

# Retention Schedule (with Information Asset Register)

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Nov 2022	1	Laura Patel	review

## Recommended Retention Periods

### 1. Governors

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
1.1	Minutes - Principal set (signed)		Permanent	HT	LA Offices	LA	YES	OFFICIAL	Compliance
1.2	Minutes - Inspection copies		Date of meeting + 3 years	HT	HT Office & Archive	HT	NO	NOT PROTECTIVELY MARKED	Operational
1.3	Agendas – Principal copy		Permanent	HT	HT Office & Archive Server	HT	YES	NOT PROTECTIVELY MARKED	Operational
1.4	Agendas – Additional Copies		Date of meeting	n/a	n/a	n/a	NO	NOT PROTECTIVELY MARKED	n/a
1.5	Reports		Date of report + 6 years	HT	HT Office & Archive Server	HT	YES	OFFICIAL	Operational
1.6	Annual Parents' meeting papers		Date of meeting + 6 years	n/a	n/a	n/a	YES	NOT PROTECTIVELY MARKED	n/a
1.7	Instruments of Government		Permanent	LA	LA Offices Server	LA	YES	NOT PROTECTIVELY MARKED	Compliance
1.8	Trusts and Endowments		Permanent	n/a	n/a	n/a	YES	NOT PROTECTIVELY MARKED	n/a
1.9	Action Plans		Date of action plan + 3 years	Author	Author's Possession & Server	Author	YES	NOT PROTECTIVELY MARKED	Operational
1.10	Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	HT	HT Office & Archive Server	HT	YES	NOT PROTECTIVELY MARKED	Compliance
1.11	Complaints files		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes	HT	HT Office & Archive Server	HT	YES	OFFICIAL SENSITIVE	Compliance

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
1.12	Annual Reports required by the Department for Education and Skills	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years	n/a	n/a	n/a	YES	NOT PROTECTIVELY MARKED	n/a
1.13	Proposals for schools to become, or be established as Specialist Status schools		Current year + 3 years	n/a	n/a	n/a	YES	NOT PROTECTIVELY MARKED	n/a

## 2 Management

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
2.1	Log Books		Date of last entry in the book + 6 years	HT	HT Office	HT	Yes	NOT PROTECTIVELY MARKED	Operational
2.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years	HT	HT Office & Server	HT	Yes	OFFICIAL	Operational
2.3	Reports made by the Head Teacher or the management team		Date of report + 3 years	Author	Author's Possession & Server & recipients	Author	Yes	OFFICIAL	Operational
2.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years	Author	Author's Possession & Server	Author	Yes	OFFICIAL	Operational
2.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	Author	Author's Possession & Server & Email accounts & recipients	Author	Yes	OFFICIAL	Operational
2.6	Professional development plans		Closure + 6 years	HT	HT Office & Server	HT	Yes	NOT PROTECTIVELY MARKED	Operational
2.7	School development plans		Closure + 6 years then review	HT	HT Office & Server	HT	Yes	NOT PROTECTIVELY MARKED	Operational
2.8	Admissions – if the admission is successful		Admission + 1 year	Admin Team	Server	School Administrator	Yes	OFFICIAL SENSITIVE	Compliance
2.9	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a
2.10	Admissions – Secondary Schools – Casual		Current year + 1 year	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a
2.11	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year	Not stored	Not stored	Not stored	Yes	OFFICIAL SENSITIVE	n/a

### 3 Pupils

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
3.1	Admission Registers		Permanent	LA	SIMS	LA & School	Yes	OFFICIAL SENSITIVE	Compliance
3.2	Attendance registers		Date of register + 3 years	LA	SIMS	Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
3.3	Pupil record cards – Primary (including nursery)		Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school <sup>1</sup>	School	School Office & archived	Admin Team	Yes	OFFICIAL SENSITIVE	Compliance
3.4	Pupil record cards - Secondary		DOB of the pupil + 25 years <sup>1</sup>	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a
3.5	Pupil Files – Primary (including nursery)		Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	School	School Office & Learning Story Boxes & archived	Admin Team & Class Teachers	Yes	OFFICIAL SENSITIVE	Compliance
3.6	Pupil Files - Secondary		DOB of the pupil + 25 years <sup>1</sup>	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a
3.7	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 year <sup>1</sup> Transfer to the Secondary School (or other Primary School) when the child leaves the school <sup>1</sup>	SENDSCO	School Office & archived	SENDSCO & Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
3.8	Letters authorising absence		Date of absence + 2 years	School	School Office & archived	Admin Team	Yes	OFFICIAL SENSITIVE	Compliance
3.9	Absence record sheets		Current year + 6 years	School	School Office & archived	Admin Team	Yes	OFFICIAL SENSITIVE	Compliance
3.10	Examination results - Public		Year of examinations + 6 years <sup>2</sup>	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a
3.11	Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a

<sup>1</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

<sup>2</sup> Any certificates left unclaimed should be returned to the appropriate Examination Board

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
3.12	Any other records created in the course of contact with pupils		Current year + 3 years then review	Author	Author's Possession	Author	Yes	OFFICIAL SENSITIVE	Compliance
3.13	Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	SENDCO	School Office & archived	SENDCO & Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
3.14	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	SENDCO	School Office & archived	SENDCO & Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
3.15	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	SENDCO	School Office & archived	SENDCO & Class Teacher	No	OFFICIAL SENSITIVE	Compliance
3.16	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	SENDCO	School Office & archived	SENDCO & Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
3.17	Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period. Transfer to the Secondary School (or other Primary School) or pass to parents when the child leaves the school <sup>1</sup>	SENDCO	School Office & archived	SENDCO & Class Teacher	Yes	OFFICIAL SENSITIVE	Compliance
	Please note that 3.18 relates only to one day trips								
3.18a	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	Trip Leader	Trip Leader Possession	Trip Leader	Yes	OFFICIAL SENSITIVE	Compliance

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
3.18b	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	Trip Leader	Pupil Records	Trip Leader	Yes	OFFICIAL SENSITIVE	Compliance
3.19	All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review	Trip Leader	Evolve & Server	Trip Leader	Yes	OFFICIAL SENSITIVE	Compliance
3.20	Primary Schools (including nursery schools) records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years	Trip Leader	Evolve & Server	Trip Leader	Yes	OFFICIAL SENSITIVE	Compliance
3.21	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a
3.22	Walking Bus registers		Date of register + 3 years <sup>3</sup>	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a

<sup>3</sup> 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

4 Alternative Curriculum – Not applicable

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
4.1	Curriculum development		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
4.2	Curriculum returns		Current year + 3 years				No	NOT PROTECTIVELY MARKED	
4.3	School syllabus		Current year then review				No	NOT PROTECTIVELY MARKED	
4.4	Schemes of work		Current year then review				No	NOT PROTECTIVELY MARKED	
4.5	Timetable		Current year then review				No	NOT PROTECTIVELY MARKED	
4.6	Class record books		Current year then review				No	NOT PROTECTIVELY MARKED	
4.7	Mark Books		Current year then review				No	NOT PROTECTIVELY MARKED	
4.8	Record of homework set		Current year then review				No	NOT PROTECTIVELY MARKED	
4.9	Pupils' work		Current year then review				No	NOT PROTECTIVELY MARKED	
4.10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years				Yes	OFFICIAL SENSITIVE	



5 Personnel Records Held in Schools

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
5.1	Timesheets, sick pay	Financial Regulations	Current year + 6 years	SBM	School Office	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.2	Staff Personal files		Termination + 7 years <sup>4</sup>	SBM	HT Office	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.3	Interview notes and recruitment records		Date of interview + 6 months	SBM	School Office	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.4a	Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + not more than 6 months	SBM	School Office	SBM	Yes	OFFICIAL SENSITIVE	Compliance
Please note that schools must not keep copies of the documents which are checked for DBS purposes.									
5.4b	Right to Work in the UK checks	<a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a>	Termination of employment + not less than 2 years	SBM	Personal File	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.5	Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Operational
5.6	Disciplinary proceedings: written warning – level two		Date of warning + 12 months <sup>5</sup>	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Operational
5.7	Disciplinary proceedings: written warning – level one		Date of warning + 6 months <sup>7</sup>	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Operational
5.8	Disciplinary proceedings: oral warning		Date of warning + 6 months <sup>7</sup>	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Operational
5.9	Disciplinary proceedings: final warning		Date of warning + 18 months <sup>7</sup>	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Operational
5.10	Records relating to accident/injury at work		Date of incident + 12 years <sup>6</sup>	HT	Online Corporate Safety System	HT	Yes	OFFICIAL SENSITIVE	Operational
5.11	Annual appraisal or assessment records		Current year + 5 years	HT	HT Office & Server	HT	Yes	OFFICIAL SENSITIVE	Operational
5.12	Salary cards		Last date of employment + 85 years	n/a	n/a	n/a	Yes	OFFICIAL SENSITIVE	n/a

<sup>4</sup> These files should be subject to NCC's open file policy where the employees are employed by Nottingham City Council as the Local Authority

<sup>5</sup> If this information has been added to an individual's personnel file, it should be weeded from the file once the retention period has elapsed

<sup>6</sup> In the case of serious accidents a further retention period should to be applied

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
5.13	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs	SBM	Personal File	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.14	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	SBM	Personal File	SBM	Yes	OFFICIAL SENSITIVE	Operational
5.15	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	DBS guidelines	Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file but not kept for more than 6 months.	SBM	Personal File	SBM	Yes	OFFICIAL SENSITIVE	Compliance
5.16	Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed <sup>7</sup> .	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Compliance
5.17	Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer	HT	Personal File	HT	Yes	OFFICIAL SENSITIVE	Compliance

<sup>7</sup> There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults

6 Health and Safety

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
6.1	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years	SENDCO	School Office & Copy in SEND file	SENDCO	Yes	OFFICIAL SENSITIVE	Compliance
6.2	Accident Reporting – Children	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident	HT	Accident Book – classrooms & archived & Corporate Safety System	First Aiders	Yes	OFFICIAL SENSITIVE	Compliance
6.3	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;	HT	Accident Book – reception & archived & Corporate Safety System	First Aiders	Yes	OFFICIAL SENSITIVE	Compliance
6.4	COSHH Risk Assessments	Health & Safety at Work Act (1974)	Date of creation + 40 years	SM	Site Manager's Office	SM	Yes	NOT PROTECTIVELY MARKED	Compliance
6.5	Incident reports	Health & Safety at Work Act (1974)	Current year + 20 years	SBM	Corporate Safety System	SBM	Yes	OFFICIAL SENSITIVE	Compliance
6.6	Policy Statements	Health & Safety at Work Act (1974)	Date of expiry + 1 year	HT	Server	HT	Yes	NOT PROTECTIVELY MARKED	Compliance
6.7	Risk Assessments	Health & Safety at Work Act (1974)	Current year + 3 years	SBM	Server	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
6.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a
6.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a
6.10	Fire Precautions log books		Current year + 6 years	SM	Site Managers Office	SM	Yes	NOT PROTECTIVELY MARKED	Compliance

7 Administrative

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
7.1	Employer's Liability certificate		Closure of the school + 40 years	SBM	School Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
7.2	Inventories of equipment and furniture		Current year + 6 years	SBM	School Office	SBM	No	NOT PROTECTIVELY MARKED	Compliance
7.3	School brochure/prospectus		Current year + 3 years	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a
7.4	General file series		Current year + 5 years	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a
7.5	Circulars (staff/parents/pupils)		Current year + 1 year	Author	Server	Author	No	NOT PROTECTIVELY MARKED	Operational
7.6	Newsletters, ephemera		Current year + 1 year	Author	Server	Author	No	NOT PROTECTIVELY MARKED	Operational
7.7	Visitors, Training & Staff Sign in sheets		Current year + 2 years	SBM	School Office	SBM	No	NOT PROTECTIVELY MARKED	Operational
7.8	PTA/Old Pupils Associations		Current year + 6 years	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a

8 Financial Records Held in Schools

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Information Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
8.1	Annual Accounts	Financial Regulations	Current year + 6 years	SBM	School Office & LA	LA	Yes	NOT PROTECTIVELY MARKED	Compliance
8.2	Loans and grants	Financial Regulations	Date of last payment on loan + 12 years then review to see whether a further retention period is required	SBM	School Office & LA	LA	Yes	NOT PROTECTIVELY MARKED	Compliance
8.3	Contracts - under seal		Contract completion date + 12 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a
8.4	Contracts - under signature		Contract completion date + 6 years	SBM	School Office & Archives	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.5	Contracts - monitoring records		Current year + 2 years	SBM	School Office & Archives	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.6	Copy orders		Current year + 2 years	SBM	Oracle	SBM	No	NOT PROTECTIVELY MARKED	Compliance
8.7	Budget reports, budget monitoring etc		Current year + 3 years	SBM	School Office, Oracle & FMS	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.8	Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	SBM	School Office, Oracle & FMS	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.9	Annual Budget and background papers		Current year + 6 years	SBM	School Office & BPS	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.10	Order books and requisitions		Current year + 6 years	SBM	School Office & FMS	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.11	Delivery Documentation		Current year + 6 years	SBM	School Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
8.12	Debtors' Records	Limitation Act 1980	Current year + 6 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
8.13	School Fund Records <sup>8</sup>		Current year + 6 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a
8.14	Applications for free school meals, travel, uniforms etc		Whilst child is at school	Admin Team	SIMS	Admin Team	No	NOT PROTECTIVELY MARKED	Operational
8.15	Student grant applications		Current year + 3 years	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a
8.16	Free school meals registers	Financial Regulations	Current year + 6 years	Admin Team	SIMS	Admin Team	Yes	NOT PROTECTIVELY MARKED	Compliance
8.17	Petty cash books	Financial Regulations	Indefinitely	n/a	n/a	n/a	Yes	NOT PROTECTIVELY MARKED	n/a

<sup>8</sup> including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

9 Property Records Held in Schools

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
9.1	Title Deeds		Permanent <sup>9</sup>	LA	LA	Land Registry	Yes	NOT PROTECTIVELY MARKED	Compliance
9.2	Plans		Permanent Retain in school whilst operational	LA	LA	Land Registry	Yes	OFFICIAL <sup>10</sup>	Compliance
9.3	Maintenance and contractors	Financial Regulations	Current year + 6 years	SBM	School Office & SM Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
9.4	Leases		Expiry of lease + 6 years	SBM	School Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
9.5	Lettings		Current year + 3 years	SBM	School Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
9.6	Burglary, theft and vandalism report forms		Current year + 6 years	SBM	School Office	SBM	Yes	NOT PROTECTIVELY MARKED	Compliance
9.7	Maintenance log books		Last entry + 10 years	SM	SM Office	SM	Yes	NOT PROTECTIVELY MARKED	Operational
9.8	Contractors' Reports		Current year + 6 years	SM	SM Office	SM	Yes	NOT PROTECTIVELY MARKED	Operational

<sup>9</sup> these should follow the property unless the property has been registered at the Land Registry

<sup>10</sup> These records carry an OFFICIAL marking as there can be security issues about allowing access to the plans of buildings to people who may be looking to burgle the premises

**10 Local Authority**

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
10.1	Secondary transfer sheets (Primary)		Current year + 2 years	n/a	n/a	n/a	No	OFFICIAL SENSITIVE	n/a
10.2	Attendance returns		Current year + 1 year	n/a	n/a	n/a	No	NOT PROTECTIVELY MARKED	n/a
10.3	Circulars from LA		Whilst required operationally then review to see whether a further retention period is required	Recipient	Recipient's email inbox	Recipient	No	NOT PROTECTIVELY MARKED	Operational

**11 DfE**

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
11.1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required	HT	Server & Online	HT	No	NOT PROTECTIVELY MARKED	Compliance
11.2	Returns		Current year + 6 years	HT	Server & Online	HT	No	NOT PROTECTIVELY MARKED	Compliance
11.3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required	Recipient	Recipient's email inbox	Recipient	No	NOT PROTECTIVELY MARKED	Operational

**12 School Meals**

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
12.1	Dinner Register		Current year + 3 years	Admin Team	School Office & Archives	Admin Team	Yes	OFFICIAL SENSITIVE	Operational
12.2	School Meals Summary Sheets		Current year + 3 years	Cook	LA	LA	No	NOT PROTECTIVELY MARKED	Operational



13 Family Liaison Officers and Parent Support Assistants

				Information Asset Register Information					Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
13.1	Day Books		Current year + 2 years then review	n/a	n/a	n/a	No	OFFICIAL SENSITIVE	n/a
13.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst the child is attending the school then destroy	FSW	Child's file	FSW	No	OFFICIAL SENSITIVE	Operational
13.3	Referral forms		While the referral is current then add to child's file	FSW	Child's file	FSW	No	OFFICIAL SENSITIVE	Operational
13.4	Contact data sheets		Current year then review, if contact is no longer active then destroy	n/a	n/a	n/a	No	OFFICIAL SENSITIVE	n/a
13.5	Contact database entries		Current year then review, if contact is no longer active then destroy	n/a	n/a	n/a	No	OFFICIAL SENSITIVE	n/a
13.6	Group Registers		Current year + 2 years	n/a	n/a	n/a	No	OFFICIAL SENSITIVE	n/a

Please note that the Family Liaison Officer records are not normally be shared with the Headteacher without the consent of the parents.

**KEY**

LA	Local Authority
HT	Head Teacher
SBM	School Business Manager
SM	Site Manager
SENDCO	Special Educational Needs and Disabilities Co-ordinator
EVOLVE	Local Authority Online Off-site visits system
SIMS	School Information Management Systems (Capita)
ORACLE	Local Authority Finance System
BPS	Local Authority Budget Planning System
FMS	Local Authority Financial Management System
FSW	Family Support Worker