



Document Retention Policy

Date	September 2021
Date of Review	August 2022
Approved By	A Pincher

General Statement

The Regis Academy recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the company. Records provide evidence for protecting the legal rights and interests of the company and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which this effective management is achieved and audited.

Aims of the policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically. A small percentage of the company's records may be selected for permanent preservation as part of the institution's archives and for historical research. This should be done in liaison with the local county archives centre.

Responsibilities

- The Regis Academy 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 Director of the company.
- The person responsible for records management in the company will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.
- Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines.

Documents that need to be retained

Child Protection

Management

Pupil Records

Curriculum

Personnel Records

Health and Safety

Administrative

Finance

Property

Local Authority

Department of Education

File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Child Protection files	Yes	Education Act 2002, s175, related guidance to "Safeguarding Children in Education	DOB + 25 years	SHRED - Child Protection information must be copied and sent to roll school whilst the pupil is under the age of 18
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Education Act 202 guidance "Dealing with the Allegations of Abuse against Teachers and Other Staff"	Until a person's normal retirement age, or 10 years from the date of the allegation whichever is longer	SHRED – It is important to give a clear on comprehensive summary of any allegations made, how the allegations were followed up and any actions/ decisions made. A copy is to be kept in the personnel file and a copy given to the person concerned. This information may be used when giving reference or for to provide clarification where a future DBS disclosure reveals information about an allegation.
Minutes of Senior Management team meetings	Yes		Retain in company for 5 years from meeting	Transfer to archives
Reports made by Directors or management team	Yes		Retain in company for 3 years from meeting	Transfer to archives
Records created by Directors, management team or	Yes		Closure of file + 6 years	SHRED

administrative responsibilities				
Correspondence created by the Directors, management team, and administrative responsibilities	No		Date if correspondence + 3 years	SHRED
File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Professional development plans	Yes		Closure + 6 years	SHRED
Business development plans	No		Closure + 6 years	Review and archive
Admissions registers	Yes		Date of last entry on the register + 6 years	Retain in company for 6 years from last date and then transfer to archives
Attendance registers	Yes		Date of register + 3 years	SHRED or DESTROY if electronic copy
Pupil files including referrals, special needs info, IEPs	Yes	Limitation Act 1980	DOB of the pupil + 25 years	SHRED
Letters authorising absence	No		Date of absence + 2 years	SHRED
Statement maintained under the Education Act 1996 – section 324	Yes	Special Education Needs and Disability Act 2001 section 1	DOB + 30 years	SHRED unless legal action is pending
Proposed statement or amended statement	Yes	Special Education Needs and Disability Act 2001 section 1	DOB + 30 years	SHRED unless legal action is pending

Advice and information to parents regarding educational needs	Yes	Special Education Needs and Disability Act 2001 section 1	Closure + 12 years	SHRED unless legal action is pending
Accessibility strategy	Yes	Special Education Needs and Disability Act 2001 section 1	Closure + 12 years	SHRED unless legal action is pending
Pupil's SEN files	Yes		DOB of pupil + 25 years	SHRED unless legal action is pending
File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Parental permission slips for educational trips where there has been no major incident	Yes		Conclusion of trip	SHRED
Parental permission slips for educational trips where there has been a major incident	Yes	Limitation Act 1980	Date of visit + 14 years	SHRED
Trip paperwork	No		Date of visit + 10 years	SHRED
Curriculum development	No		Current year + 6 years	SHRED
Syllabus	No		Current + 1 year	Review and SHRED
Schemes of work	No		Current + 1 year	Review and SHRED
Timetable	No		Current + 1 year	Review and SHRED
Pupils' work	No		Current + 1 year	Review and SHRED
SATS records	Yes		Current + 6 years	SHRED
PAN record	Yes		Current + 6 years	SHRED
Value added records	Yes		Current + 6 years	SHRED

Timesheets, sick pay	Yes	Financial Regulations	Current + 6 years	SHRED
Staff personnel files	Yes		Termination + 7 years	SHRED
Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED
Pre-employment checks	No	DBS guidelines	Date of check + 6 months	SHRED by designated member of staff
Disciplinary oral warning	Yes		Date of warning + 6 months	SHRED
Written warning 1	Yes		Date of warning + 6 months	SHRED
Written warning 2	Yes		Date of warning + 12 months	SHRED
Final warning	Yes		Date of warning + 18 months	SHRED
File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Case not found	Yes		If child protection related refer to child protection retention otherwise until process completed	SHRED
Records relating to accident/injury at work	Yes		Date of incident + 12 years	SHRED
Annual appraisal/assessment records	No		Current + 5 years	SHRED
Maternity, Paternity, Adoption records	Yes	Statutory Maternity Pay Regulations 1986	Current + 3 years	SHRED
Records held under retirement benefits schemes	Yes		Current + 5 years	SHRED

Proofs of identity as part of DBS process	Yes		Keep a record of what has been seen and checked. If necessary keep a copy on personnel file	
Accessibility Plans		Disability discrimination Act	Current year + 6 years	SHRED
Accident reporting	Yes	Social security (claims and payments) regulations 1979	Adults date of incident + 7 years Children D.O.B + 25 years	SHRED
COSHH	Yes		Current Year + 10 years	SHRED
Incident reports	Yes		Current year + 20 years	SHRED
Policy Statements			Date of expiry + 1 year	SHRED
Risk Assessments			Current year + 3 years	SHRED
Fire precaution log books			Current year + 6 years	SHRED
File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Employer's liability certificate			Closure of company + 40 years	SHRED
Inventories of equipment and furniture			Current year + 6 years	SHRED
General files			Current year + 5 years	Review and transfer to archives
Company prospectus			Current + 3 years	Transfer to archives
Circulars, and newsletters			Current + 1 year	Review and transfer to archives
Visitors book			Current + 2 years	Review and transfer to archives
Annual accounts		Financial regulations	Current + 6 years	Review and transfer to archives
Loans and grants		Financial regulations	Date of last payment + 12 years	Review and transfer to archives

Contracts			Under seal - completion date + 12 years Under signature – completion date + 6 years Monitoring records – current year + 2 years	SHRED
Order books			Current year + 6 years	SHRED
Annual budget			Current year + 6 years	SHRED
Invoices, receipts and other records covered by the Financial Regulations		Financial regulations	Current year + 6 years	SHRED
Property deeds			Permanent	Should follow the property
Plans			Permanent	Retain in company whilst operational and then transfer to archives
Maintenance and contractors		Financial Regulations	Current year + 10 years	SHRED
Leases			Expiry of the lease + 6 years	SHRED
File Description	Data Protection Issue	Provisions	Retention Period (operational)	Action at end of administrative life
Burglary, theft and vandalism reports			Current year + 6 years	SHRED
Circulars from the LA			Whilst required operationally	Review and transfer to archives
HMI reports			No longer required to keep	
OFSTED reports			Replace former reports with new	Review and transfer to archives
Dinner register			Current + 3 years	SHRED

Meals summary sheets			Current + 3 years	SHRED
Reports for outside agencies	Yes		Whilst student attending and then destroy	SHRED
Referral forms	Yes		While referral is current then destroy	SHRED
Contact data sheets	Yes		Current year then review and if no longer active review and destroy	SHRED
Registers	Yes		Current year + 2 years	SHRED