

Retention Periods

Governors

	Basic file description	Retention Period
IMTKS 1.1	Minutes - Principal set (signed)	Permanent
IMTKS 1.2	Minutes - Inspection copies	Date of meeting + 3 years
IMTKS 1.3	Agendas – Principal copy	Permanent
IMTKS 1.4	Agendas – Additional Copies	Date of meeting
IMTKS 1.5	Reports	Date of report + 6 years
IMTKS 1.6	Annual Parents' meeting papers	Date of meeting + 6 years
IMTKS 1.7	Instruments of Government	Permanent
IMTKS 1.8	Trusts and Endowments	Permanent
IMTKS 1.9	Action Plans	Date of action plan + 3 years
IMTKS 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)
IMTKS 1.11	Complaints files	Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes
IMTKS 1.12	Annual Reports required by the Department for Education and Skills	Date of report + 10 years

	Basic file description	Retention Period
IMTKS 1.13	Proposals for schools to become, or be established as Specialist Status schools	Current year + 3 years

Management

	Basic file description	Retention Period
IMTKS 2.1	Log Books	Date of last entry in the book + 6 years
IMTKS 2.2	Minutes of the Senior Management Team and other internal administrative bodies	Date of meeting + 5 years
IMTKS 2.3	Reports made by the Head Teacher or the management team	Date of report + 3 years
IMTKS 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
IMTKS 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
IMTKS 2.6	Professional development plans	Closure + 6 years
IMTKS 2.7	School development plans	Closure + 6 years then review
IMTKS 2.8	Admissions – if the admission is successful	Admission + 1 year
IMTKS 2.9	Admissions – if the appeal is unsuccessful	Resolution of case + 1 year

	Basic file description	Retention Period
IMTKS 2.10	Admissions – Secondary Schools – Casual	Current year + 1 year
IMTKS 2.11	Proofs of address supplied by parents as part of the admissions process	Current year + 1 year

Pupils

	Basic file description	Retention Period
IMTKS3 .1	Admission Registers	Permanent
IMTKS3 .2	Attendance registers	Date of register + 3 years
IMTKS3 .3	Pupil record cards - Primary	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 ¹
IMTKS3 .4	Pupil record cards - Secondary	DOB of the pupil + 25 years ¹
IMTKS3 .5	Pupil Files - Primary	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 ¹
IMTKS3 .6	Pupil Files - Secondary	DOB of the pupil + 25 years ¹
IMTKS3 .7	Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 25 year ¹
IMTKS3 .8	Letters authorising absence	Date of absence + 2 years
IMTKS3 .9	Absence books	Current year + 6 years
IMTKS3 .10	Examination results - Public	Year of examinations + 6 years ²

¹ In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

² Any certificates left unclaimed should be returned to the appropriate Examination Board

	Basic file description	Retention Period
IMTKS3 .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
IMTKS3 .12	Any other records created in the course of contact with pupils	Current year + 3 years then review
IMTKS3 .13	Statement maintained under The Education Act 1996 - Section 324	DOB + 30 years Unless legal action is pending
IMTKS3 .14	Proposed statement or amended statement	DOB + 30 years Unless legal action is pending
IMTKS3 .15	Advice and information to parents regarding educational needs	Closure + 12 years Unless legal action is pending
IMTKS3 .16	Accessibility Strategy	Closure + 12 years Unless legal action is pending
IMTKS3 .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.
IMTKS3 .18a	Parental permission slips for school trips – where there has been no major incident	Conclusion of the trip
IMTKS3 .18b	Parental permission slips for school trips – where there has been a major incident	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
IMTKS3 .19	All records relating to the organization of school residential trips	Date of the residential visit + a minimum of 6 years then review

	Basic file description	Retention Period
IMTKS3 .20	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ³	Date of visit + 14 years ⁴
IMTKS3 .21	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ³	Date of visit + 10 years ⁴
IMTKS3 .22	Walking Bus registers	Date of register + 3 years ⁵

Alternative Curriculum

	Basic file description	Retention Period
IMTKS4 .1	Curriculum development	Current year + 6 years
IMTKS4 .2	Curriculum returns	Current year + 3 years
IMTKS4 .3	School syllabus	Current year then review
IMTKS4 .4	Schemes of work	Current year then review
IMTKS4 .5	Timetable	Current year then review
IMTKS4 .6	Class record books	Current year then review

³ including GOF1 and GOF2 and data entered on the e-go system

⁴ This retention period has been set in agreement with the Safeguarding Children's Officer

⁵ 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

	Basic file description	Retention Period
IMTKS4 .7	Mark Books	Current year then review
IMTKS4 .8	Record of homework set	Current year then review
IMTKS4 .9	Pupils' work	Current year then review
IMTKS4 .10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results	Current year + 6 years

Personnel Records Held in Schools

	Basic file description	Retention Period
IMTKS 5.1	Timesheets, sick pay	Current year + 6 years
IMTKS 5.2	Staff Personal files	Termination + 7 years ⁶
IMTKS 5.3	Interview notes and recruitment records	Date of interview + 6 months
IMTKS 5.4a	Pre-employment vetting information (including DBS checks)	Date of check + 6 months
IMTKS 5.4b	Right to Work in the UK checks	Termination of employment + 2 years
IMTKS 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

⁶ These files should be subject to KCC's open file policy where the employees are employed by Kent County Council as the Local Authority

	Basic file description	Retention Period
IMTKS 5.6	Disciplinary proceedings: written warning – level two	Date of warning + 12 months ⁷
IMTKS 5.7	Disciplinary proceedings: written warning – level one	Date of warning + 6 months ⁷
IMTKS 5.8	Disciplinary proceedings: oral warning	Date of warning + 6 months ⁷
IMTKS 5.9	Disciplinary proceedings: final warning	Date of warning + 18 months ⁷
IMTKS 5.10	Records relating to accident/injury at work	Date of incident + 12 years ⁸
IMTKS 5.11	Annual appraisal or assessment records	Current year + 5 years
IMTKS 5.12	Salary cards	Last date of employment + 85 years
IMTKS 5.13	Maternity pay records	Current year + 3yrs
IMTKS 5.14	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years
IMTKS 5.15	Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	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.
IMTKS 5.16	Records of allegations about workers who have been investigated and found to be without substance	These records should not normally be retained once an investigation has been completed ⁹ .

⁷ If this information has been added to an individual’s personnel file, it must be weeded from the file once the retention period has elapsed

⁸ In the case of serious accidents a further retention period will need to be applied

⁹ 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

	Basic file description	Retention Period
IMTKS 5.17	Outcome of an allegation made against a staff member	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

Health and Safety

	Basic file description	Retention Period
IMTKS 6.1	Accessibility Plans	Current year + 6 years
IMTKS 6.2	Accident Reporting – Children	Date of birth + 22 years where the injured person is a minor at the time of the accident
IMTKS 6.3	Accident Reporting – Adults	Date of the accident + 4 years where the injured person is an adult at the time of the accident;
IMTKS 6.4	COSHH Risk Assessments	Date of creation + 40 years
IMTKS 6.5	Incident reports	Current year + 20 years
IMTKS 6.6	Policy Statements	Date of expiry + 1 year
IMTKS 6.7	Risk Assessments	Current year + 3 years
IMTKS 6.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Last action + 40 years
IMTKS 6.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Last action + 50 years
IMTKS 6.10	Fire Precautions log books	Current year + 6 years

Administrative

	Basic file description	Retention Period
IMTKS7.1	Employer's Liability certificate	Closure of the school + 40 years
IMTKS7.2	Inventories of equipment and furniture	Current year + 6 years
IMTKS7.3	School brochure/prospectus	Current year + 3 years
IMTKS7.4	General file series	Current year + 5 years
IMTKS7.5	Circulars (staff/parents/pupils)	Current year + 1 year
IMTKS7.6	Newsletters, ephemera	Current year + 1 year
IMTKS7.7	Visitors book	Current year + 2 years
IMTKS7.8	PTA/Old Pupils Associations	Current year + 6 years

Financial Records Held in Schools

	Basic file description	Retention Period
IMTKS 8.1	Annual Accounts	Current year + 6 years
IMTKS 8.2	Loans and grants	Date of last payment on loan + 12 years then review to see whether a further retention period is required

	Basic file description	Retention Period
IMTKS 8.3	Contracts - under seal	Contract completion date + 12 years
IMTKS 8.4	Contracts - under signature	Contract completion date + 6 years
IMTKS 8.5	Contracts - monitoring records	Current year + 2 years
IMTKS 8.6	Copy orders	Current year + 2 years
IMTKS 8.7	Budget reports, budget monitoring etc	Current year + 3 years
IMTKS 8.8	Invoice, receipts and other records covered by the Financial Regulations	Current year + 6 years
IMTKS 8.9	Annual Budget and background papers	Current year + 6 years
IMTKS 8.10	Order books and requisitions	Current year + 6 years
IMTKS 8.11	Delivery Documentation	Current year + 6 years
IMTKS 8.12	Debtors' Records	Current year + 6 years
IMTKS 8.13	School Fund Records ¹⁰	Current year + 6 years
IMTKS 8.14	Applications for free school meals, travel, uniforms etc	Whilst child is at school
IMTKS 8.15	Student grant applications	Current year + 3 years
IMTKS 8.16	Free school meals registers	Current year + 6 years

¹⁰ including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

	Basic file description	Retention Period
IMTKS 8.17	Petty cash books	Indefinitely

Property Records Held in Schools

	Basic file description	Retention Period
IMTK S9.1	Title Deeds	Permanent ¹¹
IMTK S9.2	Plans	Permanent Retain in school whilst operational
IMTK S9.3	Maintenance and contractors	Current year + 6 years
IMTK S9.4	Leases	Expiry of lease + 6 years
IMTK S9.5	Lettings	Current year + 3 years
IMTK S9.6	Burglary, theft and vandalism report forms	Current year + 6 years
IMTK S9.7	Maintenance log books	Last entry + 10 years
IMTK S9.8	Contractors' Reports	Current year + 6 years

Local Authority

	Basic file description	Retention Period
IMTKS 10.1	Secondary transfer sheets (Primary)	Current year + 2 years
IMTKS 10.2	Attendance returns	Current year + 1 year

¹¹ these should follow the property unless the property has been registered at the Land Registry

	Basic file description	Retention Period
IMTKS 10.3	Circulars from LA	Whilst required operationally then review to see whether a further retention period is required

DfE

	Basic file description	Retention Period
IMTKS 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
IMTKS 11.2	Returns	Current year + 6 years
IMTKS 11.3	Circulars from DfE	Whilst operationally required then review to see whether a further retention period is required

School Meals

	Basic file description	Retention Period
IMTKS 12.1	Dinner Register	Current year + 3 years
IMTKS 12.2	School Meals Summary Sheets	Current year + 3 years

