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Basic File Description	Data Protection Issues	Statutory Provision	Retention Period	Action(s) at the end of the administrative life of the record
Admission Register	Yes	None	Permanent	RETAIN in the school for 6 years from the date of the last entry
Attendance Registers	Yes	None	Date of Register + 3 years	SHRED - if these records are retained electronically any back-up copies should be destroyed at the same time
Primary Pupil Record Cards	Yes	None	Retain for the time which the pupil remains at the primary school	TRANSFER - to the secondary school (or other primary school) when the child leaves the school
Secondary Pupil Record Cards	Yes	Limitation Act 1980	Date of Birth (DOB) of the pupil +25 years	SHRED
Primary Pupil Files	Yes	None	Retain for the time which the pupil remains at the primary school	TRANSFER - to the secondary school (or other primary school) when the child leaves the school
Secondary Pupil Files	Yes	Limitation Act 1980	Date of Birth (DOB) of the pupil +25 years	SHRED
Special Educational Needs files, Reviews and Individual Education Plans (IEPs)	Yes	None	Date of Birth (DOB) of the pupil +25 years	SHRED
Letters authorising absence	No	None	Date of absence +2 years	SHRED
Absence books	No	None	Current Year +6 years	SHRED
Public Examination Results	No	None	Year of examinations +6 years	SHRED
Internal Examination Results	Yes	None	Current year +5 years	SHRED
Any other records created in the course of contact with pupils	Yes / No	None	Current year +3 years	Review at the end of 3 years and either allocate a further retention period or SHRED

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Statement maintained under the Education Act 1996 - Section 324	Yes	Special Education Needs and Disability Act 2001 Section 1	Date of Birth +30 years	SHRED unless legal action is pending
Proposed statement or amended statement	Yes	Special Education Needs and Disability Act 2001 Section 1	Date of Birth +30 years	SHRED unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Education Needs and Disability Act 2001 Section 2	Closure +12 years	SHRED unless legal action is pending
Children SEN Files	Yes	None	Date of Birth of pupil +25 years then review. It may be appropriate to add an additional retention period in certain cases.	SHRED unless legal action is pending
Examination Results	Yes	None	Current year +6 years	SHRED
Test Records	Yes	None	Current year +6 years	SHRED
Value-added records	Yes	None	Current year +6 years	SHRED
Parental permission slips for school trips where there has been no major incident	Yes	None	Conclusion of the trip	SHRED

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Parental permission slips for school trips where there has been a major incident	Yes	Limitation Act 1980	Date of Birth of the pupil(s) 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.	SHRED
Records created by Headteachers, Asst. Headteachers and other members of staff with administrative responsibility (except Child Protection records)	Yes	None	Closure of file +6 years	SHRED
Minutes - principal set	No	None	Permanent	RETAIN in the school for 6 years from the date of the meeting
Minutes - inspection copies	No	None	Date of meeting +3 years	SHRED
Agendas	No	None	Date of meeting	SHRED
Reports to Governors	No	None	Date of report +6 years	RETAIN in the school for 6 years from the date of the meeting
Annual Parents' meeting papers	No	None	Date of meeting +6 years	RETAIN in the school for 6 years from the date of the meeting
Instruments of Government	No	None	Permanent	RETAIN in the school whilst school is open
Trusts and Endowments	No	None	Permanent	RETAIN in the school whilst operationally required
Action Plans	No	None	Date of action plan +3 years	SHRED

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Policy Documents	No	None	Expiry of Policy	RETAIN in school whilst policy is operational (this includes if the expired policy is part of a past decision-making process)
Complaints files	Yes	None	Date of resolution of complaint +6 years	RETAIN in school for the first six years and then review for further retention in the case of contentious disputes
Proposals for schools to become or be established as Specialist Status schools	No	None	Current year +3 years	TRANSFER to Archives
Child Protection Files	Yes	Education Act 2002 section 175 and related guidance 'Safeguarding Children in Education' (April 2008)	Date of Birth +25 years	SHRED