Trinity Multi Academy Trust

Policy: Records Management Policy

Date or review: June 2017

Date of next review: June 2020

Lead professional: Director of ICT and Data and HR Manager

Status: Non Statutory

Guidance for all academy's in Trinity Multi Academy Trust. The guidance can be used by other establishments applying simple comparisons.

1. Purpose of policy and guiding principles

This Records Management policy will support the trust and its academies to efficiently manage their records, regardless of their form or medium. It is essential to support the trust's core functions, to facilitate the overall governance and management, and to ensure we are complying with legal and regulatory obligations, in particular the Freedom of Information Act (FOIA) and the Data Protection Act (DPA).

Records are vital both to the trust's current and future operations and, forming a major part of its corporate memory, must be managed in a systematic way, from creation through to ultimate disposal. The effective and systematic management of public authority records, together with the development of a Records Management Policy, are specific legislative requirements under the FOIA.

The Records Management Policy has been developed in line with the criteria in the Code of Practice issued by the Lord Chancellor in furtherance of Section 46 of the Act.

In addition to meeting legislative and regulatory obligations, this policy, together with the Retention Schedules, will promote consistency of record-keeping across the trust and its academies, eradicating unnecessary and wasteful duplication of records, and enabling the confident disposal of records that are no longer required, or their timely transfer to the archive.

2. Scope of the archives policy

Overall responsibility within the trust for ensuring proper maintenance of records and associated record-keeping systems lies with the HR Manager. In practical terms, this responsibility is devolved to the Administration Manager and individual members of staff. Curriculum Leaders/Line managers should ensure that staff clearly understand their record-keeping responsibilities, and that they adhere to this policy and to the guidance contained within the Retention Schedules.

All staff should recognise that **all** the records they create, receive or maintain as part of trust business are official records. The definition of a record is recorded information, in any form, created or received by the academy or one of its establishments in the transaction of its business, or in the conduct of its affairs, and retained as evidence of such activity. This encompasses different types of media, from traditional paper-based records through to e-mails, databases, microfilm, video etc.

The policy together with the Retention Schedules provide the framework for the management of records throughout their lifecycle; from creation when they are actively used as current records, through to their ultimate disposal by destruction, or transfer to the archive. Records created by staff in the course of their work are also subject to the specific record-keeping requirements of that work.

3. Records Retention Schedules

It is important that the retention, disposal or final disposition of records is undertaken in accordance with clear guidelines. These are provided within the Retention Schedules. The schedules apply up to the point in the records' lifecycle at which preservation of records have a legal or administrative value, however, the HR Manager can use their discretion to extend the retention period should they believe it necessary. In accordance with the guidance of the S46 Code, the disposal and destruction of records will ultimately be subject to a documented appraisal procedure, which will promote consistency in identifying which records have been disposed of, and on whose authority.

The Retention Schedules provide information on the agreed timeline for record keeping. The academy or other establishment has procured an external provider to scan and provide electronic copies of records; this service should only be accessed through the Administration Manager. Only records that are to be kept in excess of two years should be transferred to the electronic data archive (unless the record is electronic in its original format, in which case it would just be transferred to the electronic data archive), all other archived material will be kept in official archive boxes in the designated space at the academy.

All archived material will be recorded on an index to aid the efficient retrieval of information should it be required.

4.   Links with other policies and legislation

This policy has been formulated with reference to relevant academy guidelines and policies, and to national legislation and standards, including:

- Data Protection Act 2018
- Freedom of Information Act 2000
- The Trust Data Protection and Freedom of Information policies

Adherence to the Records Management Policy and Retention Schedules will facilitate compliance with other legislation, such as Health and Safety; Employment; or Human Rights provisions; and with areas of regulatory compliance such as teaching quality assessment and Finance.

5.   Monitoring and Evaluation

The Administration Manager will monitor the effectiveness of this policy and will review the retention schedule in line with legislation and academy requirements.

Annex 1 - Retention Guidelines for Trinity Multi Academy Trust

This retention schedule contains recommended retention periods for the different record series created and maintained by academies in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

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 Data Protection Act 2018 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. 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.

Only records that are to be kept in excess of two years should be transferred to the electronic data archive (unless the record is electronic in its original format, in which case it would just be transferred to the electronic data archive), all other archived material will be kept in official archive boxes in the designated space at the academy.

This schedule should be reviewed on a regular basis and used alongside the trust's Records Management Policy.

Annex 2 – Managing the record store

Records of retained files and documents
The trust's administration teams will manage the maintenance of the records store and ensure that all information is recorded accurately with a date that they were placed into storage and also a destroy date. Appendix 1 shows the form that staff are asked to complete when they bring items for archiving, the information off this sheet is then used to complete the record store spreadsheet (see appendix 2) and create a label for the archive box.

Appendix 3 includes information about the agreed periods for which coursework and controlled assessments should be retained.

Child Protection Files
Where student files have Child Protection files included they will be locked within the lockable filing cabinet in the records store. The students main file from the general records store will be combined and placed in the Child Protection cabinet – a register of these files is also kept within the administration office.

Annex 1 Contents

1. Management of the trust and each academy or organisation within it

1.1 Governors

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1.1	Minutes.				
	• *Principal set (signed)*	No		Permanent Electronic data archive.	Retain in academy for 6 years from date of meeting.
	• *Inspection copies*	No		Date of meeting + 3 years. Electronic data archive.	SHRED (If these minutes contain any sensitive personal information they should be shredded).
1.1.2	Agendas.	No		One copy should be kept with the principal set of minutes, others can be disposed of.	SHRED
1.1.3	Reports.	No		Date of report + 6 years. If minutes refer directly to reports they should be kept permanently with the principal set of minutes. Electronic data archive.	Retain in academy for 6 years from date of meeting.
1.1.4	Annual Parents' meeting papers.	No	Education Act 2002, Section 33	Date of meeting + 6 years Electronic data archive.	Retain in academy for 6 years from date of meeting.
1.1.5	Instruments of Government.	No		Permanent Electronic data archive .when academy has closed	Retain in academy whilst academy is open.
1.1.6	Trusts and Endowments.	No		Permanent Electronic data archive.	Retain in academy whilst operationally required.

1.1.7	Action Plans.	No		Date of action plan + 3 years. Electronic data archive.	SHRED
1.1.8	Policy documents.	No		Life of the policy + 3 years. Electronic data archive.	SHRED
1.1.9	Complaints files.	Yes		Date of resolution of complaint + 6 years. Electronic data archive.	Retain in academy for first 6 years. Review for further retention in the case of contentious disputes. SHRED routine complaints.
1.1.10	Annual Reports required by the Department for Education and Skills.	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years. Electronic data archive.	Transfer to Archives. (The appropriate archivist will then take a sample for permanent preservation).
1.1.11	Proposals for academies to become or be established as Specialist Status.	No		Date proposal accepted or declined + 3 years. Electronic data archive.	Transfer to Archives. (The appropriate archivist will then take a sample for permanent preservation).

1.2 Management					
	Basic file description	**Date Protection Issues**	**Statutory Provisions**	**Retention Period (Operational)**	**Action at the end of the administrative life of the record**
1.2.1	Minutes of the Senior Management Team and other internal administrative bodies.	Yes		Date of meeting + 3 years. Electronic data archive.	Retain in the academy for 3 years from meeting and then review.
1.2.2	Reports made by the Principal or the management team.	Yes		Date of report + 3 years. Electronic data archive.	Retain in the academy for 3 years from meeting and then review

1.2.3	Records created by the Principal, members of Senior Leadership Group, Phase Leaders and other members of staff with administrative responsibilities.	Yes		Current academic year + 6 years. Electronic data archive.	Review after the 6 year period. SHRED
1.2.4	Correspondence created by the Principal, members of Senior Leadership Group, Phase Leaders and other members of staff with administrative responsibilities.	No		Date of correspondence + 3 years. Electronic data archive.	Review after the 3 year period. SHRED
1.2.5	Academy development plans.	No		Closure + 6 years. Electronic data archive.	Review
1.2.6	Admissions – if the admission is successful.	Yes	School Admission Code, December 2014	Date of admission + 1 year.	SHRED
1.2.7	Admissions – if the appeal is unsuccessful.	Yes	School Admission Code, December 2014	Resolution of case + 1 year.	SHRED
1.2.8	Admissions – Secondary Academies – Casual.	Yes	School Admission Code, December 2014	Current year + 1 year.	SHRED
1.2.9	Proofs of address supplied by parents as part of the admissions process.	Yes	School Admission Code, December 2014	Current year + 1 year.	SHRED

1.3 Administrative

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.1	Employer's Liability certificate.			Closure of the academy + 40 years. Electronic data archive.	SHRED
1.3.2	Inventories of equipment and furniture.			Current year + 6 years. Electronic data archive.	SHRED
1.3.3	General file series.			Current year + 5 years. Electronic data archive.	Review to see whether a further retention period is required.
1.3.4	Academy brochure or prospectus.			Current year + 3 years. Electronic data archive.	General disposal.
1.3.5	Circulars (staff/parents/students).			Current year + 1 year. Electronic data archive	General disposal.
1.3.6	Newsletters.			Current year + 1 year. Electronic data archive.	Review to see whether a further retention period is required.
1.3.7	Visitors' book and signing in sheets.			Current year + 6 years.	Review to see whether a further retention period is required
1.3.8	Parents' Forum.			Current year + 6 years. Electronic data archive.	Review to see whether a further retention period is required.

2. Human Resources

2.1 Staff Training

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1.1	Training (proof of completion such as certificates, awards, exam results).	Yes		Last action + 7 years.	

2.2 Personnel Records held in the academy

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.2.1	Timesheets, sick pay.	Yes	Financial Regulations.	Current year + 6 years. Electronic data archive.	SHRED
2.2.2	Staff Personal files.	Yes	Limitation Act 1980 (Section 2).	Termination + 6 years. Electronic data archive.	SHRED
2.2.3	Interview notes and recruitment records.	Yes		Date of interview + 6 months.	SHRED
2.2.4	Pre-employment vetting information (including DBS checks).	No	DBS guidelines.	Date of check + 6 months. DBS certificates do not have to be kept on file, if they are they should be destroyed 6 months after the date they were issued.	SHRED (by designation member of staff).
2.2.5	Disciplinary proceedings:	Yes	**Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.**		
a)	• *oral warning*			Date of warning + 6 months.	SHRED
b)	• *written warning – level one*			Date of warning + 6 months.	SHRED
c)	• *written warning – level two*			Date of warning + 12months.	SHRED
d)	• *final warning*			Date of warning + 18months.	SHRED

e)	• *case not found*			If child protection related please see 5.2.2 otherwise shred immediately at the conclusion of the case.	SHRED
2.2.6	Records relating to accident/injury at work.	Yes		Date of incident + 12 years. Electronic data archive. In the case of serious accidents a further retention period will need to be applied.	SHRED
2.2.7	Annual appraisal/assessment records.	No		Current year + 5 years. Electronic data archive.	SHRED
2.2.8	Staff training records – general.	Yes	16.4.7	Staff training records – general.	
2.2.9	Maternity pay records.	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567).	Current year + 3years. Electronic data archive.	SHRED
2.2.10	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995.	Yes		Current year + 6 years. Electronic data archive.	SHRED
2.2.11	Proofs of identity collected as part of the process of checking "portable" enhanced CRB 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.	

2.3 Health and Safety					
2.3.1	Accessibility Plans.		Equalities Act	Current year + 6 years. Electronic data archive.	SHRED
2.3.2	Accident Reporting.		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980.		
a)	• *Adults*	Yes		Date of incident + 6 years. Electronic data archive.	SHRED
b)	• *Children*	Yes		DOB of child + 25 years. Electronic data archive.	SHRED
2.3.3	COSHH		Control of Substances Hazardous 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as it the 2002 Regulations had not been made. Regulation 18 (2).	Current year + 40 years. Electronic data archive. (where appropriate an additional retention period may be allocated).	SHRED
2.3.4	Incident reports.	Yes		Current year + 20 years. Electronic data archive.	SHRED
2.3.5	Policy Statements.			Date of expiry + 1 year.	SHRED

2.3.6	Risk Assessments.			Current year + 3 years. Electronic data archive.	SHRED
2.3.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos.		Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19.	Last action + 40 years. Electronic data archive.	SHRED
2.3.8	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation.			Last action + 50 years. Electronic data archive.	SHRED
2.3.9	Fire Precautions log books.			Current year + 6 years. Electronic data archive.	SHRED

3. Financial management

3.1 Finance					
	Basic file description	**Date Protection Issues**	**Statutory Provisions**	**Retention Period (Operational)**	**Action at the end of the administrative life of the record**
3.1.1	Annual Accounts.		Financial Regulations.	Current year + 6 years. Electronic data archive.	
3.1.2	Loans and grants.		Financial Regulations.	Date of last payment on loan + 12 years. Electronic data archive.	Review to see whether a further retention period is required.
3.1.3	Contracts				
a)	• under seal			Contract completion date + 12 years.	SHRED

				Electronic data archive.	
b)	• under signature			Contract completion date + 6 years. Electronic data archive.	SHRED
c)	• monitoring records			Current year + 2 years.	SHRED
3.1.4	Copy orders			Current year + 2 years.	SHRED
3.1.5	Budget reports, budget monitoring etc.			Current year + 3 years. Electronic data archive.	SHRED
3.1.6	Invoice, receipts and other records covered by the Financial Regulations.		Financial Regulations.	Current year + 6 years. Electronic data archive.	SHRED
3.1.7	Annual Budget and background papers.			Current year + 6 years. Electronic data archive.	SHRED
3.1.8	Order books and requisitions.			Current year + 6 years. Electronic data archive.	SHRED
3.1.9	Delivery Documentation.			Current year + 6 years. Electronic data archive.	SHRED
3.1.10	Debtors' Records.		Limitation Act 1980.	Current year + 6 years. Electronic data archive.	SHRED
3.1.11	Academy Fund – Cheque books.			Current year + 3 years. Electronic data archive.	SHRED
3.1.12	Academy Fund – Paying in books.			Current year + 6 years then review. Electronic data archive.	SHRED
3.1.13	Academy Fund – Ledger.			Current year + 6 years then review. Electronic data archive.	SHRED

| 3.1.14 | Academy Fund – Invoices. | | | Current year + 6 years then review.

Electronic data archive. | SHRED |
| 3.1.15 | Academy Fund – Receipts. | | | Current year + 6 years.

Electronic data archive. | SHRED |
| 3.1.16 | Academy Fund – Bank statements. | | | Current year + 6 years then review.

Electronic data archive. | SHRED |
| 3.1.17 | Academy Fund – Academy Journey books. | | | Current year + 6 years then review.

Electronic data archive. | SHRED |
| 3.1.18 | Applications for free academy meals, travel, uniforms etc. | | | Whilst child at academy. | SHRED |
| 3.1.19 | Student grant applications. | | | Current year + 3 years.

Electronic data archive. | SHRED |
| 3.1.20 | Free academy meals registers. | Yes | Financial Regulations. | Current year + 6 years.

Electronic data archive. | SHRED |
| 3.1.21 | Petty cash books. | | Financial Regulations. | Current year + 6 years.

Electronic data archive. | SHRED |

4. Property management

4.1 Property

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.1.1	Title Deeds.			Permanent. Electronic data archive.	Permanent. These should follow the property unless the property has been registered at the Land Registry.
4.1.2	Plans.			Permanent. Archive.	Retain in academy whilst operational.
4.1.3	Maintenance and contractors.		Financial Regulations.	Current year + 6 years. Electronic data. Archive.	SHRED
4.1.4	Leases.			Expiry of lease + 6 years. Electronic data archive.	SHRED
4.1.5	Lettings.			Current year + 6 years. Electronic data archive	SHRED
4.1.6	Burglary, theft and vandalism report forms.			Current year + 6 years. Electronic data archive.	SHRED
4.1.7	Maintenance log books.			Last entry + 10 years. Electronic data archive.	SHRED
4.1.8	Contractors' Reports.			Current year + 6 years Electronic data archive.	SHRED

4.2 Insurance

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.2.1	Insurance policies – Employers Liability.	N	Employers Liability Financial Regulations	The policies are kept for a minimum of 6 years and a maximum of 40 years depending on the type of policy.	
4.2.2	Claims made against insurance policies – damage to property.	Y		Case concluded + 3 years.	
4.2.3	Claims made against insurance policies – personal injury.	Y		Case concluded + 6 years.	

4.3 Premises and Health and Safety

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.3.1	Premises files (relating to maintenance).	N		Cessation of use of building + 7 years then review.	
4.3.2	Risk Assessments.	N		Current year + 3 years.	

5. Student management

5.1 Students

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1.1	Admission Registers.	Yes		Date of last entry in the book (or file) + 6 years. Electronic data archive.	Retain in the academy for 6 years from the date of the last entry.
5.1.2	Attendance registers.	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014.	Every entry to be preserved for a period of 3 years after which it was made. Electronic data archive.	SHRED [If these records are retained electronically any backup copies should be destroyed at the same time].
5.1.3	Student record cards.	Yes	Limitation Act 1980.	DOB of the student + 25 years. Electronic data archive.	SHRED
5.1.4	Student files.	Yes	Limitation Act 1980.	DOB of the student + 25 years. Electronic data archive (SIMs).	SHRED
5.1.5	Special Educational Needs files, reviews and Individual Education Plans.	Yes		DOB of the student + 25 years the review. Electronic data archive.	SHRED
5.1.6	Letters authorising absence.	No		Date of absence + 2 years.	SHRED

				Electronic data archive (SIMS).	
5.1.7	Absence books.			Current year + 6 years. Electronic data archive.	SHRED
5.1.8	Examination results – student copies.	Yes			
a)	• *Public*	No		Results added to the student file.	SHRED
b)	• *Internal examination results*	Yes		Results added to the student file.	SHRED
5.1.9	Any other records created in the course of contact with students.	Yes/No		Current year + 3 years. Electronic data archive.	Review at the end of 3 years and either allocate a further retention period or SHRED.
5.1.10	Statement maintained under The Education Act 1996 - Section 324.	Yes	Special Educational Needs and Disability Act 2001 Section 1.	DOB + 25 years (on the student file). Electronic data archive.	SHRED unless legal action is pending.
5.1.11	Proposed statement or amended statement.	Yes	Special Educational Needs and Disability Act 2001 Section 1.	DOB + 30 years Electronic data archive.	SHRED unless legal action is pending.
5.1.12	Advice and information to parents regarding educational needs.	Yes	Special Educational Needs and Disability Act 2001 Section 2.	DOB + 25 years (on the student file). Electronic data archive.	SHRED unless legal action is pending.
5.1.13	Accessibility Strategy.	Yes	Special Educational Needs and Disability Act 2001 Section 14.	DOB + 25 years (on the student file). Electronic data archive.	SHRED unless legal action is pending.
5.1.14	Children's SEN Files	Yes		DOB of student + 25 years then review – it may be appropriate to add an additional retention period in certain cases. Electronic data archive.	SHRED unless legal action is pending.

5.1.15	Parental permission slips for academy trips – where there has been no major incident.	Yes		Conclusion of the trip.	SHRED
5.1.16	Parental permission slips for academy trips – where there has been a major incident.	Yes	Limitation Act 1980.	DOB of the student involved in the incident + 25 years Electronic data archive. The permission slips for all students on the trip need to be retained to show that the rules had been followed for all students.	SHRED
5.1.17	Records created by the academy to obtain approval to run an Educational Visit outside the Classroom. This needs further investigation – will look at on a KIT day. Review http://oeapng.info Section 3.	N	3 part supplement to the Health & Safety of Students on Educational Visits (HASPEV) (1998).	Date of visit + 10 years. Electronic data archive.	N

5.2 Child Protection

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.2.1	Child Protection files.	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004.	DOB + 25 years. Secure storage.	SHRED Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example)

					Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.
5.2.2	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. Should allegations be found to be malicious they should be removed from the personnel files. If found, they are to be kept on file and a copy also provided to the person concerned.	SHRED

6. Curriculum management

6.1 Curriculum

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1.1	Curriculum development.	No		Current year + 6 years. Electronic data archive.	SHRED
6.1.2	Curriculum returns.	No		Current year + 3 years. Electronic data archive.	SHRED
6.1.3	Academy syllabus.	No		Current year + 1 year.	SHRED
6.1.4	Schemes of work.	No		Current year + 1 year.	SHRED
6.1.5	Timetable.	No		Current year + 1 year.	SHRED
6.1.6	Class record books.	No		Current year + 1 year.	SHRED

6.1.7	Mark Books.	No		Current year + 1 year.	SHRED
6.1.8	Record of homework set.	No		Current year + 1 year.	SHRED
6.1.9	Students' work.	No		Current year + 1 year.	SHRED
6.1.10	Examination results.	Yes		Current year + 6 years. Electronic data archive.	SHRED
6.1.11	PAN reports.	Yes		Current year + 6 years. Electronic data archive.	SHRED
6.1.12	Value added records.	Yes		Current year + 6 years. Electronic data archive.	SHRED

7. Extra-Curricular Activities

7.1 Family Liaison Officers and Parent Support Assistants

	Basic file description	Date Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1.1	Day Books.	Y		Current year + 2 years then review.	SHRED
7.1.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency.	Y		Whilst the child is attending the academy then destroy.	SHRED
7.1.3	Referral forms.	Y		While the referral is current then destroy.	SHRED
7.1.4	Contact data sheets.	Y		Current year then review, if contact is no longer active then destroy.	SHRED

7.1.5	Contact database entries.	Y		Current year then review, if contact is no longer active then destroy.	DELETE
7.1.6	Group Registers.	Y		Current year + 2 years.	SHRED

8. Central Government and Local Authority

8.1 Department for Education					
	Basic file description	**Date Protection Issues**	**Statutory Provisions**	**Retention Period (Operational)**	**Action at the end of the administrative life of the record**
8.1.1	HMI reports.			These do not need to be kept any longer.	
8.1.2	OFSTED reports and papers.			Replace former report with any new inspection report.	Review to see whether a further retention period is required.
8.1.3	Returns made to central government.			Current year + 6 years. Electronic data archive.	SHRED
8.1.4	Circulars from DfE and other information sent from central government.			Whilst operationally required.	Review to see whether a further retention period is required.

Appendix 1 – File Entry Sheet

<u>File Entry Sheet</u>

Type/Name: _____

Year Group: _____

Curriculum Area/Subject:

_____

Received From:_____ **Date:** _____

Destroy Date: _____

Notes:

Appendix 2 – Record store spreadsheet

File type	File Name	Year group	Curriculum area	Subject	Received from	Received date	Location	Destroy date	Notes

Appendix 3 - Course Work and Controlled Assessments – to destroy

GCSE
- History and Geography – Humanities keep these records within the department for one year.
- Rest current plus one year.

A-Level
- History and Geography – Humanities keep these records within the department for one year.
- Rest current plus one year.

BTEC
- Current plus two years.

Art, Photography and D&T
- This applies to all GCSE and A-level work.
- Items will be wrapped and labelled with student name, GCSE or A-level and year of leaving.
- Agree a time with admin for the placement of items into the records store.
- Students will be asked to collect their work after October half-term. Students will be contacted and deadline made clear. Caroline McManus will either lead on this or provide a named staff lead.
- Following collection; art, photography and D&P staff will check through, removing any items from the records store that they wish to keep and writing dispose on any work left in the records store.
- Admin will dispose of marked art and photography work during the following February half-term holidays.

Records Management policy
- Refer to this policy for other guidance.

Data sheets
- Keep alphabetically in a folder, in year groups.
- Keep the most up to date data sheet.

Leavers' archive
- For students who leave the academy before Y13, file these records in an in-school leavers file.

College Manager reports
- Reports are scanned and filed here – U:\Pastoral\Student_Documentation.
- These are kept together, unsorted.
- Destroy by shredding at the end of the current academy year.

Lost property
- To keep for six months.
- Lost property will be sorted and any items that are appropriate will be kept by College Managers.
- All other items will be donated to charity.