



**Whitmore  
Park**  
Primary School

## Record Retention Schedule

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This retention schedule contains recommended retention periods for the different record series created and maintained by the schools Data Protection Officer. This schedule refers to all information regardless of the media in which it is stored (if records are retained electronically any backup copies should be destroyed at the same time). Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulations 2016. Except for those that are governed by statute, if record series are to be kept for longer or shorter periods than laid out in this document, the reasons for this need to be documented.

1 year – means 1 academic year

Secure disposal – means to shred/put into confidential waste bins

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>1. Governors and Governing Body</b>				
1.1. <b>Minutes – Principal’s Set</b>	If dealing with confidential issues		Permanent	If the school is unable to store these then they should be offered to a secure archive service.
1.2. <b>Minutes – Inspection Set</b>	If dealing with confidential issues		Date of meeting + 3 years	SECURE DISPOSAL
1.3. <b>Agendas</b>	If dealing with confidential issues		One copy to be retained with master set of minutes. All other copies to be disposed of.	SECURE DISPOSAL
1.4. <b>Reports</b>	If containing confidential information about staff		Date of report + minimum 6 years or if minutes refer directly to individual reports then kept in existence with referenced report.	SECURE DISPOSAL or retain with signed set of minutes
1.5. <b>Annual Parents meeting documents</b>	Potential	S33 Education Act 2002	Date of meeting + minimum 6 years	SECURE DISPOSAL
1.6. <b>Instruments of Government</b>	No		Permanent	Retain while school remains open or archived with a secure archiving company.



Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>1.7. Trusts and Endowments</b>	No		Permanent	Retain in school whilst operationally required or archived with a secure archiving company.
<b>1.8. Action Plans</b>	No		Date of action plan + 3 years	SECURE DISPOSAL
<b>1.9. Policy Documents</b>	No		Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	SECURE DISPOSAL
<b>1.10. Records relating to complaints dealt with by Governing body.</b>	Yes	Limitation Act 1980	Date of resolution of complaint + 6 years then review in case of contentious disputes.	SECURE DISPOSAL
<b>1.11. Annual Reports required by the Department for Education</b>	No	Education (Governors' Annual Reports) (England)(Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
<b>1.12. Proposals for schools to become or be established as Specialist Status schools</b>	No		Date proposal accepted or declined +3 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>2. Head Teacher and Senior Leadership Team</b>				
<b>2.1. Log Books maintained by Head Teacher</b>	Yes if reference individuals		Date of last entry in the book + minimum 6 years then review	SECURE DISPOSAL
<b>2.2. Minutes of the Senior Leadership Team and other internal administrative bodies</b>	Yes if reference individuals		Date of meeting + 3 years then review	SECURE DISPOSAL
<b>2.3. Reports made by the Head Teacher or the Senior Leadership Team</b>	Yes if reference individuals		Date of report + minimum 6 years then review	SECURE DISPOSAL
<b>2.4. Records created by head teachers, deputy head teachers, key stage leaders and other members of staff with administrative responsibilities</b>	Yes if reference individuals		Closure of file + 6 years	SECURE DISPOSAL
<b>2.5. Correspondence created by head teachers, heads of year and other members of staff with administrative responsibilities</b>	Yes if reference individuals		Date of correspondence + 3 years then review	SECURE DISPOSAL
<b>2.6. Professional development plans</b>	Yes		Life of the plan + 6 years	SECURE DISPOSAL
<b>2.7. School development plans</b>	No		Life of the plan + 3 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>3. Admissions Process</b>				
<b>3.1. All records relating to the creation and implementation of the School Admissions Policy (including Nursery Admissions)</b>	No	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Life of the Policy + 3 years then review	SECURE DISPOSAL
<b>3.2. Admissions -if the admission is successful</b>	Yes	School Admission Code Limitation Act	Date of admission + 1 year and added to pupil file	SECURE DISPOSAL
<b>3.3. Admissions - if the appeal is unsuccessful (including Nursery)</b>	Yes	School Admission Code Statutory Guidance for admission authorities, governing bodies, school adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
<b>3.4. Pre admission information obtained from child's current school</b>	Yes		If child admitted will transfer to pupil file. If child not admitted information will be destroyed at the end of the academic year.	SECURE DISPOSAL
<b>3.5. Registry of pupil admissions</b>	Yes	School attendance: School attendance guidance for maintained schools, academies, independent schools and local authorities November 2016.	Recorded in SIMS Preserved for a minimum of 3 years after entry	Schools must notify the local authority when a pupil's name is to be deleted from the admission register under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>4. Pupils</b>				
<b>4.1. Admission Registers monthly</b>	Yes		Preserved for a minimum of 3 years after entry	Delete files - these records are retained electronically only.
<b>4.2. Attendance registers</b>	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities 2016.	Date of Register + 3 years	SECURE DISPOSAL
<b>4.3. Pupil's Educational Record</b>	Yes	Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437	Retain whilst the child remains at the school  OR If the pupil dies whilst at primary school, transfers to home schooling or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school:  <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years SECURE DISPOSAL
<b>4.4. Supplementary Information form including additional information such as religion, medical conditions etc.</b>	Yes		Store on pupil file (retention as for pupil's education record see 4.3)	

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
4.5. Correspondence relating to	No		Date of absence + 2 years	SECURE DISPOSAL
<b>5. Safeguarding, Attendance &amp; Welfare</b>			Retain whilst the child remains at the school	This file should follow the pupil when he/she leaves the primary school:
Authorised Absence and Issues				• To another primary school • To a secondary school • To a pupil referral unit
5.1. Child Protection Files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education" September 2004.	OR Centrally filed in HT office by class for academic year If the pupil dies whilst at primary school, transfers to home schooling or leaves the country the file should be retained by the school for the DOB + 25 years. Retain whilst the child remains at the school.	These records should be included in the pupil file when he/she leaves the primary school: • To a pupil referral unit OR if retained for DOB + 25 years
4.6. Behaviour records	Yes		file sheets into individual pupil records. Retain whilst the child remains at the school.	SECURE DISPOSAL If there is an information request made regarding a pupil prior to them leaving, it would be reasonable and justified to keep a copy of the record in order to deal with the request
5.2. Reports for outside agencies - where the report has been included on the case file created by the outside agency	Yes		Stored on Child Protection file and transferred or retained as in 5.1.	SECURE DISPOSAL
4.7. Safeguarding / Child Protection Information held on pupil file	Yes 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."	If any records relating to child protection issues are placed on the pupil file, they should be in a specific opaque wallet and then retained for the same period of time as the pupil file.	Keep on pupil file and retain if there is an incident in school e.g. relating to a staff member and a pupil. SECURE DISPOSAL Otherwise these records should be included in the pupil file when he/she leaves the primary school (see section 4.3) or the pupil's general folder (see 4.7) and should follow the pupil when he/she leaves the primary school:
4.8. Concern sheets	Yes		Retained for the same period of time as the pupil file.	• To another primary school • To a secondary school • To a pupil referral unit
Record of staff file transfer to primary or secondary school	Yes		Date of transfer + 3 years If the pupil dies whilst at primary school, transfers to home schooling or leaves the country the file should be retained by the school for the DOB + 25 years	SECURE DISPOSAL
				OR if retained for DOB + 25 years SECURE DISPOSAL
5.5. Domestic Violence Alerts	Yes		Date of last entry + 25 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>5.6. Individual Health Plans (IHP)</b>	Yes		Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school: <ul style="list-style-type: none"><li>• To another primary school</li><li>• To a secondary school</li><li>• To a pupil referral unit</li></ul> OR if retained for DOB + 25 years SECURE DISPOSAL If there is an incident the school may retain a copy of the file.
<b>5.7. Allegation of a child protection nature against a member of staff, including where the allegation is unfounded.</b>	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.  Details of allegations that are found to be malicious should be removed from personnel records.	SECURE DISPOSAL
<b>5.8. Contact data sheets</b>	Yes		Current year then review, if contact is no longer active then destroy.	SECURE DISPOSAL
<b>5.9. Contact data base entries</b>	Yes		Current year then review, if contact is no longer active then destroy.	DELETE
<b>5.10. Record of Child Protection file transfer to primary or secondary school</b>	Yes		Date of transfer + 3 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>6. Extra-curricular activities</b>				
6.1. Parental permission slips for school trips - where there has been no major incident	Yes		Conclusion of the trip – provided no major incident.	Although the consent forms could be retained for DOB + 25 years, the requirement for them is low. Possible to archive.
6.2. Parental permission slips for school trips - where there has been a major incident	Yes	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. A copy of the Educational Visits Policy in use at the time of the incident must also be retained.	SECURE DISPOSAL
6.3. 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 <a href="http://oeapng.info">http://oeapng.info</a> specifically section 3 – “Legal Framework and Employer Systems” and Section 4 “Good Practice”.	Date of visit + 14 years	SECURE DISPOSAL
6.4. Minibus Pickup 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 [Electronic back-ups to be destroyed at the same time]

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>7. Extra-curricular activities</b>				
<b>7.1. SEN files, reviews and individual educational plans</b>	Yes	Limitation Act 1980	Retain whilst the child remains at the school  OR  If the pupil dies whilst at primary school, transfers to home schooling or leaves the country the file should be retained by the school for the DOB + 25 years	This file should follow the pupil when he/she leaves the primary school:  <ul style="list-style-type: none"> <li>• To another primary school</li> <li>• To a secondary school</li> <li>• To a pupil referral unit</li> </ul> OR if retained for DOB + 25 years <b>SECURE DISPOSAL</b> <i>Note: Some Local Authorities will keep SEN files for a longer period of time in case of a claim. Business risk analysis.</i>
<b>7.2. EHC plan maintained under The Education Act 1996 – Section 234</b>	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section1	Retain whilst the child remains at the school	Same as 7.1 SEN files
<b>7.3. Advice and information to parents regarding educational needs</b>	Yes	Special Educational Needs and Disability Act 2001 Section 2	Retain whilst the child remains at the school	Same as 7.1 SEN files
<b>7.4. Accessibility Strategy (Personal Emergency Evacuation Plan)</b>	Yes	Special Educational Needs and Disability Act 2001 Section 14	Retain whilst the child remains at the school	Same as 7.1 SEN files
<b>7.5. Record of pupil SEN file transfer to primary or secondary school</b>	Yes		Date of transfer + 3 years	<b>SECURE DISPOSAL</b>



Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>8. Curriculum</b>				
<b>8.1. Schemes of work</b>	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
<b>8.2. Timetable</b>	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
<b>8.3. Formative Assessment Sheets</b>	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL
<b>8.4. Personalised Assessment Sheet</b>	Yes		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SECURE DISPOSAL Electronic records (DCPro, 2Simple & GL Assessment) would also need to be destroyed at this point.

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>8.5. Pupils' work</b>	Yes		Return to student at the end of the academic year where possible. OR Current year + 1 year	SECURE DISPOSAL
<b>8.6. Examination results</b> SATS records -	Yes		SATS Should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.  The school may wish to keep a composite record of the whole year SATs results.	These may be passed on to HE or FE. SECURE DISPOSAL
<b>8.7. Examination Papers</b>	Yes		Until collected by Royal Mail secure service.	These are collected for marking and not returned to the school
<b>8.8. Value added and contextual Data</b>	Yes		Current year + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>9. Personnel</b>				
9.1. All records leading up to the appointment of a new Head Teacher	Yes		Date of Appointment + 6 years	SECURE DISPOSAL
9.2. All records leading up to the new appointment of a new member of staff- unsuccessful candidate	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
9.3. All records leading up to the new appointment of a new member of staff- successful candidate	Yes		All relevant information to be added to staff personal file and all other info retained for 6 months	SECURE DISPOSAL
9.4. Interview notes and recruitment records	Yes		Date of interview + 6 months	SECURE DISPOSAL
9.5. Pre-employment vetting information – DBS checks	Yes	DBS Update service Employer Guide June 2014: Keeping children safe in education July 2015 (Dept. Education s73, 74).	The school does not receive the original DBS certificate.	n/a
9.6. Pre-employment vetting information – Evidence proving the right to work in the UK.	Yes	An employer’s guide to right to work checks [Home Office August 2017]	Store on staff personal file for duration of their employment + 2 years minimum	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>9.7. Proof of identity collected as part of the 'portable' enhanced DBS disclosure.</b>	Yes		Where possible these should be checked and a note kept of what was seen and checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file for duration of their employment + 2 years minimum	SECURE DISPOSAL
<b>9.8. Timesheets, sick pay</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>9.9. Staff Personal files</b>	Yes	Limitation Act 1980 (section 2)	Date of termination + 6 years	SECURE DISPOSAL
<b>9.10. Disciplinary proceedings:</b>		Where the warning relates to child protection issues see 5.7. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		
Oral warning	Yes		Date of warning + 6 months minimum	SECURE DISPOSAL
Written warning level 1	Yes		Date of warning + 6 months minimum	SECURE DISPOSAL
Written warning level 2	Yes		Date of warning + 12months minimum	SECURE DISPOSAL
Final warning	Yes		Date of warning + 18 months minimum	SECURE DISPOSAL
Case not found	Yes		If incident is child protection related see 5.5 otherwise dispose of at conclusion of the case.	SECURE DISPOSAL
<b>9.11. Annual appraisal / assessment records</b>	Yes		Current year + 5 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>10. Health and Safety</b>				
<b>10.1. Health and Safety Policy Statement</b>	No		Life of Policy + 3 years	SECURE DISPOSAL
<b>10.2. Accessibility Plans</b>	No	Equality Act 2010	Current year + 6 years	SECURE DISPOSAL
<b>10.3. Accident reporting:</b>	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 JSP 375 Pt.2 Vol 1 (V1.0 Jan 16) Government Guidance		Retain copy of Health and Safety Policy published at the time of the accident with this file.
<b>Adults</b>			Date of incident + 6 years	SECURE DISPOSAL
<b>10.4. Records relating to accident/injury at work</b>	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
<b>Children</b>			DOB + 25 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>10.5. Control of Substances Hazardous to Health OSHH</b>	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
<b>10.6. Risk Assessments</b>	No		Life of risk assessment + 3 years	SECURE DISPOSAL
<b>10.7. Emergency Procedure log books</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>10.8. CCTV footage</b>	Yes		Automatically destroyed after 30 days unless investigation. End of investigation + review.	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>11. Administrative</b>				
11.1. Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 1 years	STANDARD DISPOSAL
11.2. Records of circulars to staff parents or pupils	No		Current year + 1 year	STANDARD DISPOSAL
11.3. Newsletters and items with short operational use	No		Current year + 1 year	STANDARD DISPOSAL
11.4. Visitors Books and Signing in sheets	Yes		Current year + 6 years then review	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>12. Asset management and Insurance</b>				
<b>12.1. Employer's Liability certificate</b>	No		School Closure + 40 years This is not held by the school, LA retain this.	SECURE DISPOSAL
<b>12.2. Inventories of equipment and furniture</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>12.3. Burglary, theft and vandalism report forms</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>13. School Meals</b>				
<b>13.1. Free school meals registers</b>	Yes		This is recorded at pupil level on SIMS but the school register is maintained by CCC. Current year + 6 years	SECURE DISPOSAL
<b>13.2. Dinner Register</b>	Yes		Current year + 6 years	SECURE DISPOSAL
<b>13.3. School meals summary sheets</b>			Current year + 6 years	SECURE DISPOSAL



Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>14. Finance</b>				
<b>14.1. Annual Accounts</b>	No	Financial Regulations	Current year + 6 years	STANDARD DISPOSAL
<b>14.2. Loans and grants</b>	Yes	Financial Regulations	Date of last payment on loan + 12 years then review	Review to see whether further retention is necessary
<b>14.3. Contracts</b>	No			
<b>Under seal</b>	No	Limitation Act 1980	Last payment+ 12 years	SECURE DISPOSAL
<b>Under signature</b>	No	Limitation Act 1980	Last payment + 6 years	SECURE DISPOSAL
<b>Monitoring records</b>			Current year + 2 years	SECURE DISPOSAL
<b>14.4. Budget reports, budget monitoring, budget statements etc.</b>	No		Life of budget + 3 years	SECURE DISPOSAL
<b>14.5. Invoice, receipts, other records covered by the Financial Regulations</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>14.6. Annual Budget and background papers</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>14.7. Order books and requisitions</b>	No		Current financial year + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
14.8. Delivery Documentation	No		Current financial year + 6 years	SECURE DISPOSAL
14.9. Debtors' Records, Collection and Banking monies	No	Limitation Act 1980	Current financial year + 6 years	SECURE DISPOSAL
14.10. School Fund- Cheque books	No		Current year + 6 years	SECURE DISPOSAL
14.11. School Fund- Paying in book	No		Current year + 6 years then review	SECURE DISPOSAL
14.12. School Fund – Ledger	No		Current year + 6 years then review	SECURE DISPOSAL
14.13. School Fund – Invoices	No		Current year + 6 years then review	SECURE DISPOSAL
14.14. School Fund – Receipts	No		Current year + 6 years	SECURE DISPOSAL
14.15. School Fund – Bank statements	No		Current year + 6 years then review	SECURE DISPOSAL
14.16. School Fund- School Journey books	No		Current year + 6 years then review	SECURE DISPOSAL
14.17. Student grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
14.18. Petty cash books	No		Current year + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>15. Payroll</b>				
<b>15.1. Maternity pay records</b>	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	These are not held by the school. Relationship is between payroll and the employee.	SECURE DISPOSAL
<b>15.2. Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995</b>	Yes		Current year+ 6 years	SECURE DISPOSAL
<b>16. Property</b>				
<b>16.1. Title Deeds of property belonging to the school</b>	No		Permanent- These should follow the property unless the property has been registered at the Land Registry These are held by CCC	
<b>16.2. Plans of property belonging to the school</b>	No		Permanent	Retain in school whilst operational
<b>16.3. Maintenance and contractor records</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>16.4. Leases of property belonging to the school</b>	No		Expiry of lease + 6 years	SECURE DISPOSAL
<b>16.5. Record relating to the Lettings of school premises</b>	No		Current financial year + 6 years	SECURE DISPOSAL
<b>16.6. Maintenance log books</b>	No		Current year + 6 years	SECURE DISPOSAL
<b>16.7. Contractors' Reports</b>	No		Current year + 6 years	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>17. Local Authority</b>				
17.1. Secondary transfer sheets (Primary)	Yes		Current year + 1 year	SECURE DISPOSAL
17.2. Circulars from Local Authority	No		Whilst required operationally then review	SECURE DISPOSAL
17.3. Census Returns	Yes		Current year + 6 years Operational Use	SECURE DISPOSAL (should destroy electronic copies at the same time)
17.4. Early Years Funding Declaration Forms	Yes		DOB + 25 years	SECURE DISPOSAL
<b>18. Central Government</b>				
18.1. OFSTED reports and papers	No		Life of report then review	SECURE DISPOSAL
18.2. Returns	No		Current year + 6 years	SECURE DISPOSAL
18.3. Circulars from Department for Children, Schools and Families	No		Operational Use	SECURE DISPOSAL

Basic File Description	Data Protection Issues	Statutory Provisions	Retention Period	Action at the end of administrative life of the record
<b>19. External agreements</b>				
<b>19.1. Service Level Agreements</b>	Potential		Retained with financial returns, current year + 6 Until superseded	SECURE DISPOSAL
<b>19.2. Data sharing agreements</b>	Potential		Until superseded	SECURE DISPOSAL
<b>19.3. Work experience agreements</b>	Yes		DOB of pupil + 25 years	SECURE DISPOSAL

19.3.1.