

## **SHEFFIELD PARK & SHEFFIELD SPRINGS ACADEMIES**

### **RETENTION GUIDELINES**

The retention schedule following contains the recommended retention periods for the different records created and maintained by both Academies in the course of their business. The schedule refers to all information regardless of the media in which it is stored (hard or soft copies).

Some of the retentions are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000 and the GDPR.

Managing records using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If records are to be kept for longer or shorter periods than laid out the reasons need to be documented as an appendix.

This schedule will be reviewed on annual basis.

## 1. Management of the School

This section contains retention periods connected to the general management of the Academies. This covers the work of the Governing Bodies, Executive Principal and Senior Leadership teams, the admissions process and operational management.

<b>1.1 Governing Body</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
1.1.1 Agendas for Governing Body meetings	There may be issues if the meeting is dealing with confidential issues relating to staff		One copy to be retained with the master set of minutes. All others to be disposed of.	SECURE DISPOSAL
1.1.2 Minutes of Governing Body meetings	There may be issues if the meeting is dealing with confidential issues relating to staff		Principal Set (Signed) PERMANENT	N/A
1.1.3 Reports & action plans presented to the Governing Body	There may be issues if the meeting is dealing with confidential issues relating to staff		If minutes refer directly to individual reports, permanent retention. All others for 6 years.	SECURE DISPOSAL or Retain with signed minutes
1.1.4 Records relating to complaints dealt with by the Governing Body	YES		Date of the resolution of the complaint + 6 years. Review retention if a contentious dispute.	SECURE DISPOSAL

<b>1.2 Executive Principal &amp; Senior Leadership Team</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
1.2.1 Log books/records of activity in the schools maintained by Executive Principal & Principals	There may be data protection issues if the record refers to individual pupils or members of staff		Date of last entry + 6 years	SECURE DISPOSAL
1.2.2 Minutes of Senior Leadership meetings and other internal administrative bodies	There may be data protection issues if the record refers to individual pupils or members of staff		Date of the meeting + 3 years	SECURE DISPOSAL
1.2.3 Reports created by the Executive Principal and management teams	There may be data protection issues if the record refers to individual pupils or members of staff		Date of the meeting + 3 years	SECURE DISPOSAL
1.2.4 Records created by Executive Principal, Senior Leadership, Business Management, HR, Safeguarding, Attendance and Data teams	There may be data protection issues if the record refers to individual pupils or members of staff		Current academic year + 6 years	SECURE DISPOSAL
1.2.5 Correspondence (including emails) created by Executive Principal, Senior Leadership, Business Management, HR, Safeguarding, Attendance and Data teams	There may be data protection issues if the record refers to individual pupils or members of staff		Current academic year + 6 years	SECURE DISPOSAL
1.2.6 School Improvement Plans	No		Life of the plan + 6 years	SECURE DISPOSAL

<b>1.3 Admissions Process</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
1.3.1 All records relating to the creation and implementation of the Academies' Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Life of the policy + 3 years	SECURE DISPOSAL
1.3.2 Admissions – if the admission appeal is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
1.3.3 Admissions – if the appeal is unsuccessful	YES	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4 Register of Admissions	YES	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register is preserved after the date on which the entry was made in Sims with the pupil record until DOB + 25 years.	SECURE DISPOSAL

1.3.5 Admissions – Secondary Schools – Casual	YES		Current year + 1 year	SECURE DISPOSAL
1.3.6 Proof of addresses by parents for the admissions process	YES	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
1.3.7 Supplementary information form including additional information such as religion, medical conditions etc.	YES		Successful admissions – added to the pupil record on Sims and retained until DOB + 25 years Unsuccessful admissions – until appeals process is completed.	SECURE DISPOSAL`

<b>1.4 Operational Administration</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
1.4.1 Records relating to the creation and publication of the Academies' brochure or prospectus	NO		Current year + 3 years	STANDARD DISPOSAL
1.4.2 Records relating to the creation and distribution of circulars to staff, parents or pupils	There may be data protection issues if the record refers to individual pupils or members of staff		Current year + 1 year	SECURE DISPOSAL
1.4.4 Newsletters and other items with short operational use	NO		Current year + 1 year	STANDARD DISPOSAL

1.4.5 Visitors' electronic signing in system	YES		Current year + 6 years	SECURE DISPOSAL
1.4.6 Academy Users emails, correspondence (hard and soft copies)	There may be data protection issues if the record refers to individual pupils or members of staff		Executive Principal, Senior Leadership, Business Management, HR, Safeguarding, Attendance and Data teams: Current Year + 6 years  Standard Users: Current year + 1 year	SECURE DISPOSAL
1.4.7 Any records created in relation to the contract with pupils	YES		Current year + 6 years (If recorded on Sims via linked documents DOB + 25 years)	SECURE DISPOSAL

## 2. Human Resources

This section deals with all matters of Human Resources management within the school.

<b>2.1 Recruitment</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
2.1.1 All records leading up to the appointment of a Principal/Executive Principal. (Held by Central Office)	YES		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2 All records leading up to the appointment of a	YES		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL

new member of staff – unsuccessful candidates				
2.1.3 All records leading up to the appointment of a new member of staff – successful candidate	YES		All information to added to the staff personal file	SECURE DISPOSAL
2.1.4 Pre-employment vetting information – DBS checks	YES	DBS Update Service Employer Guide June 2014. Keeping Kids Safe in Education July 2015	The Academies only hold a copy of the online E-Bulk result on the staff personal file. Any disclosures are kept in sealed envelopes and authorised by the Executive Principal/Principals	SECURE DISPOSAL
2.1.5 Proof of identity as part of the checking process for an enhanced DBS check	YES	DBS Update Service Employer Guide June 2014. Keeping Kids Safe in Education July 2015	Copy documentation is placed in the staff’s personal file	SECURE DISPOSAL
2.1.6 Pre-employment Imass medical check	YES	Keeping Kids Safe in Education July 2015	Copy documentation is placed in the staff’s personal file	SECURE DISPOSAL

<b>2.2 Operational Staff Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
2.2.1 Staff Personal File	YES	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	SECURE DISPOSAL
2.2.2 Entrysign Records	YES		Current year + 6 years	SECURE DISPOSAL
2.2.3 Annual performance management appraisals	YES		Current year + 6 years	SECURE DISPOSAL

<b>2.3 Management of Disciplinary &amp; Grievance Processes</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
2.3.1 Allegation of a child protection nature against a member of staff including when an allegation is unfounded	YES	<p>“Keeping Children Safe in Education Statutory Guidance for Schools and Colleges March 2015”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”</p>	<p>Kept in a separate personal file until the person’s retirement age or 10 years from the date of the allegation; whichever is the longer.</p> <p><i>Note; allegations that are found to be malicious should be removed. If founded and kept on file a copy should be provided to the person concerned.</i></p>	SECURE DISPOSAL SHREDDED
2.3.2 Disciplinary Proceedings: Management Advice Written warning – Level 1 Written warning – Level 2 Final warning Case not found	YES		<p>Date of advice + 6 months Date of warning + 6 months Date of warning + 12 months Date of warning + 18 months Dispose at the conclusion of the case</p>	SECURE DISPOSAL If warnings are placed on personal files they must be removed from files on expiry.



<b>2.4 Health &amp; Safety</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
2.4.1 Health & safety Policy Statements	NO		Life of policy + 3 years	SECURE DISPOSAL
2.4.2 Health & safety Risk Assessments	NO		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3 Records relating to accident/injury at work	YES		Date of incident + 12 years. In the case of a serious accident a further period will need to be applied.	SECURE DISPOSAL
2.4.4 Accident reporting	YES	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8 Limitation Act 1980	Adults – Date of the incident + 6 years Children – DOB of the child + 25 years	SECURE DISPOSAL
2.4.5 Control of Substances Hazardous to Health (COSHH)	NO	Control of Substances Hazardous to Health Regulations 2002. SI2002 No2677 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	SECURE DISPOSAL
2.4.6 Process of monitoring of areas where employees and persons are likely to	NO	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	N/A – No asbestos in either academy	N/A

have become in contact with asbestos				
2.4.7 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
2.4.8 Fire precautions log books	NO		Current year + 6 years	SECURE DISPOSAL

<b>2.5 Payroll &amp; Pensions</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
2.5.1 Maternity pay records	YES	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
2.5.2 Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 (Held by Central Office)	YES		Current year + 6 years	SECURE DISPOSAL

### 3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals

<b>3.1 Risk Management &amp; Insurance</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
3.1.1 Employer's Liability Insurance Certificate	NO		Closure of the school + 40 years	SECURE DISPOSAL
3.1.2 Academies' Risk Register	NO		Current year + 3 years	SECURE DISPOSAL

<b>3.2 Asset Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
3.2.1 Inventories of furniture & equipment	NO		Current year + 6 years	SECURE DISPOSAL
3.2.2 Burglary, theft and vandalism report forms	NO		Current year + 6 years	SECURE DISPOSAL

<b>3.3 Accounts &amp; Statements including Budget Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
3.3.1 Annual Accounts (Responsibility of Central Office)	NO		Current year + 6 years	STANDARD DISPOSAL

3.3.2 Loans & grants managed by the Academies	NO		Date of last payment on the loan + 12 years	SECURE DISPOSAL
3.3.3 Pupil grant applications (16-19 Bursary)	YES		Current year + 6 years	SECURE DISPOSAL
3.3.4 All records relating to the creation and management of budgets including the annual budget statement and background papers	YES		Life of the budget + 3 years	SECURE DISPOSAL
3.3.5 Invoices, receipts, orders, delivery notes, cheque books, paying in books, bank statements	NO		Current financial + 6 years	SECURE DISPOSAL
3.3.6 Records relating to the collection and banking of monies	NO		Current financial + 6 years	SECURE DISPOSAL
3.3.7 Records relating to the identification and collection of debt.	NO		Current financial + 6 years	SECURE DISPOSAL

<b>3.4 Contract Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
3.4.1 All records relating to the management of contracts under seal (Central Office)	NO	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2 All records relating to the management of contracts under signature	NO	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3 Records relating to the monitoring of contracts	NO		Current year + 2 years	SECURE DISPOSAL

<b>3.5 School Meals Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
3.5.1 Free School Meals Registers (Received from the LA)	YES		Current year + 6 years	SECURE DISPOSAL
3.5.2 School Meals Registers	YES		Current year + 3 years	SECURE DISPOSAL
3.5.3 School meals summary sheets	NO		Current year + 3 years	SECURE DISPOSAL

## 4. Property Management

The section covers the management of buildings and property

<b>4.1 Property Management</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
4.1.1 Title deeds of properties belonging to the Academies (Held by United Learning)	NO		PERMANENT	
4.1.2 Plans of property belonging to the Academies	NO		PERMANENT	
4.1.3 Leases of property to or by the Academies (Held by United Learning)	NO		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4 Records relating to the letting of the Academies' premises	NO		Current financial year + 6 years	SECURE DISPOSAL

<b>4.2 Maintenance</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
4.2.1 All records relating to the maintenance of the Academies carried out by contractors	NO		Current year + 6 years	SECURE DISPOSAL
4.2.2 All records relating to the maintenance of the Academies carried out by employees including maintenance log books	NO		Current year + 6 years	SECURE DISPOSAL

## 5. Pupil Management

This section includes all records which are created during a time a pupil spends at a school. For information about accident reporting see under Health & Safety above

<b>5.1 Pupil's Educational Record</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
5.1.1 Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	YES	The Education (Pupil Information) (England) Regulations 2005 SI2005 No 1437 Limitation Act 1980 (Section 2)	Date of Birth of the Pupil + 25 years	SECURE DISPOSAL
5.1.2 Examination Results External Pupil Copies	YES		Uncollected certificates will be destroyed after current year + 6 years	SECURE DISPOSAL

5.1.3 Child protection information	YES	<p>“Keeping Children Safe in Education Statutory Guidance for Schools and Colleges March 2015”</p> <p>“Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”</p>	<p>Any records relating to child protection issues placed in a pupil file should be in a sealed envelope and retained for the same period as the pupil file.</p> <p>DOB + 25 years</p> <p>Information held in separately must be still retained for DOB + 25 years</p>	<p>SECURE DISPOSAL</p> <p>They must be shredded</p>
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Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

<b>5.2 Attendance</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
5.2.1 Attendance Registers	YES	<p>School attendance.</p> <p>Departmental advice for maintained schools, academies, independent schools and local authorities October 2014</p>	<p>Entries in the attendance register on Sims will be preserved for a period of DOB + 25 years</p> <p>(On Sims development these records may then be retained after 3 years of the entry)</p>	SECURE DISPOSAL
5.2.2 Correspondence relating to authorising absence	YES	<p>Education Act 1996 Section 7</p>	<p>Current academic year + 2 years</p>	SECURE DISPOSAL

<b>5.3 Special Educational Needs</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
5.3.1 SEND files, reviews and individual EHC plans	YES	Limitation Act 1980 (2) Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	DOB of the pupil + 25 years	SECURE DISPOSAL Unless the document is subject to legal hold
5.3.2 Advice and information provided to parents regarding educational needs	YES	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil + 25 years	SECURE DISPOSAL Unless the document is subject to legal hold
5.3.3 Accessibility strategy for pupils	YES	Special Educational Needs and Disability Act 2001 Section 14	DOB of the pupil + 25 years	SECURE DISPOSAL Unless the document is subject to legal hold

## 6. Curriculum Management

<b>6.1 Statistics &amp; Management Information</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
6.1.1 Curriculum returns	NO		Current year + 3 years	SECURE DISPOSAL
6.1.2 Examination results (Academies' copies)	YES		Current year + 6 years	SECURE DISPOSAL
6.1.3 B'Tec Coursework	YES		12 weeks after certification	SECURE DISPOSAL
6.1.4 Contextual Data	YES		Current year + 6 years	SECURE DISPOSAL
6.1.5 SEF	YES		Current year + 6 years	SECURE DISPOSAL



<b>6.2 Implementation of Curriculum</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
6.2.1 Schemes of Work	NO		Current year + 1 year	STANDARD DISPOSAL
6.2.2 Timetable	NO		Current year + 1 year	STANDARD DISPOSAL
6.2.3 Class mark sheets/AP Assessment Data	YES		Entries in Sims will be preserved for a period of DOB + 25 years (On Sims development these records may then be retained for current year + 1 year)	SECURE DISPOSAL
6.2.4 Pupils' Work	NO		If not returned at the end of the academic year ; Current year + 1 year	STANDARD DISPOSAL

## 7. Extra-Curricular Activities

<b>7.1 Educational Visits outside the Classroom</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
7.1.1 Records created to obtain approval to run an educational visit outside the classroom	NO	Outdoor Education Advisers' Panel National Guidance. Website <a href="http://oeapng.info">http://oeapng.info</a> Section 3 – Legal Framework & Employer Systems Section 4 – Good Practice	Date of visit + 10 years	SECURE DISPOSAL

7.1.2 Parental consent permission slips for trips where there has been no major incident	YES		Conclusion of the trip	SECURE DISPOSAL
7.1.3 Parental consent permission slips where there has been a major incident	YES	Limitation Act 1980(Section 2)	DOB of the pupil + 25 years All permission slips must be retained for every pupil on the that trip	SECURE DISPOSAL

## 8. Central Government & Local Authority

This section covers records created in the course of interaction between the Academies and the local authority and central government.

<b>8.1 Local Authority</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
8.1.1 Secondary Transfer Sheets	YES		Current year + 2 years? Held on Sims	SECURE DISPOSAL
8.1.2 Attendance Returns	YES		Current year + 1 year	SECURE DISPOSAL
8.1.3 Circulars and information sent from the Local Authority	NO		Operational Use	SECURE DISPOSAL
<b>8.2 Central Government</b>				
<b>Basic File Description</b>	<b>Data Protection Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (Operational)</b>	<b>Action at the end of the administrative life of the record</b>
8.2.1 OFSTED Reports & Papers	NO		Life of the report	SECURE DISPOSAL
8.2.2 School Census Returns	NO		Current year + 6 years	SECURE DISPOSAL
8.2.3 Returns made to central government	NO		Current year + 6 years	SECURE DISPOSAL
8.2.4 Circulars and information	NO		Operational Use	SECURE DISPOSAL

