



Holmfirth J I & N School

Data retention schedule

This policy is based on the Information Management Toolkit for Schools Version 5.01 February 2016

Where legislation has changed since Version 5 (with particular regard to safeguarding) the schedule has been amended to reflect current recommendations

Approved by:	[Name]	Date: 12 December 2018
Last reviewed on:	[Date]	
Next review due by:	[Date]	

1. Aims

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedules sets out the length of time which the record needs to be retained, and what should happen to the record when it is of no further administrative use.

The fifth Data Protection Principle states “information must be kept in a form which permits identification of data subjects for no longer than is necessary”.

Members of staff are expected to manage their current record keeping systems using the retention schedule, and to take account of the different kinds of retention periods when creating new recording systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

2. What to do with records once they have reached the end of their administrative life

2.1. Destruction of records

Where records have been identified for SECURE DISPOSAL they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be disposed of in the appropriate manner:

- Paper records should be shredded using a cross-cutting shredder
- CDs/DVDs/Floppy Disks should be cut into pieces
- Audio/Video Tapes and Fax Rolls should be dismantled and shredded
- Electronic data should either be overwritten with secure deletion software or physically destroyed

2.2. Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the County Archive Service. The school should contact the local records office if there is a requirement to permanently archive the records.

2.3. Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

1. Management of the School

1.1 Governing Body				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Agendas	No There may be data protection issues of the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL
Minutes – Principal set (signed)	No		Permanent	Transfer to Archives if cannot be retained in school
Minutes	There may be data protection issues of the meeting is dealing with confidential issues relating to staff		Date of meeting + 3 years	SECURE DISPOSAL
Reports	No There may be data protection issues of the meeting is dealing with confidential issues relating to staff		Date of meeting + 6 years. If the minutes refer directly to the report, then the report should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
Annual parents meeting (Section 33 of the Education Act 2002)	No	Education Act 2002, Section 33	Date of meeting + 6 years	SECURE DISPOSAL
Instrument of Government	No		Permanent	Retain in school whilst school is open and then offered to County Archives if school closes

Trusts and Endowments	No		Permanent	Retain in school whilst school is open and then offered to County Archives if school closes
Action Plans	No		Life of action plan + 3 years	SECURE DISPOSAL
Policy Documents	No		Life of the policy + 3 years	SECURE DISPOSAL
Complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + 6 years. Review if the complaint is about an ongoing contentious disputes	SECURE DISPOSAL
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governors Annual Reports)(England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
Proposals concerning the change of status of a maintained school	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

1.2 Head Teacher and Senior Management Team

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Log books of activity in the school maintained by the Head Teacher	Yes if the log book refers to individual pupils or staff		Date of the last entry in the book + a minimum of 6 years then review	Retain in school for the 6 years after the I These could be offered to the County Archives service if there is historical value ast entry.
Minutes of the Senior Management Team meetings and other internal administrative bodies	Yes if the minutes refers to individual pupils or staff		Date of the meeting +3 years then review	SECURE DISPOSAL
Reports created by the Head Teacher or the Management Team	Yes if the reports refers to individual pupils or staff		Date of the report + 3 years then review	SECURE DISPOSAL
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes if the record refers to individual pupils or staff		Current academic year + 6 years then review	SECURE DISPOSAL
Correspondence created by head teachers, deputy head teachers, heads of year, and other members of staff with admin responsibilities	Yes if the correspondence refers to individual pupils or staff		Date of correspondence + 3 years then review	SECURE DISPOSAL
Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
School Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL

1.3 Admissions Process				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
All records relating to the creation and implantation of the Schools Admission Policy	No	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
Admissions – if the admission is successful	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
Admissions – if the appeal is unsuccessful	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission + 1 year	SECURE DISPOSAL
Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	Review. Schools may wish to consider keeping the register permanently as often schools receive enquiries from past pupils to confirm the dates they attended school
Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code. Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL

Supplementary information form including additional information such as religion, medical conditions etc	Yes			
For successful admissions			This information should be added to the pupil file	SECURE DISPOSAL
For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

1.4 Operational Administration

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL
Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL

Records relating to the creation and management of Parent Teacher Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL
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2. Human Resources

2.1 Recruitment				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		All the relevant information should be added to the staff personal file and all other information retained for 6 months	SECURE DISPOSAL
Pre-employment vetting info (DBS)	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	
Proofs of identity collected as part of the process of checking 'portable' enhanced DBS disclosure	Yes		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	

Pre-employment vetting information – evidence proving the right to work in the United Kingdom	Yes	An employer's guide to right to work checks (Home Office May 2015)	Where possible these documents should be added to the Staff Personal File, but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	
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2.2 Operational Staff Management

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life	
Staff personnel files	Yes	Limitation Act 1980 (Section 2)	Termination + 6 years	SECURE DISPOSAL	
Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL	
Annual appraisal/assessment records	Yes		Current year + 5 years	SECURE DISPOSAL	

2.3 Management of Disciplinary and Grievance Processes

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Allegation of a child protection nature against a member of staff including where the allegation is unfounded	Yes	'Keeping children safe in education Statutory guidance for schools and colleges March 2015'. 'Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015'	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded
Disciplinary proceedings for all matters except those relating to child protection (See 1 above)	Yes			
<ul style="list-style-type: none"> Oral warning 			Date of warning + 6 months	SECURE DISPOSAL. If this is placed on a personnel file. It must be weeded from the file
<ul style="list-style-type: none"> Written warning - Level one 			Date of warning + 6 months	SECURE DISPOSAL. If this is placed on a personnel file. It must be weeded from the file
<ul style="list-style-type: none"> Written warning - Level two 			Date of warning + 12 months	SECURE DISPOSAL. If this is placed on a personnel file. It must be weeded from the file
<ul style="list-style-type: none"> Final warning 			Date of warning + 18 months	SECURE DISPOSAL. If this is placed on a personnel file. It must be weeded from the file
<ul style="list-style-type: none"> Case not found (except child protection) 			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL. If this is placed on a personnel file. It must be weeded from the file

2.4 Health and Safety				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
Adults			Date of the incident + 6 years	SECURE DISPOSAL
Children			DOB of the child + 25 years	SECURE DISPOSAL
COSHH	No	Control of Substances Hazardous to Health 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 (2)	Current year + 40 years	SECURE DISPOSAL

Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL
Fire precaution log books	No		Current year + 6 years	SECURE DISPOSAL

2.5 Payroll and Pensions

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Maternity Pay Records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI1999/567)	Current year + 3 years	SECURE DISPOSAL
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	SECURE DISPOSAL

3. Financial Management of the School

3.1 Risk Management and Insurance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	SECURE DISPOSAL

3.2 Asset Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

3.3 Accounts and Statements including Budget Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL

All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

3.4 Contract Management

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
All records relating to the management of contract under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL

3.5 School Fund				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
School Fund – Cheque books	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Paying in books	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Ledger	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Invoices	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
School Fund – Bank statements	No		Current year + 6 years	SECURE DISPOSAL

3.6 School Meals Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Free School Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL

School Meals registers	Yes		Current year + 3 years	SECURE DISPOSAL
School Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

4. Property Management

4.1 Property Management				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Title Deeds	No		Permanent	Should follow the property unless the property has been registered with the Land Registry
Plans	No		Permanent	Should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold
Leases	No		Expiry of lease + 6 years	SECURE DISPOSAL
Lettings	No		Current financial year + 6 years	SECURE DISPOSAL

4.2 Maintenance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
All records relating to the maintenance of the school carried out by school employees inc maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

5. Pupil Management

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

5.1 Pupil's Educational Record				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2015	Yes	The Education (Pupil Information) (England) Regulations 2015 SI 2015 No. 1437		
Primary			Retain for the time which the pupil remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.</p>
Secondary		Limitation Act 1980 (Section 2)	DOB of the pupil + 25 years	SECURE DISPOSAL
Public examination results	Yes		This information should be added to the pupil file	Any certificates left unclaimed should be returned to the appropriate Examination Board
Internal examination results	Yes		This information should be added to the pupil file	

Child Protection information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges September 2018”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2018”	Retain for the time which the pupil remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: to another primary school <ul style="list-style-type: none"> to a secondary school to a pupil referral unit if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period. If the child still has siblings in current school then a copy should be taken and retained until the last child in the family leaves the primary school.
Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges September 2018”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2018”	Retain for the time which the pupil remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: to another primary school <ul style="list-style-type: none"> to a secondary school to a pupil referral unit if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.

5.2 Attendance				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL

Correspondence relating to authorized absence	Yes	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL
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5.3 Special Educational Needs				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Retain for the time which the pupil remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <p>to another primary school</p> <ul style="list-style-type: none"> • to a secondary school • to a pupil referral unit • if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.</p>
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Retain for the time which the pupil remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <p>to another primary school</p> <ul style="list-style-type: none"> • to a secondary school • to a pupil referral unit • if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.</p>
Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Retain for the time which the pupil remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <p>to another primary school</p> <ul style="list-style-type: none"> • to a secondary school • to a pupil referral unit • if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period

				If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Retain for the time which the pupil remains at the primary school	<p>The file should follow the pupil when he/she leaves the primary school. This will include:</p> <p>to another primary school</p> <ul style="list-style-type: none"> • to a secondary school • to a pupil referral unit • if the pupil dies whilst at primary school the file should be returned to the LA to be retained for the statutory retention period <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the LA to be retained for the statutory retention period.</p>

6. Curriculum Management

6.1 Statistics and Management Information				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
Examination Results (Schools Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
SATS records –	Yes			
Results			The SATS results should be recorded on the pupil's educational file and will	SECURE DISPOSAL

			therefore be retained for the time which the pupil remains at the primary school The 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	
Examination Papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum

Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Schemes of Work	No		Current year + 1 year	Secure Disposal
Timetable	No		Current year + 1 year	Secure Disposal
Class Record Books	No		Current year + 1 year	Secure Disposal

Mark Books	No		Current year + 1 year	Secure Disposal
Record of homework set	No		Current year + 1 year	Secure Disposal
Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year	Secure Disposal

7. Extra Curricular Activities

7.1 Educational Visits outside the Classroom				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Retain for the time which the pupil remains at the primary school	The file should follow the pupil when he/she leaves the primary school.
Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years 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	

7.2 Walking Bus				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Walking Bus Registers	Yes		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	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]

7.3 Family Liaison Officers and Home School Liaison Assistants				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Day Books	Yes		Current year + 2 years then review	
Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
Referral forms	Yes		While the referral is current	
Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	

Group Registers	Yes		Current year + 2 years	
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8. Central Government and Local Authority

8.1 Local Authority				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
Secondary Transfer Sheets (Primary)	Yes			SECURE DISPOSAL
Attendance Returns	Yes			SECURE DISPOSAL
School Census Returns	No			SECURE DISPOSAL
Circulars and other information sent from the Local Authority	No			SECURE DISPOSAL

8.2 Central Government				
Basic file description	Data Prot Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life
OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL

Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL