

Heathcote School Records Retention Schedule

Introduction

This retention schedule describes the time periods for which records should be retained by the School in order to comply with the requirements of GDPR, Data Protection Act 2018 and the Freedom of Information Act 2000. This schedule has been devised in association with the Records Management Society of Great Britain (Local Government Group).

Managing records using the retention guidelines will be deemed 'normal processing' under the legislation. If there is an administrative need to keep a certain record for longer or shorter than that shown in the Retention Schedule, then this will be documented by the school. The default action at the end of the retention period is secure disposal or deletion of the record. Exceptions to this are where the retention period says permanent which means the record will never be destroyed.

The schedule refers to all information regardless of the media in which it is stored. All records created and maintained by the school, both in paper and electronic form are subject to retention policies. Disposal of information will be arranged once it has reached the end of the retention period.

This schedule will be reviewed on a regular basis.

GOVERNING BODY

Record Type/File description	Data Protection Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the School administrative life of the record
Agenda & Minutes of Governing body meetings	Yes/No	School hard drive		One copy should be retained with the master set of minutes. All other copies can be disposed of		SECURE DISPOSAL
<ul style="list-style-type: none"> Principal Set (signed) 		School hard drive		PERMANENT		If the school is unable to store these then they should be offered to the County Archives Service
<ul style="list-style-type: none"> Inspection copies 		School hard drive		Date of meeting + 3 years	Term after the retention period ends	If these meeting contain any sensitive, personal information they must be shredded
Reports presented to Governing body	Yes/No	School hard drive		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	Term after the retention period ends	SECURE DISPOSAL or retain with the signed set of the minutes

Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	School hard drive	Education Act 2002 Section 33	Date of meeting + a minimum of 6 years	Term after the retention period ends	SECURE DISPOSAL
Instruments of Government including Articles of Association	No	School hard drive		PERMANENT		These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
Trusts and Endowments managed by the Governing Body	No	School hard drive		PERMANENT		These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes
Action plans created and administered by the Governing Body	No	School hard drive		Life of the action plan + 3 years	Term after the retention period ends	SECURE DISPOSAL
Policy documents created and administered by the Governing Body	No	LBWF Governor Hub/School hard drive		Life of the policy + 3 years	Term after the retention period ends	SECURE DISPOSAL

Records relating to complaints dealt with by the Governing Body	Yes	School hard drive		Date of resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	Term after the retention period ends	SECURE DISPOSAL
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendments) Regulations 2002	No	School hard drive	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	Term after the retention period ends	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	School hard drive		Date proposal accepted or declined + 3 years	Term after the retention period ends	SECURE DISPOSAL

MANAGEMENT

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Log books of activity in the school maintained by the Head Teacher	Yes/No	School hard drive		Date of last entry in the book + a minimum of 6 years then review	Term after the retention period ends	These could be of permanent historical value and should be offered to the County Archives Service if appropriate

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	Yes/No	School hard drive		Date of the meeting + 3 years then review	Term after the retention period ends	SECURE DISPOSAL
Reports created by the Head Teacher of the Management Team	Yes/No	School hard drive		Date of the report + a minimum of 3 years then review	Term after the retention period ends	SECURE DISPOSAL
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes/No	School hard drive		Current academic year + 6 years then review	Term after the retention period ends	SECURE DISPOSAL
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes/No	School hard drive		Date of correspondence + 3 years then review	Term after the retention period ends	SECURE DISPOSAL
Professional Development Plans	Yes	School hard drive		Life of the plan + 6 years	Term after the retention period ends	SECURE DISPOSAL
School Development Plans	No	School hard drive		Life of the plan + 3 years	Term after the retention period ends	SECURE DISPOSAL

PUPILS

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Admission Registers	Yes	SIMS School MIS		Date of last entry in the book (or file) + 6 years	Term after departure from school	Retain in the school for 6 years from the date of the last entry then consider transfer to Archives
Attendance Registers	Yes	SIMS School MIS		Date of register + 3 years	Term after departure from school	SECURE DISPOSAL [If these records are retained electronically any back-up copies should be destroyed at the same time]
Pupil files	Yes					
<ul style="list-style-type: none"> • <i>Secondary</i> 		Locked filing cabinets	Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL
Any other records created in the course of contact with pupils	Yes/No	School hard drive and locked filing cabinets		Current year + 3 years	Term after departure from school	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans	Yes	School hard drive and locked filing cabinets		Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL
Safeguarding & Child protection records	Yes	Safeguarding software Pupils files		Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL
LAC and Previously LAC records	Yes	School hard drive		Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL
Medical Files	Yes	School MIS and hard drive		Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
School Robins		School MIS and hard drive		Date of birth of the pupil + 25 years	Term after departure from school	SECURE DISPOSAL
Correspondence Relating to Authorised Absence and issues	No	School hard drive		Date of absence + 2 years	Term after departure from school	SECURE DISPOSAL
Examinations results	Yes	School hard drive			Term after departure from school	SECURE DISPOSAL
<ul style="list-style-type: none"> • <i>Public</i> 	No			Year of examinations + 6 years	Term after departure from school	SECURE DISPOSAL
<ul style="list-style-type: none"> • <i>Internal examination results</i> 	Yes			Current year + 5 years	Term after departure from school	SECURE DISPOSAL
Statement maintained under the Education Act 1996 Section 324	Yes	School hard drive and locked filing cabinets	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	Term after departure from school	SECURE DISPOSAL unless legal action is pending
Proposed statement or amended statement	Yes	School hard drive and locked filing cabinets	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	Term after departure from school	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Yes	School hard drive and locked filing cabinets	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	Term after departure from school	SECURE DISPOSAL unless legal action is pending

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Accessibility Strategy	Yes	School hard drive	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years		SECURE DISPOSAL unless legal action is pending
Parental permission slips for school trips – where there has been no major incident	Yes	SIMS School MIS School hard drive		Conclusion of the trip	Term after trip concludes	SECURE DISPOSAL
Evolve – Educational visits online	No	Online platform		Life of RA + 3 years	Term after retention period ends	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	SIMS School MIS School hard drive	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	Term after departure from school	SECURE DISPOSAL

CURRICULUM

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Curriculum development	No	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Curriculum returns	No	School hard drive		Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL
Sims	No	School hard drive		Staff - Current year + 6 years Pupils – DOB + 25 years	Term after the retention period ends	Archive then SECURE DISPOSAL
4 Matrix	No	School hard drive		Current year + 1 year	Term after the retention period ends	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	School hard drive		Current year + 1 year	Term after the retention period ends	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Accelerated Reader	No	School hard drive		Current year + 1 year	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Class Charts	No	School hard drive		Current year + 1 year	Term after the retention period ends	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
Examinations results	Yes	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
ALPS records	Yes	School hard drive/software		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
FFT records	Yes	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

PERSONNEL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
All records leading up to the appointment of a new headteacher	Yes	Scanned to school hard drive		Date of appointment + 6 years	Term after the retention period ends	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidate	Yes	Scanned to school hard drive		Date of appointment of successful candidate + 6 months	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
All records leading up to the appointment of a new member of staff – successful candidate	Yes	Scanned to school hard drive		All relevant information should be added to the staff personal file and all other information retained for 6 months	Term after the retention period ends	SECURE DISPOSAL
Pre-employment vetting information – DBS Checks	No	Scanned to school hard drive	DBS guidelines	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	Term after the retention period ends	SECURE DISPOSAL
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes	Scanned to school hard drive		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 this should be placed on the member of staff’s personal file	Term after the retention period ends	

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Pre-employment vetting information – Evidence proving the right to work in the UK	Yes	Scanned to school hard drive	An employer's guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the Staff Personal File, but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than 2 years	Term after the retention period ends	SECURE DISPOSAL
Staff Personal File	Yes	Scanned to school hard drive	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	Term after the retention period ends	SECURE DISPOSAL
Single Central Record	Yes	School hard drive	Safer Recruitment and Safeguarding in schools	Termination of employment	Term after retention period ends	
Timesheets, sick pay	Yes	Hard copies in locked filing cabinets	Financial Regulations	Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Annual appraisal / assessment records	Yes	Scanned to school hard drive		Current year + 5 years	Term after the retention period ends	SECURE DISPOSAL
Disciplinary proceedings	Yes	Scanned to school hard drive		Current year + 5 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	Scanned to school hard drive	"Keeping children safe in education Statutory guidance for schools and colleges March 2015"; working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015"	Until the person's normal retirement age of 10 years from the date of the allegation whichever is the longer then REVIEW. [Allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	Term after the retention period ends	SECURE DISPOSAL These records must be shredded
<ul style="list-style-type: none"> <i>oral warning</i> 		Scanned to school hard drive		Date of warning + 6 months	Term after the retention period ends	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
<ul style="list-style-type: none"> <i>written warning – level 1</i> 		Scanned to school hard drive		Date of warning + 6 months	Term after the retention period ends	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
<ul style="list-style-type: none"> <i>written warning – level 2</i> 		Scanned to school hard drive		Date of warning + 12 months	Term after the retention period ends	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
<ul style="list-style-type: none"> <i>final warning</i> 		Scanned to school hard drive		Date of warning + 18 months	Term after the retention period ends	SECURE DISPOSAL [if warnings are placed on personal files then they must be weeded from the file]
<ul style="list-style-type: none"> <i>case not found</i> 		Scanned to school hard drive		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Term after the retention period ends	SECURE DISPOSAL
Maternity pay records	Yes	Scanned to school hard drive	Statutory Maternity Pay (General) Regulations 1986 (SI1996/1960), revised 1999 (SI1999/567)	Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	Scanned to school hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

HEALTH & SAFETY

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Health & Safety Policy Statements	No	School hard drive		Life of policy + 3 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Health & Safety Risk Assessments	No	School hard drive		Life of risk assessment + 3 years	Term after the retention period ends	SECURE DISPOSAL
Records relating to accident/ injury at work	Yes	School hard drive		Date of incident + 12 years – in the case of serious accidents a further retention period will need to be applied	Term after the retention period ends	SECURE DISPOSAL
Accident Reporting	Yes	School hard drive	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of incident + 12 years – in the case of serious accidents a further retention period will need to be applied	Term after the retention period ends	
<ul style="list-style-type: none"> <i>Adults</i> 				Date of incident + 6 years	Term after the retention period ends	SECURE DISPOSAL
<ul style="list-style-type: none"> <i>Children</i> 				DOB of the child + 25 years	Term after departure from school	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Control of Substances Hazardous to Health (COSHH)	No	In locked filing cabinets in Site office, Science, Art and DT.	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	Current year + 40 years	Term after the retention period ends	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	School hard drive		Last action + 50 years	Term after the retention period ends	SECURE DISPOSAL
Fire Precautions log books	No	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

ADMINISTRATIVE

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Employer's Liability insurance Certificate	No	School hard drive		Closure of the school + 40 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
InVentry	No	School hard drive		Staff – termination of employment + 6 years Pupils – DOB + 25 years	Term after the retention period ends	SECURE DISPOSAL
ParentMail	No	School hard drive		Staff – termination of employment + 6 years Pupils – DOB + 25 years	Term after the retention period ends	SECURE DISPOSAL
Iris(Biostore) ID Manager & Fastrak	No	Cashless catering software		Staff – termination of employment + 6 years Pupils – DOB + 25 years	Term after the retention period ends	SECURE DISPOSAL
CCTV	No	Electronic Footage/School Hard drive		28 days	Term after departure from school	FOOTAGE DELETED
Inventories of furniture and equipment	No	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
School brochure / Prospectus		School hard drive		Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL
Circulars (staff, parents, pupils)		School hard drive		Current year +1 year	Term after the retention period ends	SECURE DISPOSAL
Newsletter / Bulletins		School hard drive		Current year +1 year	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Visitor's book		School Access Management software InVentry		Current year + 2 years	Term after the retention period ends	SECURE DISPOSAL
PTA, School Fund		School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

FINANCE

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Annual Accounts	No	FMS accounting software. school hard drive and locked filing cabinet		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Payroll and Pensions	Yes	Strictly Education portal and school hard drive		Termination of Employment + 6 years	Term after the retention period ends	SECURE DISPOSAL
Loans and grants managed by the school	No	School hard drive and locked Finance office		Date of last payment on the loan + 12 years then REVIEW	Term after the retention period ends	SECURE DISPOSAL
Pupil Grant applications	Yes	Locked admin office		Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	School hard drive and locked filing cabinets		Life of the budget + 3 years	Term after the retention period ends	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	No	Locked Finance office		Current financial year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Records relating to the collection and banking of monies	No	Locked Finance office		Current financial year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Records relating to the identification and collection of debt	No	School hard drive		Current financial year + 6 years	Term after the retention period ends	SECURE DISPOSAL
All records relating to the management of contracts under seal	No	School hard drive	Limitation Act 1980	Last payment on the contract + 12 years	Term after the retention period ends	SECURE DISPOSAL
All records relating to the management of contracts under signature	No	School hard drive	Limitation Act 1980	Last payment on the contract + 6 years	Term after the retention period ends	SECURE DISPOSAL
Records relating to the monitoring of contracts	No	School hard drive and locked filing cabinets		Current year + 2 years	Term after the retention period ends	SECURE DISPOSAL
School Fund Records – Paying in books, Ledger, Invoices, receipts, bank statements	No	Locked Finance office		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Free School Meal Registers	Yes	Sims MIS and School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
School Meal Registers	Yes	Bio-Store cashless catering and School hard drive		Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL
School Meal Summary Sheets	No	Bio-Store cashless catering and School hard drive		Current year + 3 years	Term after the retention period ends	SECURE DISPOSAL
Credit Card/Petty Cash Records	No	Locked Finance office		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

PROPERTY

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Title deeds of properties belonging to the school	No	Locked filing cabinets		Permanent		These should follow the property unless the property has been registered with the Land Registry

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Plans of property belonging to the school	No	School hard drive and locked filing cabinets		Retain whilst the building belongs to the school		Pass to new owner if the building is leased or sold
Leases of property leased by or to the school	No	n/a		Expiry of lease + 6 years	Term after the retention period ends	SECURE DISPOSAL
Records relating to the letting of school premises	No	School hard drive and Bookings Plus lettings software		Current financial year + 6 years	Term after the retention period ends	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by contractors	No	School hard drive and locked filing cabinets in Site office		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees including maintenance log books	No	School hard drive and locked filing cabinets in Site office		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL

LOCAL AUTHORITY

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Secondary Transfer Sheets (Primary)	Yes	School hard drive		Current year + 2 years	Term after the retention period ends	SECURE DISPOSAL

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
Attendance Returns	Yes	School hard drive		Current year + 1 year	Term after the retention period ends	SECURE DISPOSAL
School Census Returns	No	School hard drive		Current year + 5 years	Term after the retention period ends	SECURE DISPOSAL
Circulars and other information sent from the Local Authority	No	School hard drive		Operational use	Term after the retention period ends	SECURE DISPOSAL

Dfe

Record Type/File description	Data Prot Issues	Location of Data	Statutory Provisions	Retention Period	Retention Policy	Action at the end of the administrative life of the record
OFSTED reports and papers	No	School hard drive		Life of the report and then REVIEW		SECURE DISPOSAL
Returns	No	School hard drive		Current year + 6 years	Term after the retention period ends	SECURE DISPOSAL
Circulars from Dfe	No	School hard drive		Operational use		SECURE DISPOSAL