

Moston Lane Community Primary School Retention Schedule

This retention policy is based upon the Information & Records Management Society Ltd (IRMS) Toolkit for schools. Related documents: Privacy notice for the school workforce, Parent Privacy notice, Pupil Privacy notice, Data Protection Policy. The data listed below may be in electronic or hard copy form.

Secure disposal refers to cross shredding hard copies and permanently deleting/erasing electronic data.

1. Governing Body

Governor Management					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	instruments of government		For the life of the school	Consult local archives before disposal	
	Trusts and endowments		For the life of the school	Consult local archives	
	Records relating to the election of parent and staff governors not appointed by the governors		Date of election +6 months	Secure disposal	Yes
	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term (except where there have been allegations concerning children). In this case retain for 25 years.	Secure disposal	Yes
	Records relating to the election of the chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed	Secure disposal	Yes
	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant, however they can be retained for reference purposes in	These could be offered to the archives if appropriate	

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			case decisions need to be justified		
	Meetings schedule		Current year	Standard disposal	
	Agendas – main copy		Where possible the agenda should be stored with the main set of the minutes	Consult local archives before disposal	Potential
	Minutes – main copy -signed		Usually kept for the life of the school, the LA is only required to make these available for 10 years from the date of the meeting	Consult local archives before disposal	Potential
	Reports made to the governors’ meeting which are referred to in the minutes		Usually kept for the life of the school, the LA is only required to make these available for 10 years form the date of the meeting	Consult local archives before disposal	Potential
	Register of attendance at Full governing body meetings		Date of last meeting +6 years	Secure disposal	Yes
	Papers relating to the management of the annual parents’ meeting		Date of meeting +6 years	Secure disposal	Yes
	Agendas – additional copies		Date of meeting	Standard disposal	
	Records relating to Governor Monitoring Visits		Date of the visit +3 years	Secure disposal	Yes
	Annual Reports required by the DfE		Date of report +10 years	Secure disposal	
	All records relating to a potential conversion of school to Academy Status		For the life of the school	Consult local archives before disposal	
	Records relating to complaints made to and investigated by the governing body or head teacher		Major complaints: current year +6 years. If negligence involved then +15 years. If child protection or safeguarding issues are involved then: current year +40 years.	Secure disposal	Yes

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	Correspondence sent and received by the governing body or head teacher		General correspondence should be retained for current year +3 years	Secure disposal	Potential
	Policy documents created and administered by the governing body		Until superseded. All policies relating to safeguarding, child protection, exclusions etc. – keep.		
	Records relating to the appointment of a clerk to the governing body		Date on which clerk appointment ceases +6 years	Secure disposal	Yes
	Records relating to the terms of office of serving governors, including evidence of appointment		Date appointment ceases +6 years		Yes
	Records relating to governor declaration against disqualification criteria		Date of appointment +6 years	Secure disposal	Yes
	Register of business interests		Date appointment ceases +6 years	Secure disposal	Yes
	Governors Code of Conduct		Dynamic document – copy to be kept for the life of the school		
	Records relating to the training required and received by Governors		Date Governor steps down +6 years	Secure disposal	Yes
	Records relating to the induction programme for new governors		Date appointment ceases +6 years	Secure disposal	Yes
	Records relating to DBS checks carried out on clerk and members of the governing body		Date of DBS check +6 months	Secure disposal	Yes
	Governor personnel files		Date appointment ceases +6 years	Secure disposal	Yes

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2 Management of the School

Head Teacher and Senior Leadership Team					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Log books of activity in the school maintained by the Head Teacher		Date of last entry in the book +minimum of 6 years, then review	These can be permanent and are of historical value. They can be offered to the county archives service is appropriate	Potential
	Minutes of SLT meetings and the meetings of other internal administrative bodies.		Date of the meeting +3 years the review annually, or as required if not destroyed	Secure disposal	Potential
	Reports created by the Head Teacher or SLT		Date of the report + a minimum of 3 years then annually reviewed if not destroyed	Secure disposal	Potential
	Records created by the Headteacher, SLT, co-ordinators which do not fall under any other category		Current academic year =6years then annually reviewed if not destroyed	Secure disposal	Potential
	Correspondence created by Head Teacher, SLT and other members of staff with administrative responsibility		Current year +3 years	Secure disposal	Potential
	Professional development plans		These should be held on the individual's personnel record. If not then termination of employment +6 years	Secure disposal	Potential
	School Development Plans		Life of the plan +3 years	Secure disposal	

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Operational Administration					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	General file series which do not fit under any other category		Current year +5 years, then review	Secure disposal	Potential
	Records relating to the creation and publication of the school brochure or prospectus		Current academic year +3 years	School can preserve a copy/archive a copy otherwise standard disposal	
	Records relating to the creation and distribution of circulars or mailings		Current academic year +1	Standard disposal	
	School privacy notice which is on the website and given to parents as part of GDPR compliance		Until Superseded +6 years		
	Consents relating to school activities as part of GDPR compliance e.g. consent to be sent circular mailings		Consent will last whilst the pupil attends the school, it can be destroyed when the pupil leaves	Secure disposal	Yes
	Newsletters and other items with a short operational use		Current academic year +1 year, school can archive a copy if wished	Standard disposal	
	Visitor management systems, including electronic systems		Last entry in the visitor log +6 years – in case of claims by parents or pupils about various actions.	Secure disposal	

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Human Resources					
Recruitment					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	All records leading up to the appointment of a headteacher		Unsuccessful attempts, date of appointment + 6 months. Add to personnel file and retain until end of appointment +6 years, except in cases of negligence or claims of child abuse then at least 15 years	Secure disposal	Yes
	All records leading up to the appointment of a member of a member of staff/governor – unsuccessful candidates		Date of appointment of successful candidates +6months	Secure disposal	Yes
	Pre-employment vetting information – DBS checks-successful candidates	DBS update service employment guide. June 2014 Keeping Children Safe in Education 2022 (Statutory Guidance from DfE) Sections 73,74	Application forms, references and other documents – for the duration of the employment +6 years	Secure disposal	Yes
	Forms of proof of identity collected as part of the checking “portable” enhanced DBS disclosure		Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of the documentation then it should be retained in the staff personal file.	Secure disposal	Yes
	Pre-employment vetting information – Evidence proving the right to work in the UK – successful candidates	An Employer’s Guide to Right to Work Checks (Home Office, May 2015)	These documents should be added to the staff personnel file. The Home office requires that the documents are kept for termination of	Secure disposal	Yes

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			employment + not less than 2 years		
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	Human Resources				
	Operational Staff Management				
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Staff personnel files	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA, if this is the case then the file will need to be retained until IICSA enquiries are complete	Secure disposal	Yes
	Annual appraisal/assessment records		Current year +6 years	Secure disposal	Yes
	Sickness absence monitoring		Sickness records are categorized as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records. Where sickness pay is not paid current year +3 years. If sickness pay is paid then it is a financial record and current year +6 years applies	Secure disposal	Yes
	Staff training – where the training leads to continuing professional development		Length of time required by the professional body	Secure disposal	Yes

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	Staff training – except where dealing with children, e.g. first aid and or health and safety		This should be retained in the personnel file	Secure disposal	Yes
	Staff training – where the training relates to children (e.g. safeguarding or other child-related training)		Date of the training + 40 years. (This retention period reflects that the IICSA may wish to see the training records as part of an investigation)	Secure disposal	Yes

	Human Resources				
	Disciplinary and Grievance Processes				
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Records relating to any allegation of a child protection nature against a member of staff	Keeping Children safe in education statutory guidance for schools and colleges September 2022. Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018.	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then review. Allegations that are found to be malicious should be removed from the personnel files. If found they are to be kept on file and a copy provided to the person unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete	Secure disposal These records must be shredded	Yes
	Disciplinary proceedings				Yes
	The ACAS code of practice on disciplinary and grievance recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data should be destroyed at the end of the set period.				

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	Any disciplinary proceedings data is a record of an important event. Should the same employee be accused of similar misconduct five years later and then defend themselves by saying that they have an unblemished service history, then the record of the disciplinary proceedings would be effective evidence. The expiry of the warning should not be confused with the retention time for the data. The warning should not be removed from the file, it is simply that its effective date has passed. The data/records should be retained in case of future disciplinary matters.				
	Oral warning		Date of warning +6 months	Secure disposal, If warnings are stored in the personal files then they must be weeded from the file	Yes
	Written warning – level 1		Date of warning +6 months		Yes
	Written warning – level 2		Date of warning + 12 months		Yes
	Final warning		Date of warning +18 months		Yes
	Case not found		If the incident is related to child protection then see above, otherwise dispose of at the conclusion of the case	Secure disposal	Yes

	Human Resources				
	Payroll and Pensions				
	Payroll and Pension are contracted out to One Education Pay roll. All data is stored and processed by One Education. Moston Lane provides absence returns to them and receives payroll reports from One Education.				
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Absence record		Current year +3 years	Secure disposal	Yes
	Maternity payment – shown on pay roll report from One Education		Current year +3 years	Secure disposal	Yes
	National Insurance – listed on Payroll report from One Education	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	Secure disposal	Yes
	Overtime – Cleaning operatives on Term Time Only Contract	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year +3 years	Secure disposal	Yes

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	Payslip – employees – can be requested through the school from One Education if the employee requests		Payslip would be given to employee and any copy destroyed	Secure disposal	Yes
	Payroll awards		Current year +6 years	Secure disposal	Yes
	Payroll reports – From One Education	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	Secure disposal	Yes
	Pension payroll – shown on Payroll reports form One Education	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year +6 years	Secure disposal	Yes
	Personal bank details – stored in personnel files (starter pack) and shared with One Education Payroll to facilitate payment	If employment ceases then end of employment + 6 years	Until superseded + 3 years	Secure disposal	Yes
	Sickness records		Current year +3 years	Secure disposal	Yes
	Staff returns		Current year +3 years	Secure disposal	Yes
	Tax forms /P45/P46/ One Education Payroll	Minimum requirement as stated in the 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. They can be kept for +6 years. Employees should retain records for 22 months after the current tax year.	Current year +6 years	Secure disposal	Yes
	Time sheets		Current year +3 years	Secure disposal	Yes

Health and Safety					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Health and Safety policy statements		Life of policy +3 years	Secure disposal	
	Health and safety risk assessments		Life of the risk assessment +3 years.	Secure disposal	

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			If an incident occurs a copy of the risk assessment must be stored with the accident report		
	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Social Security (claims and payments) regulations 1979 Regulation 25. Social Security Administration Act 1992 section 8. Limitation Act 1980. Social Security (Claims and Payments) Regulations 1979. S1 1979 No 628 Social Security (Claims and Payments) Regulations S1 1987 No 1968 Revokes all but part 1 of S1 1979 No 628 Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment No30 Regulations 1993 S1 1993 No 2113 Allows the information to be kept electronically	The Accident Book – B1 510 – 3 years after the last entry in the book. Completed pages must be kept secure with restricted access. Data protection Act 2018 and GDPR	Secure disposal	Yes
	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	Social Security (claims and payments) regulations 1979 Regulation 25. Social Security Administration Act 1992 section 8. Limitation Act 1980.	The accident book – B1 510 – 3 years after the last entry in the book. Completed pages must be kept secure with restricted access. Data	Secure disposal	Yes

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		Social Security (Claims and Payments) Regulations 1979. S1 1979 No 628 Social Security (Claims and Payments) Regulations S1 1987 No 1968 Revokes all but part 1 of S1 1979 No 628 Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment No30 Regulations 1993 S1 1993 No 2113 Allows the information to be kept electronically	protection Act 2018 and GDPR		
	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR).	Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 S1 2013 No 1471 Regulation 12(2)	Date of incident +3 years provided that all records relating to the incident are held on personnel files.	Secure disposal	Yes
	Control of Substances Hazardous to Health (COSHH)	Control of Substances Hazardous to Health Regulations 2002. S1 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)	Date of incident +40 years	Secure disposal	
	Process of monitoring of areas where employees and persons are likely to have contact with asbestos	Control of Asbestos at Work Regulations 2012 S1 1012 No 632 Regulation 19	Last action +40 years	Secure disposal	

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	Fire precautions log books/records		Current year +3 years	Secure disposal	
	Health and Safety file to show current state of building, including all alterations (wiring, plumbing, building works etc.), to be passed on in the case of change of ownership.		Pass to new owner on sale or transfer of building		

	Financial Management				
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Risk Management and Insurance				
	Employer's Liability Insurance Certificate		Closure of the school +40 years		
	Asset Management				
	Inventories of furniture and equipment		Current year +6 years	Secure disposal	
	Burglary, theft and vandalism report forms		Current year +6 years	Secure disposal	
	Accounts and Statements (including budget management)				
	Annual accounts		Current year +6 years	Secure disposal	
	Loans and grants managed by the school		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		Life of the budget + 3 years	Secure disposal	
	Invoices, receipts, order books and requisitions, delivery notices		Current financial year + 6 years	Secure disposal	
	Records relating to the collection and banking of monies		Current financial year +6 years	Secure disposal	
	Records relating to the identification and collection of debt		Final payment of debt +6 years	Secure disposal	
	Pupil Finance				
	Pupil Premium Funds Records		Date pupils leaves the provision +6 years	Secure disposal	Yes
	Contract Management				
	All records relating to the management of contracts under seal	Limitation Act 1980	Last payment on the contract +12 years	Secure disposal	

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	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract +6 years	Secure disposal	
	Records relating to the monitoring of contracts		Life of the contract +6 or 12 years	Secure disposal	
	School Fund				
	School Fund is part of the main budget accounting process and has been brought into the school budget and ledger system. All records form part of the main financial systems of the school and should be treated in the same way as above.		Current year +6 years	Secure disposal	
	School Meals Management				
	Free school, meals registers (where the register is used as a basis for funding)		Current +6 years	Secure disposal	Yes
	School meals registers		Current year +3 years	Secure disposal	Yes
	School meals summary sheets		Current year + 3 years	Secure disposal	Yes
	ParentPay				
	ParentPay income is attached to the FMS ledgers with annotation. ParentPay is dealt with within the FMS system and as such should reflect the financial management procedures above. Individual pupils' payments onto ParentPay do not need to be kept.				
	Parent Pay ledgers, receipts, bank reconciliation statements		Current +6 years	Secure disposal	
	Property Management				
	Title deeds of properties belonging to the school		These should follow the property unless the property has been registered with the Land Registry		
	Plans or property belonging to the school		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is sold.		
	Leases of property leased by or to the school		Expiry of the lease +6 years	Secure disposal	
	Records relating to the letting of school premises		Current financial year +6 years	Secure disposal	

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Maintenance					
	All records relating to the maintenance of the school carried out by contractors		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	Secure disposal	
	All records relating to the maintenance of the school carried out by school employees, including maintenance log books.		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	Secure disposal	

3 Pupil Management

Admission Process					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	All records relating to the creation and implementation of the school Admissions Policy	School admissions code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Life of the policy + 3 years	Secure disposal	
	Admissions – if the admission is successful	School admissions code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Date of admission + 1 year	Secure disposal	Yes

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	Admissions – if unsuccessful	School admissions code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Resolution of the case + 1 year	Secure disposal	Yes
	Register of admissions	School admissions code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Every entry in the admission register must be preserved for a period of three years after which the date on which the entry was made	Review Admission register might be kept permanently as an archive record as often school receives enquiries from past pupils to confirm the dates they attended the school	
	Proof of address supplied by parents as part of the admissions process	School admissions code statutory guidance for admission authorities, governing bodies, local authorities, schools' adjudicators and admission appeals panels December 2014	Current year +1 year	Secure disposal	Yes
	Supplementary information form including additional information such as religion, medical conditions etc. See below:				Yes
	For successful admissions		This information should be added to the pupil file	Secure disposal	Yes
	For unsuccessful admissions		Until the case/appeal process is complete GDPR	Secure disposal	Yes
	Pupil's Educational Record				
	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	The Education (Pupil Information) (England) Regulations 2005 S1			Yes

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		2005 No. 1437 As amended by S1 2018 No 688			
	Primary		Retain whilst the child remains at the primary school	The file should follow the pupil when they leave primary school this will include: To another school To a Secondary school To a pupil referral unit	Yes
	Secondary	Limitation Act 1980 (Section 2)	Date of birth of pupil +25 years	Review	Yes
	SATs/National Test results – pupil copies				Yes
	Public		This information should be added to the pupil file		
	Internal		This information should be added to the pupil file		
	Child protection information held on pupil file	“Keeping children safe in education Statutory guidance for schools and colleges 2022” “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018”	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. Note: These records will be subject to any instruction given by IICSA	Secure disposal These records must be shredded	Yes
	Child protection information held in separate files	“Keeping children safe in education Statutory guidance for schools and colleges 2022” “Working together to safeguard children. A guide to inter-agency working to safeguard and promote	DOB of the child +25 years then review The retention period was agreed in consultation with the safeguarding children group on the understanding that the principal copy of the information will be found	Secure disposal These records must be shredded	Yes

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		the welfare of children 2018”	on the Local Authority Social Services record. Note: These records will be subject to any instruction given by IICSA.		
Attendance					
	Attendance registers	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 3 years after the date on which the entry was made.	Secure disposal	Yes
	Correspondence relating to any absence (authorized or unauthorize)	Education Act 1996 Section 7	Current academic year +2 years	Secure disposal	Yes
SEND					
	Special Educational Needs files, reviews and EHCPs, including advice and information provided to parents regarding educational needs and accessibility strategy	Children and Family’s Act 2014; Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil +31 years. EHCP is valid until the individual reaches the age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the limitation act	Secure disposal	Yes

Statistics and Management Information					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Examination results – schools copy		Current year + 6 years	Secure disposal	Yes
	SATs records				Yes
	Results		The SATs results are recorded on the pupils educational file and will therefore be retained until the pupil reaches	Secure disposal	Yes

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			the age of 25 years. The school may wish to keep a composite record of all of the whole year's SATs results. These could be kept for current + 6 years to allow suitable comparison and for the purposes of accountability to Ofsted and the LA		
	Examination papers		The examination papers should be kept until any appeals/validation process is complete	Secure disposal	Yes
	Published admission number (PAN) reports		Current year +6 years	Secure disposal	Yes
	Value Added and Contextual data		Current year +6 years	Secure disposal	Yes
	Self-evaluation forms			Secure disposal	Yes
	Internal moderation		Academic year + 1 academic year	Secure disposal	Yes
	External moderation		Until superseded	Secure disposal	Yes
	Internal assessment data		Data is held on the schools MIS – SIMS, this data is held for the entire school career at Moston Lane, data is kept whilst the pupil is at school +1 year.	Secure disposal	Yes

Implementation of curriculum					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Class record books/Mark books		Current year +1 year	Secure disposal	Yes

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	Pupil's work		Where possible, the pupil's work should be returned to the pupil at then end of the academic year. If it is retained for the purposes of accountability then current year +1 year.	Secure disposal	Yes
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Behaviour and exclusion data					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Behaviour logs		Whilst attending the school +1 year	Secure disposal	Yes
	Exclusions data		This is recorded on the pupils educational file and will therefore be retained until the pupil reaches the age of 25 years. It will be handed up to the next school setting +1 year to allow for a period of handover.	Secure disposal	Yes

School Trips					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Parental consent forms for school trips where there has been no major incident		Can be retained for date of birth + 22 years. If a risk assessment is carried out as to the	Secure disposal	Yes

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			likelihood of the forms being required in the future, then they could be destroyed at the end of the academic year.		
	Parental permission forms for school trips – where there has been a major incident	Limitation Act 1980 (section 2)	Date of birth 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.	Secure disposal	Yes

School Support Organisations					
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Family Support Workers and home school liaison data				
	Day books		Current year +2 years then review	Secure disposal	Yes
	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	Secure disposal	Yes
	Referral forms		While the referral is current	Secure disposal	Yes
	Contact data sheets		Current year then review, if contact is no longer active then destroy	Secure disposal	Yes
	Group registers		Current year +2 years	Secure disposal	Yes
	Parent Teacher Associations				

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	Records relating to the creation and management of Parent Teacher Associations		Current year +6 years then review	Secure disposal	
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	Local Authority				
	Data Description	Statutory Provisions	Retention Period	Action at the end of the retention period	Personal Information
	Secondary transfer sheets		Current year +2 years	Secure disposal	Yes
	Attendance returns		Current year +1 year	Secure disposal	Yes
	School census returns		Current year +5 years	Secure disposal	
	Circulars and other information sent from the local authority		Operational use	Secure disposal	
	Central Government				
	Ofsted reports and papers where a physical copy is held		Life of the report then review	Secure disposal	
	Returns made to central government		Current year +6 years	Secure disposal	
	Circulars and other information sent from central government		Operational use	Secure disposal	