



St Mary's  
Catholic Primary School and Nursery

## **CHECKLIST FOR ANNUAL REVIEW OF SCHOOL RECORDS AND SAFE DATA DESTRUCTION**

### **Aims**

This checklist is in accordance with the DfE guidance (April 2018), Data Protection rules and the Freedom of Information Act (2000) legislation.

It enables the completion of an annual review and safe destruction of school records and information.

### **Safe Destruction of Data**

#### **Disposal of records that have reached the end of the minimum retention period allocated**

The fifth data protection principle states that:

*“Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes”*

The Senior Leadership Team must ensure that they review records that are no longer required for business use, as soon as possible under the criteria set out.

This review will determine whether the records are:

- selected for permanent preservation
- destroyed
- digitised to an electronic format
- retained for research or litigation purposes

St Mary's must document decisions in accordance with the Records Management Policy and Retention Schedule.

### **Safe destruction of records**

We destruct all records containing personal information or sensitive policy information so that they are either unreadable or unreconstructable.

- Paper records are shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks are shredded using a cross-cutting shredder

- Audio / Video Tapes are dismantled and shredded
- Hard Disks are dismantled and sanded

We do not dispose of these records in with the regular waste recycling unless they do not contain any sensitive or personal information.

It is important to understand that if we record records as destroyed, but have not yet destroyed them and we receive a request for the records, we MUST provide these records.

The process must ensure that the destruction is authorised by a member of the Senior Leadership team and the destruction recorded. We must destroy records as soon as we document the record as destroyed.

### **Freedom of Information Act 2000 (FoIA 2000)**

The Freedom of Information Act 2000 requires St Mary's to maintain a list of destroyed records and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier)
- File title (or brief description);
- Date range
- The name of the authorising officer
- Date action taken

This will ensure that we are compliant with the Data Protection rules and the Freedom of Information Act 2000.

If you have any queries in completing this checklist please contact:

- **The Data Protection Lead - Mrs Lisa Lee**

St Mary's Catholic Primary School & Nursery  
Dane Bank Avenue  
Crewe  
Cheshire  
CW2 8AD

Email: [admin@stmarysrc.cheshire.sch.uk](mailto:admin@stmarysrc.cheshire.sch.uk)

Tele: 01270 685174

- **The Data Protection Officer**

Schools Data Protection Officer  
Cheshire West and Chester Council,  
Council Offices,  
4 Civic Way,  
Ellesmere Port,  
CH65 0BE

Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)



## 1.0 MANAGEMENT OF THE SCHOOL

### 1.1 THE GOVERNING BODY

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Agendas for Governing Body Meetings	There may be some data protection issues if the meeting is dealing with confidential issues relating to staff	Retain one copy with the master set of minutes. All other copies can be disposed of	Secure Disposal		
Minutes of Governing Body Meetings	There may be some data protection issues if the meeting is dealing with confidential issues relating to staff				
Principal Set		PERMANENT	Not Applicable		
Inspection Copies		Date of Meeting + 3 years	If these minutes contain any sensitive, personal information they must be shredded		

Reports presented to the Governing Body	There may be some data protection issues if the meeting is dealing with confidential issues relating to staff	Keep reports for a minimum of 6 years. However, if the reports refer directly to an individual then the reports should be kept permanently	Secure Disposal or retained with a signed set of minutes		
Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Date of the meeting + a minimum of 6 years	Secure Disposal		
Instruments of Government including Articles of Association	No	PERMANENT	Not Applicable		
Trusts and Endowments managed by the Governing Body	No	PERMANENT	Not Applicable		
Action Plans created and administered by the Governing Body	No	Life of the action plan + 3 years	Secure Disposal		
Policy documents created and administered by the Governing Body	No	Life of the policy + 3 years	Secure Disposal		
Records relating to complaints dealt with by the Governing Body	Yes	Date of the resolution of the complaint + a minimum of 6 years then review for further	Secure Disposal		

		retention in the case of continuous disputes			
Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	Secure Disposal		
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Date proposal accepted or declined + 3 years	Secure Disposal		

## 1.2 THE HEAD TEACHER AND SENIOR LEADERSHIP TEAM

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Logbooks of activity in the school maintained by the Head Teacher	There may be data protection issues if the logbook refers to individual pupils or members of staff	Date of last entry in the book + a minimum of 6 years then review	Secure Disposal		
Minutes of Senior Leadership Team meetings & the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then review	Secure Disposal		
Records created by the Head teacher or the Senior Leadership Team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the report + a minimum of 3 years then review	Secure Disposal		
Records by the Head Teacher, Deputy Head Teacher, SLT & other staff with administrative responsibilities	There may be data protection issues if the record refers to individual pupils or members of staff	Current academic year + 6 years then review	Secure Disposal		



Correspondence created by the Head Teacher, Deputy Head Teacher, Senior Leadership Team and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then review	Secure Disposal		
Professional Development Plans	Yes	Life of plan + 6 years	Secure Disposal		
School Development Plan	No	Life of plan + 3 years	Secure Disposal		

### 1.3 THE ADMISSIONS PROCESS

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
All records relating to the creation and implementation of the School's Admission Policy	No	Life of the policy + 3 years then review	Secure Disposal		
Admissions – if the admission is successful	Yes	Date of admission + 1 year	Secure Disposal		
Admission- if the appeal is unsuccessful	Yes	Resolution of case + 1 year	Secure Disposal		
Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	Review – Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attended the school		
Proof of address supplied by parents as part of the admissions process	Yes	Current year + 1 year	Secure Disposal		

Supplementary Information Form including additional information such as religion, medical conditions etc.  Successful admissions  Unsuccessful admission	Yes				
		This information should be added to the pupil file	Secure Disposal		
		Until appeals process completed	Secure Disposal		

## 1.4 OPERATIONAL ADMINISTRATION

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
General file series	No	Current year + 5 years then review	Secure Disposal		
Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years	Standard Disposal		
Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	Standard Disposal		
Newsletters and other items with a short operational use	No	Current year + 1 year	Standard Disposal		
Visitors Books and Signing in Sheets	Yes	Current year + 6 years then review	Secure Disposal		
Records relating to the creation & management of PTA and/or Old Pupils Associations	No	Current year + 6 years then review	Secure Disposal		

## 2.0 HUMAN RESOURCES RECRUITMENT

### 2.1 RECRUITMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
All records leading up to the appointment of a new Head Teacher	Yes	Date of appointment + 6 years	Secure Disposal		
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	Date of appointment of successful candidate + 6 months	Secure Disposal		
All records leading up to the appointment of a new member of staff – successful candidates	Yes	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	Secure Disposal		
Pre-employment vetting information – DBS Checks	No	The school does not have to keep copies of the DBS certificates. If the school does so, the copy must NOT be	Secure Disposal		

		retained for more than 6 months			
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS Disclosure	Yes	Where possible, these should be checked, and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation, then it should be placed on the member of staff's personnel file			
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	Yes	Where possible, these documents should be added to the Staff Personnel File (see below), but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years			

## 2.2 OPERATIONAL STAFF MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Staff Personnel File	Yes	Termination of Employment + 6 years	Secure Disposal		
Timesheets	Yes	Current year + 6 years	Secure Disposal		
Annual appraisal/assessment records	Yes	Current year + 5 years	Secure Disposal		

## 2.3 MANAGEMENT OF DISCIPLINARY AND GRIEVANCE PROCESSES

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then review. Note allegations that are found to be malicious should be removed from personnel files. If found that they are to be kept on the file and a copy provided to the person concerned	Secure Disposal  These records must be shredded		
Disciplinary Proceedings	Yes				
Oral Warning		Date of warning + 6 months	Secure Disposal		
Written Warning – Level 1		Date of warning + 6 months	(If warnings are placed on personnel files then they must be removed from the file)		
Written Warning – Level 2		Date of warning + 12 months			
Final Warning		Date of warning + 18 months			
Case Not Found		Child protection related see above otherwise dispose of at the conclusion of the case	Secure Disposal		



## 2.4 HEALTH AND SAFETY

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Health and Safety Policy Statements	No	Life of Policy + 3 years	Secure Disposal		
Health and Safety Risk Assessments	No	Life of risk assessment + 3 years	Secure Disposal		
Records relating to accident/injury at work	Yes	Date of incident + 12 years  In the case of serious accidents, a further retention period will need to be applied	Secure Disposal		
Accident Reporting	Yes				
Adults		Date of the incident + 6 years	Secure Disposal		
Children		DOB of the child + 25 years	Secure Disposal		
Control of Substances Hazardous to Health (COSHH)	No	Current year + 40 years	Secure Disposal		
Process of monitoring of areas where employees and	No	Last action + 40 years	Secure Disposal		

persons are likely to have become in contact with asbestos					
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	Last action + 50 years	Secure Disposal		
Fire Precautions Logbooks	No	Current year + 6 years	Secure Disposal		

## 2.5 PAYROLL AND PENSIONS

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Maternity pay records	Yes	Current year + 3 years	Secure Disposal		
Records held under Retirement Benefits Scheme (Information Powers) Regulations 1995	Yes	Current year + 6 years	Secure Disposal		

### 3.0 FINANCIAL MANAGEMENT OF THE SCHOOL

#### 3.1 RISK MANAGEMENT AND INSURANCE

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Employer's Liability Insurance Certificate	No	Closure of the school + 40 years	Secure Disposal		

### 3.2 ASSET MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Inventories of furniture and equipment	No	Current year + 6 years	Secure Disposal		
Burglary, theft and vandalism report forms	No	Current year + 6 years	Secure Disposal		

### 3.3 ACCOUNTS AND STATEMENTS INCLUDING BUDGET MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Annual Accounts	No	Current year + 6 years	Standard Disposal		
Loans and grants managed by the school	No	Date of the last payment on the loan + 12 years	Secure Disposal		
Student grant applications	Yes	Current year + 3 years	Secure Disposal		
All records relating to the creation and management of the budget including the Annual Budget statement and background papers	No	Lifetime of the budget + 3 years	Secure Disposal		
Invoices, receipts, order books, requisitions, delivery notices	No	Current year + 6 years	Secure Disposal		
Records relating to the collection and banking of monies	No	Current year + 6 years	Secure Disposal		

Records relating to the identification and collection of debt	No	Current year + 6 years	Secure Disposal		
---	----	------------------------	-----------------	--	--

### 3.4 CONTRACT MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
All records relating to the management of contract under seal	No	Last payment on the contract + 12 years	Secure Disposal		
All records relating to the management of contract under signature	No	Last payment on the contract + 6 years	Secure Disposal		
Records relating to the monitoring of contracts	No	Current year +2 years	Secure Disposal		



### 3.5 SCHOOL FUND

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
School Fund – Cheque Books	No	Current year + 6 years	Secure Disposal		
School Fund – Paying In Books	No	Current year + 6 years	Secure Disposal		
School Fund - Ledger	No	Current year + 6 years	Secure Disposal		
School Fund - Invoices	No	Current year + 6 years	Secure Disposal		
School Fund - Receipts	No	Current year + 6 years	Secure Disposal		
School Fund – Bank Statements	No	Current year + 6 years	Secure Disposal		
School Fund – Journey Books	No	Current year + 6 years	Secure Disposal		

### 3.6 SCHOOL MEALS MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Free School Meals Registers	Yes	Current year + 6 years	Secure Disposal		
School Meals Registers	Yes	Current year + 3 years	Secure Disposal		
School Meals Summary Sheets	No	Current year + 3 years	Secure Disposal		

## 4.0 PROPERTY

### 4.1 PROPERTY MANAGEMENT

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Title deeds of properties belonging to the school	No	PERMANENT  These should follow the property unless the property has been registered with the Land Registry			
Plans of property belong to the school	No	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			
Leases of property leased by or to the	No	Expiry of lease + 6 years	Secure Disposal		
Records relating to the letting of school	No	Current financial year + 6 years	Secure Disposal		

## 4.2 MAINTENANCE

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
All records relating to the maintenance of the school carried out by contractors	No	Current year + 6 years	Secure Disposal		
All records relating to the maintenance of the school carried out by school employees including maintenance log	No	Current year + 6 years	Secure Disposal		

## 5.0 PUPIL MANAGEMENT

### 5.1 PUPIL'S EDUCATIONAL RECORD

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Pupil's Educational Record required by The Education	Yes				
Primary		Retain whilst the child remains at the primary school	<p>The file follows the pupil when leaving.</p> <p>If the pupil dies whilst at primary school the file should be returned to the Local Authority to be retained for the statutory retention period</p>		
Examination Results – Pupil Copies	Yes				

Public		This information should be added to the pupil file	All uncollected certificates should be returned to the examination board		
Internal		This information should be added to the pupil file			
Child Protection information held on pupil file	Yes	If any records relating to child protection issues are placed on the pupil file, it should be in sealed envelope and then a retained for the same period as the pupil file.	Secure Disposal – these records MUST be shredded		
Child protection information held in separate files	Yes	DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	Secure Disposal – these records MUST be shredded		

## 5.2 ATTENDANCE

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Attendance Registers	Yes	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	Secure Disposal		
Correspondence relating to authorised absence	Yes	Current academic year + 2 years	Secure Disposal		

### 5.3 SPECIAL EDUCATIONAL NEEDS

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Special Educational Needs files, reviews and Individual Education Plans	Yes	Date of Birth of the pupil + 25 years	REVIEW This retention period is the minimum retention period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period to defend themselves in a “failure to provide a sufficient education” case. An element of business risk analysis is involved in any decision to keep the records longer than the min retention period & should be documented.		



Statement maintained under section 234 of the Education Act 1990 and any amendments made	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold		
Advice and information provided to parents regarding educational needs	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold		
Accessibility Strategy	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold		

## 6.0 CURRICULUM MANAGEMENT

### 6.1 STATISTICS AND MANAGEMENT INFORMATION

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Curriculum Returns	No	Current year + 3 years	Secure Disposal		
Examination Results (Schools Copy)	Yes	Current year + 6 years	Secure Disposal		
SATS Records/Results	Yes	The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	Secure Disposal		
Examination Papers		The examination papers should be kept until any appeals/validation process is complete	Secure Disposal		

Published Admission Number (PAN) Reports	Yes	Current year + 6 years	Secure Disposal		
Value Added and Contextual Data	Yes	Current year + 6 years	Secure Disposal		
Self Evaluation Forms	Yes	Current year + 6 years	Secure Disposal		

## 6.2 IMPLEMENTATION OF THE CURRICULUM

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Schemes of Work	No	Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL		
Timetable	No	Current year + 1 year			
Class Record Books	No	Current year + 1 year			
Mark Books	No	Current year + 1 year			
Record of homework set	No	Current year + 1 year			
Pupils' Work	No	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	Secure Disposal		

## 7.0 EXTRA CURRICULAR ACTIVITIES

### 7.1 EDUACTIONAL VISITS OUTSIDE THE CLASSROOM

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Date of visit + 14 years	Secure Disposal		
Records created by schools to obtain approval to run an Educational Visit outside the Classroom	No	Date of visit + 10 years	Secure Disposal		
Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low		

Parental permission slips for school trips – where there has been a major incident	Yes	DOB of the pupil involved in the incident + 25 years  The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils			
--	-----	---	--	--	--

## 7.2 WALKING BUS

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Walking Bus Registers	Yes	Date of register + 3 years  This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure Disposal  [If these records are retained electronically any back up copies should be destroyed at the same time]		

### 7.3 FAMILY LIAISON OFFICERS AND HOME SCHOOL LIAISON ASSISTANTS

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Day Books	Yes	Current year + 2 years then review	Secure Disposal		
Reports for outside agencies - where the report has been included on the case file created by the	Yes	Whilst child is attending school and then destroy	Secure Disposal		
Referral forms	Yes	While the referral is current	Secure Disposal		
Contact data sheets	Yes	Current year then review, if contact is no longer active then destroy	Secure Disposal		
Contact database entries	Yes	Current year then review, if contact is no longer active then destroy	Secure Disposal		
Group Registers	Yes	Current year + 2 years	Secure Disposal		



## 8.0 CENTRAL GOVERNMENT AND LOCAL AUTHORITY

### 8.1 LOCAL AUTHORITY

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
Secondary Transfer Sheets (Primary)	Yes	Current year + 2 years	Secure Disposal		
Attendance Returns	Yes	Current year + 1 year	Secure Disposal		
School Census Returns	No	Current year + 5 years	Secure Disposal		
Circulars and other information sent from the Local Authority	No	Operational use	Secure Disposal		

**8.2 CENTRAL GOVERNMENT**

BASIC FILE DESCRIPTION	DATA PROTECTION ISSUES	RETENTION PERIOD (OPERATIONAL)	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD	ANNUAL REVIEW COMPLETED AND DATE	DESTRUCTION COMPLETED AND DATE
OFSTED reports and papers	No	Life of the report then REVIEW	Secure Disposal		
Returns made to central government	No	Current year + 6 years	Secure Disposal		
Circulars and other information sent from central government	No	Operational use	Secure Disposal		

**LIST OF SCHOOL RECORDS AND DATA SAFELY DESTROYED**

<b>REF NUMBER</b>	<b>FILE/RECORD TITLE</b>	<b>DESCRIPTION</b>	<b>REFERENCE OR CATALOGUING INFORMATION</b>	<b>NUMBER OF FILES DESTROYED</b>	<b>METHOD OF DESTRUCTION</b>	<b><u>CONFIRM</u> SAFELY DESTROYED IN ACCORDANCE WITH DATA RETENTION GUIDELINES TICK (✓)</b>
<i>e.g.</i>	<i>School Invoices</i>	<i>Copies of purchase invoices dated 2011/12</i>	<i>Folders marked "Purchase Invoices 2011/12" 1 to 3</i>	<i>3 Folders</i>	<i>Shredding</i>	✓
1						
2						
3						
4						
5						
6						
Presented to FGB on			Signed Chair of Governors			On Date

REF NUMBER	FILE/RECORD TITLE	DESCRIPTION	REFERENCE OR CATALOGUING INFORMATION	NUMBER OF FILES DESTROYED	METHOD OF DESTRUCTION	<b>CONFIRM SAFELY DESTROYED IN ACCORDANCE WITH DATA RETENTION GUIDELINES TICK (✓)</b>
7						
8						
9						
10						
11						
12						
13						
Presented to FGB on			Signed Chair of Governors			On Date

REF NUMBER	FILE/RECORD TITLE	DESCRIPTION	REFERENCE OR CATALOGUING INFORMATION	NUMBER OF FILES DESTROYED	METHOD OF DESTRUCTION	<b>CONFIRM SAFELY DESTROYED IN ACCORDANCE WITH DATA RETENTION GUIDELINES TICK (✓)</b>
14						
15						
16						
17						
18						
19						
20						
Presented to FGB on			Signed Chair of Governors			On Date

REF NUMBER	FILE/RECORD TITLE	DESCRIPTION	REFERENCE OR CATALOGUING INFORMATION	NUMBER OF FILES DESTROYED	METHOD OF DESTRUCTION	<b>CONFIRM SAFELY DESTROYED IN ACCORDANCE WITH DATA RETENTION GUIDELINES TICK (✓)</b>
21						
22						
23						
24						
25						
26						
27						
Presented to FGB on			Signed Chair of Governors			On Date