

---

# RECORDS MANAGEMENT POLICY

---

Recommended by: COO  
Ratified by: A&R Committee

Signed:



---

|                                      |                                 |
|--------------------------------------|---------------------------------|
| Position on Board:                   | Chair of Audit & Risk Committee |
| Ratification Date:                   | 13.03.2024                      |
| Next Review:                         | Spring Term 2026                |
| Policy Tier<br>(Central/Hub/School): | Central                         |

## Key Changes in this Edition

- 1.3.9 – Added reference to First / Middle / High
- 5.1.1 – Added reference to Middle
- 5.3.1 – Updated to 6 years

## Aims

Central Region Schools Trust (the Trust) recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Trust. Records provide evidence for protecting the legal rights and interests of the Trust and for demonstrating performance and accountability. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies

## Scope of the policy

This policy applies to all records created, received, or maintained by the Trust in the course of carrying out its functions.

The Trust has delegated responsibility to the Chief Operating Officer for ensuring compliance with this policy within the day-to-day activities of the Executive Leadership and Central Teams.

The Trust has delegated responsibility to the Principal/Headteacher and the Local Academy Governing Board in each school for ensuring compliance with this policy within the day-to-day activities of the school. Where there is an Executive Principal, this is delegated to the Head of School.

Records are defined as all those documents which facilitate the business carried out by the Trust and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

## Responsibilities

The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment.

The Data Protection Officer will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Trust's records management guidelines.

## Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust.

## **Managing Email Communication**

Email communication is quick and easy and, in many instances, has replaced telephone conversations and memos. However, the language used in emails is often less formal and more open to misinterpretation. Under the Freedom of Information Act and the Data Protection Act, all school email is disclosable, so anything written in or attached to an email could potentially be made public.

Be aware of data security when you send personal data by email. The consequences of an email containing personal data being sent to an unauthorised person could be a civil monetary penalty from the Information Commissioner Office (ICO) and/or damage to the school's reputation. When sending emails internally the body of the email will be encrypted. When sending emails externally there is no guarantee that the recipient is using an encrypted system so personal data should not be sent in the body of the email. If you need to send personal data, this can be done in an attachment that has been encrypted using the encryption method within Microsoft Office or Adobe.

Emails can remain in a system for a period of time after you have deleted them. Even if you have deleted your copy of the email, the recipients may not and therefore there will still be copies in existence. These copies could be disclosable under the Freedom of Information Act and the Data Protection Act.

Limit recipients to the people who really need to receive the email. Avoid the use of global distribution lists unless it is absolutely necessary.

Email is primarily a communication tool and email applications are not appropriate for keeping emails to meet records management storage standards.

Where the main purpose of the email is to transfer documents, then the attachments should be saved into the appropriate electronic filing system or printed out and placed on paper files. The email can then be deleted.

Where the text of the email adds to the context or value of the attached documents it may be necessary to keep the whole email. The best way to do this and retain information which makes up the audit trail, is to save the email in .msg format and then save it into the appropriate electronic filing system. The email can then be deleted.

Emails that need to be kept should be identified by content; for example, does it form part of a pupil record? The retention for keeping these emails will then correspond with the classes of records according to content in the retention schedule below.

These emails may need to be saved into any appropriate electronic filing system or printed out and placed on paper files.

Please refer to the Records Retention Schedule template.

*Note: 'Secure disposal' should be taken to mean disposal using confidential waste bins, or if the Trust/school has the facility, shredding using a crosscut shredder.*

**Management of Central Region Schools Trust Members, Trust Board and Local Academy Governing Board – Secure disposal required (if any sensitive, personal information the records must be shredded)**

| Policy ref. | Basic File Description                                                                                                           | Retention Period (operational)                                                                                                                                                                           | Statutory Provisions                                                                      | DP/GDPR Issues                                                                                                       | Responsible member of staff |
|-------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------|
| I.1.1       | Minutes of meetings-Inspection Copies <sup>1</sup>                                                                               | Date of meeting + 3 years                                                                                                                                                                                |                                                                                           | There may be data protection issues if the meeting/report deals with confidential issues relating to staff or pupils |                             |
| I.1.2       | Action plans created and administered by the relevant board                                                                      | Life of action plan + 3 years                                                                                                                                                                            |                                                                                           |                                                                                                                      |                             |
| I.1.3       | Policy documents created and administered by the relevant board                                                                  | Life of the policy + 3 years                                                                                                                                                                             |                                                                                           |                                                                                                                      |                             |
| I.1.4       | Proposals concerning the change of status of a maintained school                                                                 | Date of proposal accepted or declined + 3 years                                                                                                                                                          |                                                                                           |                                                                                                                      |                             |
| I.1.5       | Reports presented to the relevant board                                                                                          | <p>Reports should be kept for a minimum of 6 years.</p> <p>However, if the minutes refer directly to individual reports then the reports should be kept permanently (with the signed set of minutes)</p> |                                                                                           | There may be data protection issues if the meeting/report deals with confidential issues relating to staff or pupils |                             |
| I.1.6       | Records relating to complaints dealt with by the relevant board                                                                  | Date of resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes                                                                             |                                                                                           |                                                                                                                      |                             |
| I.1.7       | Annual reports created under the requirements of the Education (Governors Annual Reports – England) (Amendment) Regulations 2002 | Date of report + 10 years                                                                                                                                                                                | Education (Governors Annual Reports-England) (Amendment) Regulations 2002 SI 2002 No 1171 |                                                                                                                      |                             |

| Policy ref. | Basic File Description | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|

|               |                                                                                                         |                                                                                                                                                 |                                                                |                                                                                                                            |  |
|---------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--|
| <b>1.1.8</b>  | Agendas for the relevant board meetings                                                                 | One copy should be retained with the master (principal) set on of minutes. All other copies can be disposed of.                                 |                                                                | There may be data protection issues if the meeting/reports deal with confidential issues relating to staff or pupils.      |  |
| <b>1.1.9</b>  | Minutes of the relevant board meetings- principal set of minutes (signed)                               | Permanent                                                                                                                                       |                                                                | There may be data protection issues if the meeting/report deals with confidential issues relating to staff or pupils       |  |
| <b>1.1.10</b> | Instruments of Government including Articles of Association                                             | Permanent. These should be retained in the school whilst the school is open and then offered to County Archives Service if the school closes.   |                                                                | No                                                                                                                         |  |
| <b>1.1.11</b> | Trust and Endowments managed by the relevant board                                                      | Permanent<br>These should be retained in the school whilst the school is open and then offered to County Archives Service if the school closes. |                                                                | No                                                                                                                         |  |
| <b>1.1.12</b> | Trust Deeds, including Academy Conversion Orders, Commercial Transfer Agreements and Leases/Underleases | Permanent<br>These should be retained in the school whilst the school is open and then offered to the County Archives when the school closes.   | School Standards and Framework Act 1998 and Academies Act 2010 | Commercial Transfer Agreements (CTAs) will probably contain personal contract information for individual members of staff. |  |

*These are the copies which the Clerk may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.*

## Executive Leadership and Central Team Leader records – Secure disposal required

| Policy Ref. | Basic File Description                                                                                                                              | Retention Period (operational)                                                                                                                                                  | Statutory Provisions | DP/GDPR Issues                                                                                            | Responsible member of staff |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------|
| I.2.1       | Minutes of meetings and the meetings of other internal administrative bodies                                                                        | Date of the meeting + 3 years then review                                                                                                                                       |                      | There may be data protection issues if the minutes refers to individual pupils or members of staff        |                             |
| I.2.2       | Reports created by the Executive Leadership and Central Team Leaders                                                                                | Date of the report + a minimum of 3 years then review                                                                                                                           |                      | There may be data protection issues if the report refers to individual pupils or members of staff         |                             |
| I.2.3       | Correspondence created by Executive Leadership and Central Team Leaders and other members of the Central staff with administrative responsibilities | Date of correspondence + 3 years then review                                                                                                                                    |                      | There may be data protection issues if the correspondence refers to individual pupils or members of staff |                             |
| I.2.4       | Logbooks of activity in the Executive and Central Teams                                                                                             | Date of last entry in the book + a minimum of 6 years then review.<br><br>These could be of historical value and could be offered to the County archives service if appropriate |                      | There may be data protection issues if the logbook refers to individual pupils or members of staff        |                             |
| I.2.5       | Records created by Executive Leadership and Central Team Leaders and other members of the Central staff with administrative responsibilities        | Current academic year + 6 years then review                                                                                                                                     |                      | There may be data protection issues if the records refer to individual pupils or members of staff         |                             |
| I.2.6       | Trust improvement plans                                                                                                                             | Life of the plan + 3 years                                                                                                                                                      |                      | No                                                                                                        |                             |
| I.2.7       | Personal development plans                                                                                                                          | Life of the plan + 6 years                                                                                                                                                      |                      | Yes                                                                                                       |                             |

## Principal/Head of School & SLT records – Secure disposal required

| Policy Ref. | Basic File Description                                                                                                          | Retention Period (operational)                                                                                                                                                  | Statutory Provisions | DP/GDPR Issues                                                                                            | Responsible member of staff |
|-------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------|
| I.2.1       | Minutes of Senior Leadership Team meetings and the meetings of other internal administrative bodies                             | Date of the meeting + 3 years then review                                                                                                                                       |                      | There may be data protection issues if the minutes refers to individual pupils or members of staff        |                             |
| I.2.2       | Reports created by the Principal/Head of School or the Senior Leadership Team                                                   | Date of the report + a minimum of 3 years then review                                                                                                                           |                      | There may be data protection issues if the report refers to individual pupils or members of staff         |                             |
| I.2.3       | Correspondence created by Senior Leadership Team/ Heads of Year and other members of staff with administrative responsibilities | Date of correspondence + 3 years then review                                                                                                                                    |                      | There may be data protection issues if the correspondence refers to individual pupils or members of staff |                             |
| I.2.4       | Logbooks of activity in the school maintained by the Principal/Head of School                                                   | Date of last entry in the book + a minimum of 6 years then review.<br><br>These could be of historical value and could be offered to the County archives service if appropriate |                      | There may be data protection issues if the logbook refers to individual pupils or members of staff        |                             |
| I.2.5       | Records created by Senior Leadership Team/Heads of Year and other members of staff with administrative responsibilities         | Current academic year + 6 years then review                                                                                                                                     |                      | There may be data protection issues if the records refer to individual pupils or members of staff         |                             |
| I.2.6       | School improvement plans                                                                                                        | Life of the plan + 3 years                                                                                                                                                      |                      | No                                                                                                        |                             |

|       |                            |                            |  |     |  |
|-------|----------------------------|----------------------------|--|-----|--|
| 1.2.7 | Personal development plans | Life of the plan + 6 years |  | Yes |  |
|-------|----------------------------|----------------------------|--|-----|--|

### Admissions Process – Secure disposal required

| Policy Ref. | Basic File Description                                                                                                                     | Retention Period (operational)                    | Statutory Provisions                                      | DP/GDPR Issues | Responsible member of staff |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|----------------|-----------------------------|
| 1.3.1       | Admissions – if the admission is successful                                                                                                | Date of admission + 1 year                        | Schools Admissions Code                                   | Yes            |                             |
| 1.3.2       | Supplementary information forms including additional information such as religion, medical conditions etc – if the admission is successful | The information should be added to the pupil file | Schools Admissions Code                                   | Yes            |                             |
| 1.3.3       | Admissions – in year                                                                                                                       | Current year + 1 year                             |                                                           | Yes            |                             |
| 1.3.4       | Admissions – if the appeal is unsuccessful                                                                                                 | Resolution of case + 1 year                       | Schools Admissions Code<br>Schools Admission Appeals Code | Yes            |                             |
| 1.3.5       | Supplementary information forms including additional information such as religion, medical conditions etc – if the admission is successful | Until appeals process is complete                 | Schools Admissions Code                                   | Yes            |                             |
| 1.3.6       | All records relating to the creation and implementation of the School Admission Policy                                                     | Life of the policy + 3 years then review          | Schools Admissions Code                                   | No             |                             |

|              |                                                                          |                                                                                                          |                                                                                                                                 |     |  |
|--------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----|--|
| <b>1.3.7</b> | Register of admissions                                                   | Date of birth of the pupil + 25 years (this is part of the record in the Management Information System)) | School attendance: Department for Education advice for maintained schools, academies, independent schools and local authorities | Yes |  |
| <b>1.3.8</b> | All Microsoft Teams or other online recordings relating to pupil classes | No longer than the 30-day backup provided by Microsoft Teams.                                            |                                                                                                                                 | Yes |  |

### Data Collection & Consent Forms – Secure disposal required

| Policy Ref.   | Basic File Description                                                                                                         | Retention Period (operational)                                                                                                                 | Statutory Provisions    | DP/GDPR Issues | Responsible member of staff |
|---------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------|-----------------------------|
| <b>1.3.9</b>  | Data collection forms will contain consent for marketing purposes.<br><br>□ First / Primary / Middle<br><br>□ High / Secondary | File with each year group records.<br><br>Dispose of when child transfers to middle or secondary.<br><br>Date of birth of the pupil + 25 years | Schools Admissions Code | Yes            |                             |
| <b>1.3.10</b> | Consent – Biometric                                                                                                            | Date of leaving school + 1 year                                                                                                                |                         | Yes            |                             |
| <b>1.3.11</b> | Consent – Photos/Videos                                                                                                        | Date of leaving school + 6 years                                                                                                               |                         | Yes            |                             |

### Administration – Secure disposal required for items 1.4.1, 1.4.5. and 1.4.6. (otherwise Standard disposal)

| Policy ref. | Basic File Description                                                                                         | Retention Period (operational)     | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|----------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|----------------|-----------------------------|
| 1.4.1       | Records relating to the creation and distribution of circulars to staff, parents/carers or pupils              | Current year + 1 year              |                      | No             |                             |
| 1.4.2       | Newsletters and other items with short operational use                                                         | Current year + 1 year              |                      | No             |                             |
| 1.4.3       | Records relating to the creation and publication of the school brochure or prospectus                          | Current year + 3 years             |                      | No             |                             |
| 1.4.4       | General file series                                                                                            | Current year + 5 years then review |                      | No             |                             |
| 1.4.5       | Visitor books and signing in sheets                                                                            | Current year + 6 years then review |                      | Yes            |                             |
| 1.4.6       | Records relating to the creation and management of parent/teacher associations and or old pupil's associations | Current year + 6 years then review |                      | No             |                             |

## Human Resources – Secure disposal required Recruitment

| Policy ref. | Basic File Description                                                                       | Retention Period (operational)                                                                                          | Statutory Provisions | DP/GDRP Issues | Responsible member of staff |
|-------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|-----------------------------|
| 2.1.1       | All records leading up to the appointment of a new member of staff – unsuccessful candidates | Date of appointment of successful candidate + 6 months                                                                  |                      | Yes            |                             |
| 2.1.2       | All records leading up the appointment of a new member of staff – successful candidates      | All the relevant information should be added to the staff personal file and all other information retained for 6 months |                      | Yes            |                             |

|       |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                          |                                                           |     |  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----|--|
| 2.1.3 | Pre-employment vetting information – DBS Checks                                                                                                                                                             | The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained more than 6 months.                                                                                                                     | Keeping children safe in education                        | Yes |  |
| 2.1.4 | All records leading up to the appointment of a new Principal/Headteacher/Head of School                                                                                                                     | Date of termination of employment + 6 years.                                                                                                                                                                                                             |                                                           | Yes |  |
| 2.1.5 | Proofs of identity collected as part of the process of checking enhanced DBS disclosure                                                                                                                     | Where possible should be checked and a note kept of what was seen and checked. If it is felt necessary to keep the copy then it should be placed on the member of staff's personnel file.<br><br>Retention period – termination of employment + 6 years. |                                                           | Yes |  |
| 2.1.6 | Proofs of identity collected                                                                                                                                                                                | Copy documentation should be kept and placed on the member of staff's personnel file.<br><br>Retention period – termination of employment + 6 years.                                                                                                     |                                                           | Yes |  |
| 2.1.7 | Pre-employment vetting information – Evidence proving the right to work in the United Kingdom. Employers are required to take a 'clear copy' of the documents which they are shown as part of this process. | Where possible these documents should be added to the member of staff's personnel file but if they are kept separately then the Home Office requires that the documents are kept for termination of employment + 2 years                                 | An employer's guide to right to work checks (Home Office) | Yes |  |
| 2.1.8 | Complaints                                                                                                                                                                                                  | Where possible these documents should be added to the member of staff's personnel file and kept for six years                                                                                                                                            |                                                           | Yes |  |

## Staff Management – Secure Disposal Required

| Policy ref. | Basic File Description              | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|-------------------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 2.2.1       | Annual appraisal/assessment records | Current year + 5 years         |                      | Yes            |                             |
| 2.2.2       | Timesheets                          | Current year + 6 years         |                      | Yes            |                             |

|       |                      |                                     |                                 |     |  |
|-------|----------------------|-------------------------------------|---------------------------------|-----|--|
| 2.2.3 | Staff personnel file | Termination of employment + 6 years | Limitation Act 1980 (section 2) | Yes |  |
|-------|----------------------|-------------------------------------|---------------------------------|-----|--|

## Management of Disciplinary and Grievance Processes – Secure Disposal Required

| Policy ref | Basic File Description                                                                                                                                    | Retention Period (operational)                                                                                                                                                                                                                                                                                 | Statutory Provisions               | DP/GDPR Issues | Responsible member of staff |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------|-----------------------------|
| 2.3.1      | Disciplinary hearings – If warnings are placed on personal files then they must be weeded from each file.                                                 |                                                                                                                                                                                                                                                                                                                |                                    | Yes            |                             |
|            | □ Oral warning                                                                                                                                            | Date of warning + 6 months (If the disciplinary proceedings relate to a child protection matter please contact the Designated Safeguarding Lead for further advice)                                                                                                                                            |                                    |                |                             |
|            | □ Written warning – Level 1                                                                                                                               | Date of warning + 6 months                                                                                                                                                                                                                                                                                     |                                    |                |                             |
|            | □ Written warning – Level 2                                                                                                                               | Date of warning + 12 months                                                                                                                                                                                                                                                                                    |                                    |                |                             |
|            | □ Final warning                                                                                                                                           | Date of warning + 18 months                                                                                                                                                                                                                                                                                    |                                    |                |                             |
|            | □ Case not found                                                                                                                                          | If the incident is child protection related then see below otherwise dispose at the conclusion of the case.                                                                                                                                                                                                    |                                    |                |                             |
|            | □ Management guidance                                                                                                                                     | Added to the member of staff's personnel file                                                                                                                                                                                                                                                                  |                                    |                |                             |
| 2.3.2      | <p>Allegation of a child protection nature against a member of staff including where an allegation is unfounded</p> <p>THESE RECORDS MUST BE SHREDDED</p> | <p>Until the person's normal retirement age or 10 years from the date of allegation whichever is the longer then REVIEW.</p> <p>Note: allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on file and a copy provided to the person concerned.</p> | Keeping children safe in education | Yes            |                             |

## Payroll and Pension – Secure Disposal Required

| Policy ref. | Basic File Description                                                               | Retention Period (operational) | Statutory Provisions                                                                                                                                                                                                                                      | DP/GDPR Issues | Responsible member of staff |
|-------------|--------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 2.5.1       | Maternity pay records                                                                | Current year + 3 years         | Statutory maternity pay (general) Regulation 1986 (SII 1986/1960); revised 1999 (SII 1999/567)                                                                                                                                                            | Yes            |                             |
| 2.5.2       | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Current year + 6 years         | Retirements Benefits Schemes (Information Powers) Regulations 1995                                                                                                                                                                                        | Yes            |                             |
| 2.5.3       | National Insurance – schedule of payments                                            | Current year + 6 years         | Taxes Management Act 1970 Income and Corporation Taxes 1988                                                                                                                                                                                               | Yes            |                             |
| 2.5.4       | Overtime                                                                             | Current year + 3 years         | Taxes Management Act 1970 Income and Corporation Taxes 1988                                                                                                                                                                                               | Yes            |                             |
| 2.5.5       | Payroll awards                                                                       | Current year + 6 years         | Taxes Management Act 1970 Income and Corporation Taxes 1988                                                                                                                                                                                               | Yes            |                             |
| 2.5.6       | Payroll – gross/net weekly/monthly & Payroll reports and payslips - copies           | Current year + 6 years         | Taxes Management Act 1970 Income and Corporation Taxes 1988                                                                                                                                                                                               | Yes            |                             |
| 2.5.7       | Pension payroll                                                                      | Current year + 6 years         | Taxes Management Act 1970 Income and Corporation Taxes 1988                                                                                                                                                                                               | Yes            |                             |
| 2.5.8       | Sickness records & Staff returns                                                     | Current year + 3 years         |                                                                                                                                                                                                                                                           | Yes            |                             |
| 2.5.9       | Tax forms P6, P11, P11D, P35, P45, P46 and P48                                       | Current year + 6 years         | The minimum requirement (as stated in Inland Revenue booklet 490) is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a corporate decision to retain for current year | Yes            |                             |

|  |  |  |                                                |  |  |
|--|--|--|------------------------------------------------|--|--|
|  |  |  | + 6 years. Employees should retain records for |  |  |
|  |  |  | 22 months after current tax year.              |  |  |

## Health & Safety – Secure Disposal Required

| Policy ref. | Basic File Description             | Retention Period (operational)    | Statutory Provisions                                                                                                                                   | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 2.4.1       | Health and safety policy statement | Life of policy + 3 years          |                                                                                                                                                        | No             |                             |
| 2.4.2       | Health and safety risk assessment  | Life of risk assessment + 3 years |                                                                                                                                                        | Yes            |                             |
| 2.4.3       | Fire precautions logbooks          | Current year + 6 years            |                                                                                                                                                        | No             |                             |
| 2.4.4       | Accident reporting - Adults        | Date of incident + 6 years        | Social Security (Claims and Payments) Regulations 1979 - Regulation 25.<br>Social Security Administration Act 1992 - Section 8.<br>Limitation Act 1980 |                |                             |

|       |                                                                                                                |                                                                                                                   |                                                                                                                                                                                |     |  |
|-------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| 2.4.5 | Records relating to accident/injury at work                                                                    | Date of incident + 12 years. In the case of serious accidents, a further retention period will need to be applied |                                                                                                                                                                                | Yes |  |
| 2.4.6 | Accident reporting - Children                                                                                  | Date of birth of the child + 25 years                                                                             | Social Security (Claims and Payments) Regulations 1979 - Regulation 25.<br>Social Security Administration Act 1992 - Section 8.<br>Limitation Act 1980                         | Yes |  |
| 2.4.7 | Control of substances hazardous to health (COSHH)                                                              | Current year + 40 years                                                                                           | COSHH 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 | No  |  |
| 2.4.8 | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos  | Last action + 40 years                                                                                            | Control of asbestos at work regulations 2012 SI 1012 No632 Regulation 19                                                                                                       | No  |  |
| 2.4.9 | Process of monitoring of areas where employees and persons are likely to have become in contact with radiation | Last action + 50 years                                                                                            |                                                                                                                                                                                | No  |  |

## Financial Management

### Insurances – Secure disposal required

| Policy ref. | Basic File Description                    | Retention Period (operational)   | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|-------------------------------------------|----------------------------------|----------------------|----------------|-----------------------------|
| 3.1.1       | Employers liability insurance certificate | Closure of the school + 40 years |                      | No             |                             |

### Asset Management – Secure disposal required

| Policy Ref. | Basic File Description                 | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|----------------------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 3.2.1       | Inventories of furniture and equipment | Current year + 6 years         |                      | No             |                             |
| 3.2.2       | Burglary, theft and vandalism forms    | Current year + 6 years         |                      | No             |                             |

### Accounts and Statements – Secure disposal required (except Annual Accounts – standard disposal)

| Policy Ref. | Basic File Description     | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|----------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 3.3.1       | Student grant applications | Current year + 3 years         |                      | Yes            |                             |

|       |                                                                                                                        |                                                     |  |                                           |  |
|-------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--|-------------------------------------------|--|
| 3.3.2 | All records relating to the creation and management of budgets including Annual Budget statement and background papers | Life of budget + 3 years                            |  | No                                        |  |
| 3.3.3 | Annual Accounts                                                                                                        | Current year + 6 years                              |  | No                                        |  |
| 3.3.4 | Invoices, receipts, order books and requisitions, delivery notices                                                     | Current financial year + 6 years                    |  | Yes, if the records relate to individuals |  |
| 3.3.5 | Records relating to the collection and banking of monies                                                               | Current financial years + 6 years                   |  | No                                        |  |
| 3.3.6 | Records relating to the identification and collection of debt                                                          | Current financial year + 6 years                    |  | Yes, if the records relate to individuals |  |
| 3.3.7 | Loans and grants managed by the school                                                                                 | Date of last payment on loan + 12 years then review |  | No                                        |  |

### Contract Management – Secure disposal required

| Policy Ref. | Basic File Description                                             | Retention Period (operational)          | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|--------------------------------------------------------------------|-----------------------------------------|----------------------|----------------|-----------------------------|
| 3.4.1       | Records relating to the monitoring of contracts                    | Current year + 2 years                  |                      | No             |                             |
| 3.4.2       | All records relating to the management of contract under signature | Last payment on the contract + 6 years  | Limitation Act 1980  | No             |                             |
| 3.4.3       | All records relating to the management of contracts under seal     | Last payment on the contract + 12 years | Limitation Act 1980  | No             |                             |

### School Fund – Secure disposal required

| Policy Ref. | Basic File Description        | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|-------------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 3.5.1       | School fund – Cheque books    | Current year + 6 years         |                      | No             |                             |
| 3.5.2       | School fund – Paying in books | Current year + 6 years         |                      | No             |                             |
| 3.5.3       | School fund – ledger          | Current year + 6 years         |                      | No             |                             |
| 3.5.4       | School fund – invoices        | Current year + 6 years         |                      | No             |                             |
| 3.5.5       | School fund – receipts        | Current year + 6 years         |                      | No             |                             |

|       |                               |                        |  |    |  |
|-------|-------------------------------|------------------------|--|----|--|
| 3.5.6 | School fund – bank statements | Current year + 6 years |  | No |  |
| 3.5.7 | School fund – journey books   | Current year + 6 years |  | No |  |

### School Meals – Secure disposal required

| Policy Ref. | Basic File Description      | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|-----------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 3.6.1       | School meals summary sheets | Current year + 3 years         |                      | No             |                             |
| 3.6.2       | School meal registers       | Current year + 3 years         |                      | Yes            |                             |
| 3.6.3       | Free school meals registers | Current year + 6 years         |                      | Yes            |                             |

### Leases and Letting of Premises – Secure disposal required

| Policy Ref. | Basic File Description                             | Retention Period (operational)   | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|----------------------------------------------------|----------------------------------|----------------------|----------------|-----------------------------|
| 4.1.1       | Leases of property by or to the school             | Expiry of lease + 6 years        |                      | No             |                             |
| 4.1.2       | Records relating to the letting of school premises | Current financial year + 6 years |                      | Yes            |                             |

### Property Maintenance – Secure disposal required

| Policy Ref. | Basic File Description                                                                                               | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 4.2.1       | All records relating to the maintenance of the school carried out by contactors                                      | Current year + 6 years         |                      | No             |                             |
| 4.2.2       | All records relating to the maintenance of the school carried out by school employees including maintenance logbooks | Current year + 6 years         |                      | No             |                             |

### Capital Projects – Secure disposal required

| Policy Ref. | Basic File Description | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|

|       |                                                                                                 |                                                                                            |                                                                                            |     |  |
|-------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----|--|
| 4.3.1 | DBS checks for contractor staff                                                                 | DBS reference number stored on single central register.<br><br>No copy is taken of the DBS | DBS Update Service<br>Employer Guide May 2018 Keeping children safe in education Sept 2016 | Yes |  |
| 4.3.2 | All correspondence (non-financial)                                                              | Current year + 1 year                                                                      | None                                                                                       | Yes |  |
| 4.3.3 | Capital Project Contact Directory                                                               | Year of practical completion of the capital scheme + 1 year then review.                   | None                                                                                       | Yes |  |
| 4.3.4 | All financial correspondence (inclusive of competitive / successful quotes, LA Loan Agreements) | Current financial year + 6 years                                                           | None                                                                                       | Yes |  |

## Pupil's Educational Record

| Policy Ref. | Basic File Description                                                                                             | Retention Period (operational)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Statutory Provisions                                                         | DP/GDPR Issues | Responsible member of staff |
|-------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|-----------------------------|
| 5.1.1       | Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005<br>□ Primary   | <p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> <li>□ To another primary school</li> <li>□ To a middle or secondary school</li> <li>□ To a pupil referral unit</li> <li>□ 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</li> </ul> <p>If a pupil transfers to an independent school, elective home education or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period.</p> | The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 | Yes            |                             |
| 5.1.2       | Pupil's Educational Record required by the Education (Pupil Information) (England) Regulations 2005<br>□ Secondary | Date of birth of the pupil + 25 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Limitation Action 1980 (Section 2)                                           | Yes            |                             |

## Examination Results – Secure disposal required

| Policy Ref. | Basic File Description | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|

|       |                                                                                                              |                                                                                                          |  |     |  |
|-------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--|-----|--|
| 5.2.1 | Examination results – Pupil Copies                                                                           | This information should be added to the pupil file<br>This information should be added to the pupil file |  | Yes |  |
|       | <ul style="list-style-type: none"> <li>SATS Results</li> <li>Public Examinations eg GCSE, A Level</li> </ul> |                                                                                                          |  |     |  |
|       | All uncollected certificates should be disposed of securely after 12 months                                  |                                                                                                          |  |     |  |

### Pupil Attendance Records – Secure disposal required

| Policy Ref. | Basic File Description             | Retention Period (operational)                                                                                               | Statutory Provisions                                                                                                   | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 5.3.1       | Attendance registers               | Every entry in the attendance register must be preserved for a period of 6 years after the dates on which the entry was made | School attendance:<br>Departmental advice for maintained schools, academies, independent schools and Local Authorities | Yes            |                             |
| 5.3.2       | Correspondence relating to absence | Current academic year + 2 years                                                                                              | Education Act 1996<br>Section 7                                                                                        | Yes            |                             |
| 5.3.3       | Attendance analysis reports        | Current academic year + 2 years                                                                                              |                                                                                                                        | Yes            |                             |

### Child Protection Information – Secure disposal, these records must be shredded

| Policy Ref. | Basic File Description                              | Retention Period (operational)                                                                                                                                                                                                                                        | Statutory Provisions                                                         | DP/GDPR Issues | Responsible member of staff |
|-------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|-----------------------------|
| 5.4.1       | Child protection information                        | If any records relating to child protection issues are placed on the pupil file it should be in a sealed envelope and then retained for the same period of time as the pupil file                                                                                     | Keeping Children Safe in Education<br>Working Together to Safeguard Children | Yes            |                             |
| 5.4.2       | Child protection information held in separate files | Date of birth 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 | Keeping Children Safe in Education<br>Working Together to Safeguard Children | Yes            |                             |

*Retention periods relating to allegations made against adults can be found in the Human Resources section.*

## Special Educational Needs – Secure disposal unless the document is subject to legal hold

|       | Basic File Description                                                         | Retention Period (operational)                                                                                                                                                                                                                                                                                                                                                                                                         | Statutory Provisions            | DP/GDPR Issues | Responsible member of staff |
|-------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------|-----------------------------|
| 5.5.1 | Special Educational Needs files, reviews and individual education plans (IEPs) | <p>Date of birth of the pupil + 25 years</p> <p>REVIEW</p> <p>Note: 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 of time to defend themselves in a 'failure to provide a sufficient education' case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum</p> | Limitation Act 1980 (Section 2) | Yes            |                             |

|       |                                                                                                                                                 |                                                                                                                                                       |                                                                                                          |     |  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----|--|
|       |                                                                                                                                                 | retention period and this should be documented.                                                                                                       |                                                                                                          |     |  |
| 5.5.2 | Education, Health and Care Plans and Statements maintained under section 234 of the Education Act 1996 and any amendments made to the statement | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)<br><br>EHC Plans should follow the child through education. | Education Act 1996.<br>Special Educational Needs and Disability Act 2001<br>Section 1. SEND Reforms 2014 | Yes |  |
| 5.5.3 | Advice and information provided to parents regarding educational needs                                                                          | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)                                                             | Education Act 1996.<br>Special Educational Needs and Disability Act 2001<br>Section 1. SEND Reforms 2014 | Yes |  |
| 5.5.4 | Accessibility strategy                                                                                                                          | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file)                                                             | Education Act 1996.<br>Special Educational Needs and Disability Act 2001<br>Section 1. SEND Reforms 2014 | Yes |  |

## Statistical and Management Information – Secure disposal required

| Policy Ref | Basic File Description                                                                                                                                                                               | Retention Period (operational)                                                                                                                                                                      | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|-----------------------------|
| 6.1.1      | Examination papers/SATS papers                                                                                                                                                                       | The examination papers should be kept until any appeals/validation process is complete                                                                                                              |                      | Yes            |                             |
| 6.1.2      | School re-organisation plans/proposals                                                                                                                                                               | Current year + 3 years                                                                                                                                                                              |                      | No             |                             |
| 6.1.3      | Examination results (Trust and school copies)<br>Note: The SATs results should be recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years | Current year + 6 years<br><br>The Trust/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. |                      | Yes            |                             |
| 6.1.4      | Value added and contextual data                                                                                                                                                                      | Current year + 6 years                                                                                                                                                                              |                      | Yes            |                             |
| 6.1.5      | Self-Evaluation Forms                                                                                                                                                                                | Current year + 6 years                                                                                                                                                                              |                      | Yes            |                             |
| 6.1.6      | Internal attainment and progress tracking data                                                                                                                                                       | Current year + 6 years                                                                                                                                                                              |                      | Yes            |                             |

## Curriculum Implementation – Secure disposal required except for 6.2.1 and 6.2.5

| Policy Ref | Basic File Description | Retention Period (operational)                                                                                                          | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|-----------------------------|
| 6.2.1      | Schemes of Work        | Current year + 1 year                                                                                                                   |                      | No             |                             |
| 6.2.2      | Timetable              | Current year + 1 year                                                                                                                   |                      | Yes            |                             |
| 6.2.3      | Class Record Books     | Current year + 1 year                                                                                                                   |                      | Yes            |                             |
| 6.2.4      | Mark Books             | Current year + 1 year                                                                                                                   |                      | Yes            |                             |
| 6.2.5      | Record of homework set | Current year + 1 year                                                                                                                   |                      | No             |                             |
| 6.2.6      | Pupils' Work           | Where possible pupils work should be returned to the pupil at the end of the academic year. If not returned then current year + 1 year. |                      | Yes            |                             |

## Educational Visits – Secure disposal required

| Policy ref. | Basic File Description                                                                                              | Retention Period (operational)                                                                                                                                                                                                                                                                            | Statutory Provisions                                                                                                                                                                                              | DP/GDPR Issues | Responsible member of staff |
|-------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|
| 7.1.1       | Parental consent forms for school trips where there has been no major incident                                      | <p>Conclusion of the trip.</p> <p>Although the consent forms could be retained for date of birth of child +22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.</p> |                                                                                                                                                                                                                   | Yes            |                             |
| 7.1.2       | Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools | Date of visit + 10 years                                                                                                                                                                                                                                                                                  | <p>Outdoor Education Advisers Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 – Legal Framework and Employer Systems and Section 4 – Good Practice</p> | No             |                             |
| 7.1.3       | Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools   | Date of visit + 14 years                                                                                                                                                                                                                                                                                  | <p>Outdoor Education Advisers Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 – Legal Framework and Employer Systems and Section 4 – Good Practice</p> | No             |                             |

|       |                                                                                    |                                                                                                                                                                                                   |                                 |     |  |
|-------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----|--|
| 7.1.4 | Parental permission slips for school trips – where there has been a major incident | Date of birth of the pupil involved in the incident + 25 years<br>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 | Limitation Act 1980 (Section 2) | Yes |  |
| 7.1.5 | Records on medication administered during educational visits                       | If no incident during the trip, then as long as any medication administered has been recorded then records are no longer required.                                                                |                                 | Yes |  |

**Walking Bus – Secure disposal required** (If these documents are retained electronically any back-up copies should be destroyed at the same time)

| Policy ref. | Basic File Description | Retention Period (operational)                                                                                                                                                                                                                  | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|-----------------------------|
| 7.2.1       | Walking Bus Registers  | 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. |                      | Yes            |                             |

### **Family Liaison and Home School Liaison Records – Secure disposal required**

| Policy Ref. | Basic File Description   | Retention Period (operational)                                        | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|--------------------------|-----------------------------------------------------------------------|----------------------|----------------|-----------------------------|
| 7.3.1       | Referral forms           | While the referral is current                                         |                      | Yes            |                             |
| 7.3.2       | Contact data sheets      | Current year then review, if contact is no longer active then destroy |                      | Yes            |                             |
| 7.3.3       | Contact database entries | Current year then review, if contact is no longer active then destroy |                      | Yes            |                             |
| 7.3.4       | Group Registers          | Current year + 2 years                                                |                      | Yes            |                             |
| 7.3.5       | Day Books                | Current year + 2 years then review                                    |                      | Yes            |                             |

|              |                                                                                                                  |                                                   |  |     |  |
|--------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|-----|--|
| <b>7.3.6</b> | Reports for outside agencies – where the report has been included on the case file created by the outside agency | Whilst child is attending school and then destroy |  | Yes |  |
|--------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|-----|--|

### Local Authority related records – Secure disposal required

| Policy Ref. | Basic File Description                                                                                          | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------|----------------|-----------------------------|
| 8.1.1       | Attendance Returns                                                                                              | Current year + 1 year          |                      | Yes            |                             |
| 8.1.2       | Secondary Transfer Sheets (Primary)                                                                             | Current year + 2 years         |                      | Yes            |                             |
| 8.1.3       | School Census Returns                                                                                           | Current year + 6 years         |                      | Yes            |                             |
| 8.1.4       | School Workforce Census                                                                                         | Current year + 6 years         |                      | Yes            |                             |
| 8.1.5       | Files created relating to Statutory results data collections (eg CTF files for EYFS, Phonics and KSI – Primary) | Current year + 6 years         |                      | Yes            |                             |
| 8.1.6       | Circulars and other information send from the Operational use Local Authority                                   |                                |                      | No             |                             |

### Central Government related records – Secure disposal required

| Policy Ref. | Basic File Description | Retention Period (operational) | Statutory Provisions | DP/GDPR Issues | Responsible member of staff |
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|
|-------------|------------------------|--------------------------------|----------------------|----------------|-----------------------------|



[illegible]