St Augustine's Catholic College

Records Management Policy

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1. INTRODUCTION

St Augustine's Catholic College recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and contribute to the effective overall management of the organisation. Records provide evidence for protecting the legal rights and interests of the College and provide evidence for demonstrating performance and accountability. The aim of this policy is to provide a framework for managing the College's information to enable the College to:

- Make informed decisions;
- Be open and transparent;
- Respond appropriately to information requests;
- Protect records;
- Comply with the legislative requirements;
- Effectively work with its partners, and share information as required;
- Demonstrate accountability.

2. OBJECTIVES

The objective of this policy is to define a framework for the College to manage data, information, and records.

3. DEFINITIONS

Data - Raw facts and figures that supply the basis for information.

Information - Data which has been collected, organised, ordered and given both meaning and context.

Record - Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuit of legal obligations, or in the transaction of business.

Confidential Waste - See Appendix 1.

4. SCOPE

This policy applies to all employees of the College including contract, agency and temporary staff, volunteers and employees of partner organisations working on behalf of the College.

All records created, held, and maintained by the College in the course of its duties are covered by this policy. This is irrespective of the format of the information, including, but not limited to:

- Paper records
- Electronic records (Word Documents, emails, PowerPoints, database, etc.)
- Photographs, videos, etc.
- Discs

Records are defined as all those documents which facilitate the business carried out by the College, and which are thereafter retained (for a set period) to provide evidence of its transactions, activities or decisions.

5. RESPONSIBILITIES

The College has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Headteacher.

The person responsible for records management in the College will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.

All members of staff and employees are individually responsible for the records they create or hold. Individuals must ensure that records are accurate, maintained securely, and disposed of in accordance with this policy.

6. CREATION & STORAGE

All College staff are responsible for creating and maintaining data, information and records in relation to their work, and storing them in a way which ensures that they can be identified and retrieved when required.

Records must be appropriately stored with due regard for efficiency, cost-effectiveness, security, durability, and access. Appropriate procedures and processes are in place to ensure the physical and intellectual security of College records.

Storage conditions and handling processes should be designed to protect records from unauthorised access, loss, destruction, theft, and disaster. This is in line with the UK General Data Protection Regulation (UKGDPR) principles of data protection by design, and integrity and confidentiality.

The retention of records for longer than necessary is in breach of the UKGDPR, and the duplication of records should be limited to optimise the use of storage space and to aid data accuracy.

7. RETENTION AND DISPOSAL

Information held for longer than is necessary carries additional risk and cost, therefore records and information shall only be retained when there is a business or legislative need to do so. Under the UKGDPR and the Data Protection Act 2018 (DPA 2018), personal data processed by an organisation must not be retained for longer than is necessary for its lawful purpose.

The retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements.
- Evidence events/agreements in the case of disputes.
- Meet operational needs.
- Ensure the preservation of documents of historic or other value.
- Evidence child protection matters.[1]

The untimely destruction of documents could cause the College:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection laws.

Conversely, the permanent retention of all documents where there is no business need or other legal basis to retain them, poses regulatory and security risks, as well as being a breach of personal data.

Appropriate secure disposal is accordingly implemented at the College in accordance with the College's retention schedule for the following reasons:

- To comply with Article 5 of the UKGDPR which states that personal data must not be kept in an identifiable form for longer than is necessary
- To free-up storage space (there is evidence that the de-cluttering of office accommodation can be psychologically beneficial for employees.);
- To reduce the risk of fire (in the case of paper records);
- To lessen the risk of a data breach through data loss or unauthorised access.
- To increase the efficiency of the exercising of data subject rights.

7.1 Retention Schedule

In line with all relevant legislative requirements, including the UKGDPR and DPA 2018, the College will keep some forms of information for longer than others. Information will not be kept indefinitely unless there are specific requirements.

[1] The Covid-19 Public Inquiry issued a Document Preservation Notice on 11th November 2022. This inquiry will cover all aspects of the country's response to the Covid-19 pandemic and requires organisations to preserve all documents relating to the pandemic and the following recovery period. For more information about the inquiry visit https://covid19.public-inquiry.uk/. Note: the IICSA (Independent Inquiry into Child Sexual Abuse) has now concluded; check with your DPO whether any related preservation notices remain in force.

The College maintains records in line with the Retention Schedule (Appendix 2)

7.2 Disposal

The College will use an accredited confidential waste disposal provider/shred the information on site using a cross-cut shredder. Information on what should be deemed as confidential waste is detailed in Appendix 1.

Wherever practicable and appropriately secure, disposal methods should encourage recycling.

Electronic files are securely overwritten, in accordance with government guidance, and other media is shredded, incinerated, or otherwise disintegrated for data.

The disposal of College data, in either paper or electronic form, is conducted in a way that makes reconstruction highly unlikely. Once data has been deleted, it is deemed to be a permanent deletion, irrespective of whether it could technically be reconstructed from a back-up.

Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties and render the College liable to enforcement action by the Information Commissioner's Office.

If records are accidentally destroyed or discovered, this should be reported as a data breach to the Business Manager, in line with the Data Breach Policy.

A destruction log is kept of all data that is disposed of. The log includes the document type (e.g. Personal data), date of destruction, method and who authorised the destruction.

7.3 Archiving

A small percentage of the College's records will be selected for permanent preservation as part of the College archives. It is maintained as a resource to help inspire and equip current staff and pupils to understand and appreciate issues of identity, belonging and shared heritage; to prompt memories of College-life among many generations of alumni and to serve as a research resource for all interested in the history of the College and the community it serves.

8. MONITORING AND COMPLIANCE

8.1 Compliance with this policy shall be monitored through a review process. This will be agreed with the Data Protection Officer, and compliance will be reported to the Governors.

8.2 Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, the organisation, in consultation with senior management, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

This Policy and retention schedule should be reviewed annually, or where any other cause requires its immediate correction. Any changes to known retention periods should be raised with the Data Protection Lead and where necessary the DPO.

Approval Date:	April 2026
Next review date:	April 2027

APPENDIX 1 WHAT IS CONFIDENTIAL WASTE?

1. Any record* which details personal information

What is personal information?

- Relates to and identifies a living person
- Could help someone identify a person when used with other information
- Is an expression of opinion about an individual
- Indicates our intentions towards an individual

Such as: Name, Address, Date of Birth, Email, Phone numbers, Location data, IP addresses

2. Any record* which details special categories of personal data

What are special categories of personal data?

- Racial and/or Ethnic Origin
- Political Opinions
- Religious Beliefs (or other beliefs of a similar nature)
- Trade Union membership
- Biometric Information e.g. Photos
- Mental or Physical Health condition
- Sexual life and Orientation
- Criminal Records are afforded similar protections to special category data and are similarly sensitive

Such as: Safeguarding, Accident/First Aid, Equalities information, Legal records

3. Any record* which details business/commercially sensitive information

What is business/commercially sensitive information?

- Information which St Augustine's Catholic College would be affected by any loss of, or unauthorised access to.

If you have any doubt then please treat the information as Confidential

**** A Record can be in many formats – e.g. Paper, Post-it notes, Disks, CDs, Tapes, Posters etc.***

APPENDIX 2 RETENTION SCHEDULE

Management of the College

This section contains retention periods connected to the general management of the College. This covers the work of the Governing Body, the Headteacher and the senior leadership team, the admissions process and operational administration.

1.1 Governing Body

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of.	SECURE DISPOSAL[2]
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			
	Principal Set (signed)			PERMANENT	If the College is unable to store these then they should be offered to the County Archives Service
	Inspection Copies[3]			Date of meeting + 3 years	If these minutes contain any sensitive, personal

[2] In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the College has the facility, shredding using a cross cut shredder.
[3] These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
					information they must be shredded
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.4	Meeting papers relating to the annual parents' meeting held under Section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	SECURE DISPOSAL
1.1.5	Instruments of Government including Articles of Association	No		PERMANENT	These should be retained in the College whilst the College is open and then offered to the County Archives Service when the College closes
1.1.6	Trust and Endowments managed by the Governing Body	No		PERMANENT	These should be retained in the College whilst the College is open and then offered to the County Archives Service when the College closes

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.1.7	Action plans created and administered by the Governing Body	No		Life of the action plan + 3 years	SECURE DISPOSAL
1.1.8	Policy documents created and administered by the Governing Body	No		Life of the policy + 3 years	SECURE DISPOSAL
1.1.9	Records relating to complaints dealt with by the Governing Body	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	SECURE DISPOSAL
1.1.11	Proposals concerning the change of status of a maintained College including Specialist Status Colleges and Academies	No		Date proposal accepted or declined + 3 years	SECURE DISPOSAL

Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.

1.2 Head Teacher and Senior Management Team

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.2.1	Log books of activity in the College maintained by the Head Teacher	There may be data protection issues if the log book refers to individual students or members of staff		Date of last entry in the book + a minimum of 6 years then review	These could be of permanent historical value and should be offered to the County Archives Service if appropriate
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refer to individual students or members of staff		Date of the meeting + 3 years then review	SECURE DISPOSAL
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual students or members of staff		Date of the report + a minimum of 3 years then review	SECURE DISPOSAL
1.2.4	Records created by headteachers, deputy headteachers, heads of year and other members of staff within administrative responsibilities	There may be data protection issues if the records refer to individual students or members of staff		Current academic year + 6 years then review	SECURE DISPOSAL
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members	There may be data protection issues if the correspondence refers to individual students or members of staff		Date of correspondence + 3 years then review	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
	of staff with administrative responsibilities				
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	SECURE DISPOSAL
1.2.7	College Development Plans	No		Life of the plan + 3 years	SECURE DISPOSAL

1.3 Admissions Process

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation and implementation of the College's Admissions Policy	No	College Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Colleges adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	SECURE DISPOSAL
1.3.2	Admissions – if the admission is successful	Yes	College Admissions Code Statutory guidance for admission authorities, governing bodies, local	Date of admission + 1 year	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
			authorities, Colleges adjudicators and admission appeals panels December 2014		
1.3.3	Admissions – if the appeal is unsuccessful	Yes	College Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Colleges adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	SECURE DISPOSAL
1.3.4	Register of Admissions	Yes	College attendance. Departmental advice for maintained Colleges, academies, independent Colleges and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made[4]	REVIEW Colleges may wish to consider keeping the admission register permanently as often Colleges receive enquiries from past students to confirm the dates they attended the College
1.3.5	Admissions – Secondary Colleges – Casual	Yes		Current year + 1 year	SECURE DISPOSAL

[4] College attendance Departmental advice for maintained Colleges, academies, independent Colleges and local authorities October 2014

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	College Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Colleges adjudicators and admission appeals panels December 2014	Current year + 1 year	SECURE DISPOSAL
1.3.7	Supplementary Information form including the additional information such as religion, medical conditions etc.	Yes			
	For successful admissions			This information should be added to the student file	SECURE DISPOSAL
	For unsuccessful admissions			Until appeals process completed	SECURE DISPOSAL

1.4 Operational Administration

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.4.1	General file series	No		Current year + 5 years then REVIEW	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
1.4.2	Records relating to the creation and publication of the College brochure or prospectus	No		Current year + 3 years	STANDARD DISPOSAL
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or students	No		Current year + 1 year	STANDARD DISPOSAL
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	STANDARD DISPOSAL
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	SECURE DISPOSAL
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Students Associations	No		Current year + 6 years then REVIEW	SECURE DISPOSAL

Human Resources

This section deals with all matters of Human Resources management within the College.

2.1 Recruitment

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new headteacher	Yes		Date of appointment + 6 years	SECURE DISPOSAL
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	SECURE DISPOSAL
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	SECURE DISPOSAL
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014. Keeping Children Safe In Education July 2015 (Statutory Guidance from Dept. of Education) Sections 73,73	The College does not have to keep copies of DBS certificates. If the College does so the copy must NOT be retained for more than 6 months	

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.1.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom[5]	Yes	An employer's guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the staff personal file [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	

[5] Employers are required to take a 'clear copy' of the documents which they are shown as part of this process

2.2 Operational Staff Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	SECURE DISPOSAL
2.2.2	Timesheets	Yes		Current year + 6 years	SECURE DISPOSAL
2.2.3	Annual appraisal /assessment records	Yes		Current year + 5 years	SECURE DISPOSAL

2.3 Management of Disciplinary and Grievance Processes

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded[6]	Yes	Keeping Children Safe In Education Statutory Guidance for Colleges and Colleges March 2015 Working together to safeguard children A guide to Inter-Agency working to safeguard and	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy	SECURE DISPOSAL These records must be shredded

[6] This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
			promote the welfare of children March 2015	provided to the person concerned	
2.3.2	Disciplinary Proceedings	Yes			
	Oral warning			Date of warning[7] + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
	Written warning – level 1			Date of warning + 6 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
	Written warning – level 2			Date of warning + 12 months	SECURE DISPOSAL [If warnings are placed on personal files then they must be weeded from the file]
	Final warning			Date of warning + 18 months	SECURE DISPOSAL [If warnings are placed on personal files then they

[7] Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
					must be weeded from the file]
	Case not found			If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	SECURE DISPOSAL

2.4 Health and Safety

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	SECURE DISPOSAL
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	SECURE DISPOSAL
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL
2.4.4	Accident Reporting	Yes	Social Security (Claims and Payments) Regulations 1979		

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
			Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of the incident + 6 years	SECURE DISPOSAL
	Children			DOB of the child + 25 years	SECURE DISPOSAL
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999. Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18(2)	Current year + 40 years	SECURE DISPOSAL
2.4.6	Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL
2.4.7	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	No		Last action + 50 years	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
2.4.8	Fire Precautions log books	No		Current year + 6 years	SECURE DISPOSAL

2.5 Payroll and Pensions

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

2. Financial management of the college

This section deals with all aspects of the financial management of the College including the administration of College meals.

3.1 Risk Management and Insurance

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the College + 40 years	SECURE DISPOSAL

3.2 Asset Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	SECURE DISPOSAL
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	SECURE DISPOSAL

3.3 Accounts and Statements including Budget Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year + 6 years	STANDARD DISPOSAL
3.3.2	Loans and grants managed by the College	No		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL
3.3.3	Student Grant applications	Yes		Current year + 3 years	SECURE DISPOSAL
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of the budget + 3 years	SECURE DISPOSAL
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	SECURE DISPOSAL
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	SECURE DISPOSAL

3.4 Contract Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	SECURE DISPOSAL
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	SECURE DISPOSAL

3.5 Trips and Events Account

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.5.1	Trips and Events Account – Cheque books	No		Current year + 6 years	SECURE DISPOSAL
3.5.2	Trips and Events Account – Paying in books	No		Current year + 6 years	SECURE DISPOSAL
3.5.3	Trips and Events Account – Ledger	No		Current year + 6 years	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.5.4	Trips and Events Account – Invoices	No		Current year + 6 years	SECURE DISPOSAL
3.5.5	Trips and Events Account – Receipts	No		Current year + 6 years	SECURE DISPOSAL
3.5.6	Trips and Events Account – Bank statements	No		Current year + 6 years	SECURE DISPOSAL

3.6 College Meals Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
3.6.1	Free College Meals Registers	Yes		Current year + 6 years	SECURE DISPOSAL
3.6.2	College Meals Registers	Yes		Current year + 3 years	SECURE DISPOSAL
3.6.3	College Meals Summary Sheets	No		Current year + 3 years	SECURE DISPOSAL

PROPERTY MANAGEMENT

This section covers the management of buildings and property.

4.1 Recruitment

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.1.1	Title deeds of properties belonging to the College	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belonging to the College	No		These should be retained whilst the building belongs to the College and should be passed onto any new owners if the building is leased or sold	
4.1.3	Leases of property leased by or to the College	No		Expiry of lease + 6 years	SECURE DISPOSAL
4.1.4	Records relating to the letting of College premises	No		Current financial year + 6 years	SECURE DISPOSAL

4.2 Maintenance

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the College carried out by contractors	No		Current year + 6 years	SECURE DISPOSAL
4.2.2	All records relating to the maintenance of the College carried out by College employees including maintenance log books	No		Current year + 6 years	SECURE DISPOSAL

STUDENT MANAGEMENT

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

5.1 Student's Educational Record

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.1.1	Student's Education Record required by The Education (Student information)(England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437		
	Secondary		Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	SECURE DISPOSAL
5.1.2	Examination Results – Student Copies	Yes			
	Public			This information should be added to the student file	All uncollected certificates should be returned to the examination board
	Internal			This information should be added to the student file	
5.1.3	Child Protection Information held on student file	Yes	Keeping Children Safe In Education Statutory Guidance for Colleges and Colleges March 2015 Working together to	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained	SECURE DISPOSAL – these records MUST be shredded

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
			safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015	for the same period of time as the student file	
5.1.4	Child protection information held in separate files	Yes	Keeping Children Safe In Education Statutory Guidance for Colleges 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	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2 Attendance

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.2.1	Attendance Registers	Yes	College attendance; Departmental advice for maintained Colleges,	Every entry in the attendance register must be preserved for a period of 3	SECURE DISPOSAL

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
			academies, independent Colleges and local authorities October 2014	years after the date on which the entry was made	
5.2.2.	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL

5.3 Special Educational Needs

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the student + 25 years	REVIEW NOTE: The retention period is the minimum retention period that any student file should be kept. Some authorities choose to keep SEN files for a longer period of

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
					time to defend themselves in a 'failure to provide a sufficient education' case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of Birth of the student + 25 years (This would normally be retained on the student file)	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of Birth of the student + 25 years (This would normally be retained on the student file)	SECURE DISPOSAL unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of Birth of the student + 25 years (This would normally be retained on the student file)	SECURE DISPOSAL unless the document is subject to a legal hold

CURRICULUM MANAGEMENT

6.1 Statistics and Management Information

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	SECURE DISPOSAL
6.1.2	Examination Results (Colleges Copy)	Yes		Current year + 6 years	SECURE DISPOSAL
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	SECURE DISPOSAL
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years	SECURE DISPOSAL

6.2 Implementation of Curriculum

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
6.2.1	Scheme of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.2	Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.3	Class Record Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.4	Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.5	Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
					the end of each year and allocate a further retention period or SECURE DISPOSAL
6.2.6	Students' work	No		Where possible students' work should be returned to the student at the end of the academic year if this is not the College's policy then current year + 1 year	SECURE DISPOSAL

EXTRA CURRICULAR ACTIVITIES

7.1 Educational Visits outside the Classroom

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.1.1	Records created by Colleges to obtain approval to run an Educational Visit outside the Classroom – Primary Colleges	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – "Legal Framework and Employer Systems" and Section 4 – "Good Practice"	Date of visit + 14 years	SECURE DISPOSAL
7.1.2	Records created by Colleges to obtain approval to run an Educational Visit outside the Classroom – Secondary Colleges	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – "Legal Framework and Employer Systems" and Section 4 – "Good Practice"	Date of visit + 10 years	SECURE DISPOSAL
7.1.3	Parental consent forms for College trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
					most Colleges do not have the storage capacity to retain every single consent form issued by the College for this period of time.
7.1.4	Parental permission slips for College trips - where there has been a major incident	Yes	Limitations Act 1980 (Section 2)	DOB of the student involved in the incident + 25 years The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	

7.3 Pastoral Officers

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been	Yes		Whilst child is attending College and then destroy	

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
	included on the case filed created by the outside agency				
7.3.3	Referral forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review, if contract is no longer active then destroy	
7.3.6	Group Registers	Yes		Current year + 2 years	

Central Government and Local Authority

This section covers records created in the course of interaction between the College and the local authority

8.1 Local Authority

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	SECURE DISPOSAL
8.1.2	Attendance Returns	Yes		Current year + 1 year	SECURE DISPOSAL
8.1.3	College Census Returns	No		Current year + 5 years	SECURE DISPOSAL
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	SECURE DISPOSAL

8.2 Central Government

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of the administrative life of the record
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	SECURE DISPOSAL
8.2.2	Returns made to central government	No		Current year + 6 years	SECURE DISPOSAL
8.2.3	Circulars and other information sent from central government	No		Operational use	SECURE DISPOSAL