unless allegations are found to be malicious or false, other records pertaining to an accused person should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. (KCSiE para 421)							
8.1	Allegation of a child protection nature, against a member of staff, including where the allegation is unfounded	Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL Have access to these. Full details of investigation are held on personnel files as appropriate to outcome and retention period. These are kept in locked cabinets. Only Headteacher and Headteacher's PA. has access to these.	Headteacher, DSL	Until the person's normal retirement age or 10 years from the date of allegation, whichever is longer, then review. Information containing allegations of sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse NB – allegations that are found to be malicious should be removed from personnel files, from the date they are proven to be unfounded.	Date of referral	KCSiE and Working Together to Safeguard Children	Secure disposal

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8.2	Disciplinary proceedings: Verbal warning	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	Date of warning + 6 months	Date of warning	KCSiE	Secure disposal
8.3	Disciplinary proceedings: Written warning (level 1)	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	Date of warning + 6 months	Date of warning	KCSiE	Secure disposal
8.4	Disciplinary proceedings: Written warning (level 2)	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	Date of warning + 12 months	Date of warning	KCSiE	Secure disposal
8.5	Disciplinary proceedings: Final Warning	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	Date of warning + 18 months	Date of warning	KCSiE	Secure disposal
8.6	Warnings subsequently found to be based on an unfounded case (excluding child protection related warnings)	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	If the incident is child protection related then see above; otherwise dispose following the conclusion of the case	Date of resolution	KCSiE	Secure disposal
8.6	Low-level concerns	Electronic, paper, DCC systems, HR Advisor	DCC, Governors, Headteacher	Date of concern + 18 months	Date of concern	KCSiE	Secure disposal
N.B. The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct at a later date, and then defend themselves by denying they would undertake such an action, reference to the earlier proceedings may show that they should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that they had e.g. "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.							

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9. HR – Payroll & Pensions							
9.1	Maternity Pay Records	iTrent/ DCC Secure electronic file at LCS	DCC School Operations Manager, Office Manager/ PA to Headteacher	Current year + 3 years	End of the financial year in which the maternity pay period ends	Statutory Maternity Pay (General) Regulations 1986	Secure disposal
9.2	Records held under Retirement Benefits Schemes - records of notifiable events, for example, relating to incapacity	iTrent/ DCC Secure electronic file at LCS	DCC School Operations Manager, Office Manager/ PA to Headteacher	Current year + 6 years	End of the financial year	Retirement Benefits Schemes (Information Powers) Regulations 1995	Secure disposal
9.3	Batches, Bonus Sheets, Car Loans, Car Mileage Output, Insurance, Members Allowance Register, National Insurance (Schedule of payments), Part Time Fee claims, Payroll (gross/net, weekly or monthly), Payroll Reports, Payslips (copies), Pension Payroll, Superannuation adjustments and reports	iTrent/ DCC Secure electronic file at LCS Paper in secure filing cabinet	DCC School Operations Manager, Office Manager/ PA to Headteacher	Current year + 6 years	End of the financial year	Taxes and Management Act 1970, Income and Corporation Taxes Act 1988	Secure disposal
9.4	Bonus sheets, Car Allowance claims, Overtime	iTrent/ DCC Secure electronic file at LCS Paper in secure filing cabinet	DCC School Operations Manager, Office Manager/ PA	Current year + 3 years	End of the financial year	Taxes and Management Act 1970, Income and Corporation Taxes Act 1988	Secure disposal

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			to Headteacher				
9.5	Income Tax P60, Personal bank details. Tax Forms P6/P11/P11D/P35/P45/P46/P48	iTrent/ DCC Secure electronic file at LCS Paper in secure filing cabinet	DCC School Operations Manager, Office Manager/ PA to Headteacher	Current year + 6 years	End of the financial year	Common practice	Secure disposal
9.6	Absence records, Sickness records, Staff returns, Time Sheets/Clock Cards/Flexitime	iTrent/ DCC Secure electronic file at LCS Paper in secure filing cabinet	DCC School Operations Manager, Office Manager/ PA to Headteacher	Current year + 3 years	End of the financial year	Common practice	Secure disposal
9.7	Statutory Sick Pay	iTrent/ DCC	DCC	Current year + 3 years	End of the financial year	Common practice	Secure disposal
10. Health and Safety							
10.1	Accessibility Plans	Electronic and paper, MS Teams, Word, DCC systems	Headteacher	Current year + 6 years	End of the calendar year that the records was created in	Equality Act 2010 and The Limitation Act 1980	Secure disposal
10.2	Health and Safety Policy Statements	DCC Policy electronic	DCC, Headteacher	Life of the policy + 3 years	Implementation of the policy	Common practice	Secure disposal
10.3	Health and Safety Risk Assessments	Paper, electronic, Word, MS Teams, DCC Systems	DCC, Headteacher	Life of the assessment + 3 years	Implementation of the assessment	Common practice	Secure disposal

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10.4	Adults: Accident reporting (reportable accidents - https://www.hse.gov.uk/riddor/reportable-incidents.htm) and https://www.hse.gov.uk/pubns/edis1.htm	Paper, electronic, Word, MS Teams, DCC Systems	DCC, Headteacher	Retain for 7 years	Date of incident	Common practice	Secure disposal
10.5	Students: Accident reporting (reportable accidents - https://www.hse.gov.uk/riddor/reportable-incidents.htm) and https://www.hse.gov.uk/pubns/edis1.htm	Paper, electronic, Word, MS Teams, DCC Systems	DCC, Headteacher	Retain for 25 years	Date of birth	Common practice	Secure disposal
10.6	Minor incidents (non reportable in 10.4 & 10.5 above) accident book	Paper, electronic, Word, MS Teams, DCC Systems	DCC, Headteacher	Retain for 3 years	End of academic year	Common practice and The Social Security (Claims and Payments Regulations 1979) Regulation 25	Secure disposal
10.7	Control of Substances Hazardous to Health (COSHH)	On OneDrive on school system and physical paperwork in a folder in Hygiene information area	Site Manager	Current year + 40 years	Last action on file	The Control of Substances Hazardous to Health Regulations 2002	Secure disposal
10.8	Process of monitoring areas where employees/students are likely to come into contact with asbestos	On OneDrive on school system and physical	Site Manager	Last action + 40 years	Last action on file	The Control of Asbestos at Work	Secure disposal

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		paperwork in a folder in Site Manager office				Health Regulations 2012	
10.9	Process of monitoring areas where employees/students are likely to come into contact with radiation	Paper copy files are kept in Room A5 which is locked and only accessible via keycard. Digital copies are kept in a folder on the Science department SharePoint on One Drive. A paper copy of the official guidance documentation fo r handling and storing radioactive materials called L93 is also kept in Room A5	DCC Radiation Protection Officer , Headteacher, Radiation Protection Supervisor	Last action + 50 years	Last action on file	The Ionising Radiations Regulation 2017	Secure disposal
10.10	Fire Precautions log books	On OneDrive on school system and physical paperwork in a folder in red fire safe in main reception area	Site Manager	Current year + 3 years	End of calendar year	Common practice	Secure disposal
10.11	Fire Assessments	Paper copies	Operations Manager	Life of the risk assessment + 6 years	End of calendar year	Fire Service Order 2005 and The	Secure disposal

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						Limitation Act 1980	
10.12	Restrictive Intervention / Use of Force / Seclusion – Institutional Incident Log	All incidents logged by intervening member of staff either on CPOMs or Appendix A of the Use of Restrictive Interventions Policy (including reasonable force and seclusion) which should be filed in the Archive room.	Headteacher, DSL, DDSL	Retain for 25 years	Date of incident	IRMS April 2026 Guidance (analogy with accident records involving children)	Secure Disposal
11. Financial Management – Risk & Insurance, Asset Management							
11.1	Employer's Liability Insurance Certificate	Electronic (One Drive Restricted Area), paper (Locked Archive Room) DCC and LCS	DCC , Headteacher, School Operations Manager	Date of closure + 40 years	Closure of school	Common practice	Offer to Local Record Office
11.2	Inventories of furniture and equipment	Electronic (One Drive Restricted Area) LCS	Headteacher, School Operations Manager, Finance Manager, Nominated	Current year + 6 years	End of calendar year	Common practice	Secure disposal

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			members of LCS staff				
11.3	Burglary, theft and vandalism report forms	Electronic, email form	Repton Security	Current year + 6 years	End of calendar year	Common practice	Secure disposal
11.4	Records relating to school vehicles (records that are not required anywhere else e.g. health and safety, litigation etc)	Paper records (Log Book, Service History, MOT) are kept in a locked cupboard. Financial records are kept electronically on the DCC CIA platform	**Paper Records – Site Manger Financial Records – Finance Manager**	6 years from the disposal of the vehicle	End of calendar year	The Limitation Act 1980	Secure disposal
12. Financial Management – Accounts and Statements including Budget Management							
12.1	Annual accounts	Electronic (One Drive Restricted Area), paper (Locked Archive Room) DCC and LCS	DCC , Headteacher, School Operations Manager & Finance Manager	Current year + 6 years	End of financial year	Common practice	Offer to Local Record Office
12.2	Loans and grants managed by the school	Electronic (One Drive Restricted Area) , paper (Locked Archive Room) DCC and LCS	DCC , Headteacher & SMT , School Operations Manager & Finance Manager	Date of last payment on the loan + 12 years then review	End of financial year	Standard financial regulations	Secure disposal

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12.3	Student Grant applications	Electronic (One Drive Restricted Area), paper (Locked Archive Room) DCC and LCS	DCC , Headteacher & SMT , School Operations Manager & Finance Manager	Current year + 3 years	End of financial year	Standard financial regulations	Secure disposal
12.4	All records relating to the creation and managements of budgets, including the Annual Budget statement, and background papers	Electronic (One Drive Restricted Area), paper (Locked Archive Room) DCC and LCS	DCC , Headteacher, School Operations Manager, Finance Manager, Head Governor	Current financial year + 3 years	End of financial year	Common practice	Secure disposal
12.5	Invoices, receipts, order books and requisitions, delivery notices, VAT records	Electronic (CIA Platform) DCC and LCS	DCC , Headteacher, School Operations Manager, Finance Manager	Current financial year + 6 years	End of financial year	Standard financial regulations and Record Keeping (VAT Notice 700/21)	Secure disposal
12.6	Records relating to the collection and banking of monies	Electronic (One Drive Restricted Area) , paper (Locked Archive Room) DCC and LCS	DCC, School Operations Manager, Finance Manager	Current financial year + 6 years	End of financial year	Standard financial regulations	Secure disposal
12.7	Records relating to the identification and collection of debt	Electronic (CIA Platform) DCC and LCS	DCC , Headteacher, School Operations	Current financial year + 6 years	End of financial year	Standard financial regulations and The	Secure disposal

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			Manager, Finance Manager & Finance Officers			Limitation Act 1980	
12.8	Pupil Premium Fund records, including evidence of successful FSM eligibility checks	Electronic (One Drive Restricted Area) DCC and LCS	DCC, School Operations Manager, Finance Manager & Finance Officers	Date student leaves the provision + 6 years	End of financial year	Common practice	Secure disposal
12.9	Student bursary application records, including application forms and household income evidence	Mix of digital and paper files - Paper file with Finance Manger and Digital file held on One drive. Older paper files kept in the archive cupboard	Head of Sixth Form and Finance Manager	The school must retain hard or scanned copies of documentation to support eligibility, and the funding claimed for 6 years (records can be kept electronically). This includes the application form, the household income evidence for the discretionary bursary and evidence of actual financial need.	Data of application	16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK	Secure disposal
13. Financial Management – Contract Management							

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13.1	All records relating to the management of contracts under seal	Electronic (One Drive Restricted Area) LCS	Headteacher, School Operations Manager, Finance Manager, ICT Network Manager, Site Manager	Current year + 12 years	End of contract	The Limitation Act 1980	Secure disposal
13.2	All records relating to the management of contracts under signature	Electronic (One Drive Restricted Area) LCS	Headteacher, School Operations Manager, Finance Manager, ICT Network Manager, Site Manager	Current year + 6 years	End of contract	The Limitation Act 1980	Secure disposal
13.3	Records relating to the monitoring of contracts	Electronic (One Drive Restricted Area) LCS	Headteacher, School Operations Manager, Finance Manager, ICT Network Manager, Site Manager	Current year + 6 or 12 years	End of calendar year	The Limitation Act 1980	Secure disposal
14. Financial Management – School Fund [where one exists, or has done in the previous 7yrs]							
14.1	School Fund: • cheque books and paying in books • ledger • invoices	Electronic (One Drive Restricted Area)	Headteacher, School Operations Manager,	Current year + 6 years	End of use	Financial Services Act 2012, HMRC regulations	Secure disposal

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	• receipts • bank statements • journey books	LCS and paper (Locked Archive Room)	Finance Manager			Companies Act 2006	
15. Financial Management – School Meals							
15.1	Free School Meals Register, including evidence of successful FSM eligibility checks	MIS platform and DCC Sold Service[MIS]	Data Manager	Date student leaves the provision + 6 years	End of financial year	Common practice	Secure disposal
15.2	School Meals Register	MIS platform and electronic copy, saved on MS Teams	Data Manager	Current year + 3 years	End of calendar year	Common practice	Secure disposal
15.3	School Meals Summary Sheets	Electronic copy saved on MS Teams	Data Manager	Current year + 3 years	End of calendar year	Common practice	Secure disposal
16. Property Management							
16.1	Title deeds of properties belonging to the school	Paper, locked away in a secure area, DCC landlord	DCC	Permanent. These should follow the property unless the property has been registered with the Land Registry	Archive upon closure	Common practice	Offer to Local Authority Record Office
16.2	All records relating to the maintenance carried out by contractors	On One drive on school system. Contractor induction folder in Site Manager office.	Site Manager	Current financial year + 6 years Records relating to rewiring, major alterations etc should be retained in the health and safety file whilst the building belongs to the	End of financial year that the record was created in	Common practice and Record Keeping (VAT Notice 700/21)	Secure disposal

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				school and must be passed onto any new owners if the building is leased or sold.			
16.3	All records relating to the maintenance carried out by school employees, including maintenance log book	On One drive on school system	Site Manager	Current calendar year + 6 years Records relating to rewiring, major alterations etc should be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.	End of calendar year that the record was created in	Common practice and Record Keeping (VAT Notice 700/21)	Secure disposal
16.4	Plans of property belonging to the school	On One drive on school system	Site Manager	These should be retained whilst the building belongs to the school and should be passed onto any new owners, if the building is leased or sold.	Transfer of asset	Common practice	Offer to Local Authority Record Office
16.5	Leases of property leased by, or to, the school	DCC Landlord	DCC	Expiry of lease + 6 years	Commencement of lease	Common practice	Secure disposal
16.6	Records relating to the letting of school premises	Electronic (CIA Platform) DCC and LCS	DCC , Headteacher, School	Current financial year + 6 years	End of financial year that the	Common practice	Secure disposal

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			Operations Manager, Finance Manager & Finance Officers		record was created in		
17. Pupil Education Record (see Education Record (Pupil Information) Regulations 2005). Much of this information is stored in electronic form on the school's Management Information System SIMs. This includes Special Educational Needs (SEN) records, such as Individual Education Plans, Education Health Care Plans (EHCPs) and all other SEN files.							
17.1	Secondary (or where the school is the 'last known school')	SIMs MIS platform	Data Manager	Date of birth of the student + 25 years and +31 years for SEND or EHCP students(6 years after the EHCP ends – EHCPs end when a student reaches their 25th birthday) + Date of birth + 75 years for LAC students unless child dies before the age of 18, whereby records should be kept for 15 years from death date.	Student's date of birth	Education (Pupil Information) (England) Regulations 2005 and The Limitation Act 1980	Secure disposal
17.2	Examination Results - Student Copies Public	Electronic – Go 4 Schools	Assistant Headteacher	This information should be added to the student file and any certificates should be safely	Date of examination	Common practice	Contact the relevant exam board to obtain instructions regarding

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				handed over to students.			whether uncollected certificates to be returned to the examination board or destroyed after reasonable attempts to contact the student have failed.
17.3	Examination Results - Student Copies Internal	Electronic – MIS platform (SIMs), Go 4 Schools, Exam admin folders Physical – Secure Exams Storage	Assistant Headteacher	This information should be added to the student file	Date of examination	Common practice	Secure disposal
17.4	[Not compulsory see section 7 above regarding this] Student 'skeleton' record (which may include a brief record of student full name, date of birth, admission number, UPN, ULN, Enrolment Status, start date, end date, attributes, address, priority contact 1 and 2 contact details.	MIS digital record on OneDrive	Data Manager, Careers lead	May be kept in perpetuity as these form part of the historical archives.	Archive on closure of the school.	Common Practice.	Offer to the Local Authority Record Office
18. Child Protection (CP) / Safeguarding Records							
18.1	Child Protection (CP) Information – Secondary (or where the school is the 'last known school')	Electronic storage via online safeguarding	DSL/ADSL	Where a pupil moves between secondary schools	Pupil's date of birth (Where a child is removed from the roll	KCSiE & Annex C	Secure disposal

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		management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.		or to a college – treat as nursery/primary above. Otherwise, retain for 25 years from the student's date of birth, then review. Information relating to child sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	to be educated at home/missing from education, see below)	Common Practice	
18.2	Child Protection (CP) Information – Children Missing from Education, Traveller, Roma, or Gypsy and, therefore, removed from roll and child deaths.	Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.	DSL/ADSL	Retain for 25 years from the student's date of birth, then review. Information relating to child sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended	Date removed from roll	Common Practice (there is guidance in KCSiE, but not as to retention period)	Transfer to LA Elective Home Education Coordinator for Missing Children and Secure disposal

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				retention of records relating to child sexual abuse.			
18.3	Child Protection (CP) Information – Child is removed from the roll and is Elective Home Educated	Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.	DSL/ADSL	Retain for 25 years from the child's date of birth, then review. Information relating to child sexual abuse should be preserved for 75 years in line with the IICSA recommendations for extended retention of records relating to child sexual abuse.	Date removed from roll	Common Practice (there is guidance in KCSiE, but not as to retention period)	Transfer to LA Elective Home Education Coordinator and Secure disposal
18.4	Filtering & Monitoring Logs. Where these indicate a child protection/safeguarding concern, the log should be added to the pupil CP Information and retained in line with the periods in 18.1-18.4.	The filtering and monitoring alert system is via IMPERO programme. Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only	ICT Manager DSL/ADSL	60 days retention on log viewer and then Once Impero console is logged off, the alert is no longer visible to staff. Information is not retained externally. False positives are checked by the DSL/ICT Manager and deleted.	Date of log	Common Practice (there is guidance in KCSiE, but not as to retention period)	Deletion

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		DSL/ADSL have access to these.					
18.6	Records covered by a Data Preservation Notice (DPN)	Electronic on our electronic systems and paper copies in our archive.	Headteacher	Preserve until the DPN is formally withdrawn or replaced with a Coroner Information Notice or other lawful instruction	Receipt of a formal DPN from Ofcom or another authorised body	Online Safety Act 2023, Ofcom Online Safety Information Powers Guidance (Dec 2025)	Reviewed and then either: returned to their normal retention schedule or securely disposed of if their scheduled retention period has already expired.
19. Attendance							
19.1	Attendance Registers	MIS platform & Go 4 School platform	Attendance Manager	Every entry in the School admission and attendance register is to be preserved for 6 years beginning with the day on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end	Last entry in register	The School Attendance (Pupil Registration) (England) Regulations 2024 Regulations 5, 7	Secure disposal

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				of the school year to which it relates.			
19.2	Correspondence relating to authorized absence	Digital and uploaded to CPOMs, email and letter'	Senior Deputy Headteacher, Attendance Manager and Attendance Officer	Date of absence + 3 years	Date of absence	Section 23 of the Anti-Social Behaviour Act 2003	Secure disposal
19.3	Correspondence relating to unauthorized absence	Digital and uploaded to CPOMs, email and letter'	Senior Deputy Headteacher, Attendance Manager and Attendance Officer	Date of absence + 3 years	Date of absence	Section 23 of the Anti-Social Behaviour Act 2003	Secure disposal
20. Curriculum Management							
20.1	Curriculum returns	N/A	N/A	Current year + 3 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.2	Curriculum development	N/A	N/A	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Offer to the Local Authority Record Office
20.3	Examination Results (School's copy)	Electronic record held on G4S	Assistant Headteacher - Reporting	Current year + 6 years	Date of examination	Common practice	Secure disposal
20.4	SATs Results	Digitally uploaded to Go 4 Schools	Assistant Headteacher	The SATS result should be recorded on the student's educational file and will therefore be retained until the	Date that results are released	Common practice	Secure disposal

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				student reaches the ages of 25 years. The school may wish to keep a composite record of all the whole year SATS results. These could be kept for the current year + 6 years to allow suitable comparison			
20.5	SATs Examination papers	Go4Schools platform	Assistant Headteacher	The examination papers should be kept until any appeals/validation process is complete	Date of examination	Common practice	Secure disposal
20.6	Published Admission Number (PAN) Reports	Digital, stored on MS Teams	DCC, Headteacher, Office Manager/PA to Headteacher, Data Manager	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.7	Value Added and Contextual Data	Electronic – MIS platform (SIMs), Go 4 Schools, Exam admin folders	Assistant Headteacher	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal
20.8	Self-Evaluation Forms	Blue Sky	Assistant Headteacher	Current year + 6 years	Date of completion	Common practice	Secure disposal
20.9	Internal Moderation	Paper-based internal	Curriculum Coordinators	Academic year + 1 academic year	Date of commencement	Common practice	Secure disposal

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		assessments / Kept securely by class teachers					
20.10	External Moderation	Electronic records provided by exam boards	Exams officer	Until superseded	Date of commencement	Common practice	Secure disposal
21. Implementation of Curriculum							
21.1	Schemes of Work	Electronic records held on internal shared drive	Curriculum Coordinators / Heads of Subject / Teachers in charge of	Current year + 1 year	End of the academic year that the record was created in	Common practice	Review these records at the end of each year and allocate a further retention period or secure disposal
21.2	Timetable	MIS platform	Assistant Headteacher - Timetable	Current year + 1 year	End of the academic year that the record was created in	Common practice	Secure disposal
21.3	Class Record books, mark books, homework records (eg teacher spreadsheets etc)	Electronic records held on internal shared drive and/or paper-based records kept securely in teacher planners	Teachers	Current year + 1 year	End of the academic year that the record was created in	Common practice	Secure disposal
21.4	Student work	Work is held in student areas on the internal network or as paper-based	Teachers	Where possible, students' work should be returned to the student at the end of the	End of the academic year that the record was created in	Common practice	Secure disposal

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		work in exercise books and folders in classrooms		academic year. If this is not, currently policy then it should be retained for the current year +1			
21.5	Online learning platforms	Any platform requiring sharing of student information is covered by a relevant DPIA	Teacher responsible for each platform	As above. Work should be cleared from platforms at the end of the following academic year	End of the academic year that the record was created in	Common practice	Secure disposal
21.6	Teacher diaries & Notebooks	Individual teachers are responsible for ensuring their diaries and/or notebooks are kept securely at all times	Teachers	Contents should be transferred to appropriate record keeping (eg staff file, student record, MIS safeguarding / behaviour log) as soon as possible. Destroyed within 3 months.	Expiration of diary. Completion of notebook	Common practice	Secure disposal
22. Extra Curriculum Management							
22.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom (Nursery/Primary schools) where there has not been a Major Incident (Records created might include risk assessments)	N/A	N/A	Date of visit + 14 years	Date of visit	The Health and Safety at Work Act 1974	Secure disposal
22.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom (Secondary	Saved and archived as SVF1 and SVF2 in the	Assistant Headteacher	Date of visit + 10 years	Date of visit	The Health and Safety at Work Act 1974	Secure disposal

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	schools) where there has not been a Major Incident	Trips and Visits folder					
22.3	Parental consent forms for school trips where there has been no Major Incident	Electronic and paper copies destroyed the day after trip	Assistant Headteacher	No retention is required		Common practice	Secure disposal
22.4	Records created by schools to obtain approval for to run an Educational Visit outside the Classroom, **where there has been a Major Incident** (Records created might include risk assessments)	Saved and archived as SVF1 and SVF2 in the Trips and Visits folder	Assistant Headteacher	Retain for 25 years from the date of birth of the student/s involved in the incident	Student's DOB	The Limitation Act 1980	Secure disposal
22.5	Parental consent forms for school trips, **where there has been a Major Incident**	Electronic forms are saved and archived in the Trips and Visits folder	Assistant Headteacher	Retain for 25 years from the date of birth of the student/s involved in the incident. The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	Student's DOB	The Limitation Act 1980	Secure disposal
23. Family Liaison / Early Help / Alternative Provision							
23.1	Day books	N/A	N/A	Current year + 2 years then review	End of the calendar year that the record was created in	Common practice	Secure disposal
23.2	Reports for outside agencies – where the report has been included on the agency case file	Electronic storage via online safeguarding	DSL/ADSL	Whilst the child is attending school and then destroy	Date of completion of report	Common practice	Secure disposal

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		management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.					
23.3	Referral forms	Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.	Deputy Head-Pastoral/ Behaviour Team SENDCo DSL/ADSL	While the referral is current	Date of completion of form	Common practice	Secure disposal
23.5	Contact data sheets and database entries	Electronic storage via online safeguarding management system: CPOMS. Historic paper files are locked in a secure metal cabinet- only DSL/ADSL have access to these.	Deputy Head-Pastoral DSL	Current year then review – if contact is no longer active then destroy	End of the calendar year that the record was created in	Common practice	Secure disposal

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23.6	Group registers	G4S platform	Senior Deputy Headteacher	Current year + 2 years	Last entry in register	Common practice	Secure disposal
24. Local Authority							
24.1	Secondary Transfer sheets	Digitally uploaded to DfE School 2 School	Data Manager	Current year + 2 years	Year of transfer	Common practice	Secure disposal
24.2	Attendance Returns	MIS platform, Go 4 Schools platform and Digital Copy stored on OneDrive, but no longer required by the LA going forward	Attendance Officer	Current year + 1 year	End of the calendar year that the record was created in	Common practice	Secure disposal
24.3	School Census Returns	MIS platform, Collect platform	Data Manager, DCC	Current year + 5 years	Completion of return	Common practice	Secure disposal
24.4	Circulars and other information sent from the Local Authority	Schools Information Portal Electronic, other communication via email	DCC	Operational use	Date of issue	Common practice	Secure disposal
25. Central Government							
25.1	OFSTED reports and papers	**Electronic, DfE website, LCS website**	**Headteacher**	Retain whilst current	Date new report is issued	Common practice	Offer to Local Authority Record Office
25.2	Returns made to central government, including Schools financial value standard (SFVS) and assurance statement	Electronic and paper, SFVS site, Shared finance portal with DCC,	Governors , Headteacher, DCC, DFE, ESFA	Current year + 6 years	End of the calendar year that the record was created in	Common practice	Secure disposal

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		DfE, ESFA, MS Teams					
25.3	Circulars and other information sent from central government	Electronic Email communication	Headteacher DfE	Operational use	Date of issue	Common practice	Secure disposal
26. Parent / Alumni Associations							
26.1	Records relating to the creation and management of PTA and Old Student Associations	PSA Activity	LCS PSA	Current year + 6 years	Date of foundation	Common practice	Offer to the Local Authority Record Office
27. Recordings (meetings, calls, online lessons) – (This section to suit should be consistent with the Acceptable Use policy)							
27.1	Incoming & Outgoing calls	Locally	School Network Manager	**Call recordings kept for 1 month unless transferred to CPOMs**	**Automatic**	Common practice	
27.2	Meetings	Microsoft data centres via Office 365	School Network Manager	**Meeting recordings kept for 60 days**	**Automatic**	Common practice	
27.3	Online lessons	Microsoft data centres via Office 365	School Network Manager	**Meeting recordings kept for 60 days. Class teams archived at end of academic year and kept for further academic year**	**ICT Support end of year process**	Common practice	
27.4	Staff training	Termination of employment + 6 years	Date of appointment	Limitation Act 1980		Common practice	
28. Student Work Experience / Placement Records (Secondary schools)							

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28.1	Records created in relation of offsite student work experience where there has not been a Major Incident	On the Unifrog platform on the Placements Tool. Electronic.	Careers Lead	Date of placement + 10 years	Date of placement	The Health and Safety at Work Act 1974	Secure disposal
28.2	Records created in relation of offsite student work experience **where there has been a Major Incident**	Electronic on the PSHE OneDrive in the folder called Work Experience Admin.	DCC, Headteacher, Careers Lead	Retain for 25 years from the date of birth of the student/s involved in the incident	Student's DOB	The Limitation Act 1980	Secure disposal
29. Administration of Medication							
29.1	Non-prescription medicines and remedies inc painkillers, or very commonly prescribed drugs such as antibiotics or asthma inhalers	Digitally recorded on Medical Tracker and paper copy put in plastic envelope to accompany medication	Medical Officer	Current year + 1 year	Date of administration	Limitation Act 1980	Secure disposal
29.2	All other administration of medication not covered by 30.1 including, but not limited to: peg feeding, injections, treatments for serious conditions such as diabetes, ADHD or depression	Digitally recorded on Medical Tracker for Diabetes only. All others mentioned are kept off site except exceptional circumstance and will be recorded digitally on medical tracker as well	Medical Officer	Date of birth of the student + 25 years	Date of administration	Limitation Act 1980	Secure disposal

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Appendix A – List of School Records and Data safely destroyed

Specimen Checklist for Annual Review of School Records and Safe Data Destruction

The following is an example of how to create a destruction record – this could be a spreadsheet.

Reference Number	File/Record Title	Description	Reference or Cataloguing Information	Number of Files Destroyed	Method of Destruction	Confirm; (i) Safely Destroyed (ii) In accordance with Data Retention Guidelines Yes/No	Name of Authorising Officer
1.	School invoices	Copies of purchase invoices dated 2011/12	Folders marked 'Purchase Invoices 2011/13' 1-3	3 Folders	Cross shredded	Yes	J Smith (Head)

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