



**THE BAY
LEARNING TRUST**

Records Retention Policy

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Document Control

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Retention Guidelines and Periods

1. The purpose of the retention guidelines

Under the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), schools need a policy setting out retention periods for personal data they hold. Also, under the Freedom of Information Act 2000, schools should maintain a Retention Schedule listing the series of records which the school creates or maintains in the course of its business.

The Retention Schedule lays down the length of time for which the record needs to be retained and the action which should be taken when it is of no further administrative or legal use. It also lays down the basis for normal processing under both Data Protection and the Freedom of Information legislation.

Members of staff are expected to manage their current record keeping systems using the Retention Schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The Retention Schedule refers to series of records regardless of the media (e.g. paper/electronic/microfilm/photographic etc.) in/on which they are stored.

2. Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete Retention Schedule:

- Managing records against the Retention Schedule is deemed to be “normal processing” under the Data Protection legislation and the Freedom of Information Act.
- Members of staff can be confident about the safe disposal of information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- The school is not maintaining and storing information unnecessarily.

Members of staff should be aware that once a Freedom of Information request is received, or a legal hold imposed, then records disposal relating to the request or legal hold must be stopped. Records which may be required by IICSA should be treated as though they are subject to a legal hold.

3. Maintaining and amending the Retention Schedule

Where appropriate the Retention Schedule should be reviewed and amended to include any new record series created and any obsolete record series removed.

This Retention Schedule contains recommended retention periods for the different record series created and maintained by schools 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 and the Freedom of Information legislation.

If record series are to be kept for longer or shorter periods than laid out in this document the reason(s) for this need to be documented.

The schedule should be reviewed on a regular basis.

Where there is a recommendation to archive the information, this may be in electronic format. There is no need to convert the information into a hard copy. Such records should be kept in separate electronic folders suitably marked as holding archived material.

4. References within the Records Retention Policy

Throughout the policy reference to governing bodies also includes reference to the Trust Board information.

1. Contracts

IRMSTK1.1	
Retention Period Description	All records relating to the management of contracts under seal
Personal Information	No
Retention Period	Last payment on the contract + 12 years or end of contract + 12 years, whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.2	
Retention Period Description	All records relating to the management of contracts under signature
Personal Information	No
Retention Period	Last payment on the contract + 6 years or end of contract + 6 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.3	
Retention Period Description	Records relating to the management of contracts with external providers

Personal Information	No
Retention Period	End of contract + 6 years or date of last payment on contract + 6 years whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.4	
Retention Period Description	Records relating to the monitoring of contracts
Personal Information	No
Retention Period	End of the contract or until the final payment has been made whichever is the longer
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.5	
Retention Period Description	All records relating to the maintenance of the school carried out by contractors
Personal Information	No
Retention Period	Current year + 6 years. This may vary on the type of maintenance. Records relating to rewiring, major alterations etc must be retained in the health and safety file whilst the building belongs to the school and must be passed onto any new owners if the building is leased or sold.

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.6	
Retention Period Description	All records relating to the maintenance of the school carried out by school employees, including maintenance log books
Personal Information	No
Retention Period	Life of equipment + 6 years. Alterations to wiring and major modifications must be entered in to the health and safety file
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK1.7	
Retention Period Description	Records relating to the management of software licences
Personal Information	No
Retention Period	Date licence expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

2. Education Management: Management Information

IRMSTK2.1	
Retention Period Description	Published Admission Number (PAN) reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.2	
Retention Period Description	Curriculum returns
Personal Information	No
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK2.3	
Retention Period Description	Self-evaluation forms
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.4	
Retention Period Description	Self Evaluation Forms – External moderation
Personal Information	Yes
Retention Period	Until superseded
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK2.5	
Retention Period Description	Self Evaluation Forms – Internal moderation
Personal Information	Yes
Retention Period	Academic year plus one academic year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK2.6	
Retention Period Description	Value added and contextual data
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

3. Education Management: Policies and Frameworks

IRMSTK3.1	
Retention Period Description	Complaints Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK3.2	
Retention Period Description	Data Protection Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK3.3	
Retention Period Description	Freedom of Information Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK3.4	
Retention Period Description	Information Security Breach Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK3.5	
Retention Period Description	Special Educational Needs Policy
Personal Information	No
Retention Period	Life of the policy or policy superseded + 3 years. If major changes are made to the policy then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK3.6	
Retention Period Description	Equality Information and Objectives (public sector equality duty). Statement for publication
Personal Information	No
Retention Period	Life of statement or date statement superseded + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK3.7	
Retention Period Description	Risk and Control Framework
Personal Information	No
Retention Period	Life of framework or framework superseded + 3 years. If major changes are made to the framework then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK3.8	
Retention Period Description	Rules and Bylaws
Personal Information	No
Retention Period	Life of rules or bylaws or rules or bylaws superseded + 3 years. If major changes are made to the rules or bylaws then an archive copy of previous policies should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

4. Education Management: Strategy

IRMSTK4.1	
Retention Period Description	Strategic Review
Personal Information	No
Retention Period	Life of the review or until review superseded + 3 years. If major changes are made to the review then an archive copy of previous review should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK4.2	
Retention Period Description	Strategic Plan [also known as School Development Plans]
Personal Information	No
Retention Period	Life of plan or until plan superseded + 3 years.If major changes are made to the plan then an archive copy of previous plans should be retained
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK4.3	
Retention Period Description	Accessibility Plan
Personal Information	No
Retention Period	Life of plan or plan superseded + 3 years the review. If major changes are made to the plan then an archive copy of previous policies should be retained
Statutory Provisions	Equality Act 2010
Disposal	SECURE DISPOSAL
Notes	

5. Examinations

IRMSTK5.1	
Retention Period Description	SATs records Examination papers
Personal Information	Yes
Retention Period	The examination papers should be kept until any appeals/validation process is complete
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK5.2	
Retention Period Description	SATs records Results
Personal Information	Yes
Retention Period	The SATS results should be recorded on the pupils 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 all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK5.3	
Retention Period Description	Examination Results Pupil Copies: Public
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	Schools should follow the instructions of the Examination Board about disposing of uncollected certificates
Notes	
IRMSTK5.4	
Retention Period Description	Examination results pupil copies: Internal
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	
Notes	
IRMSTK5.5	
Retention Period Description	Examination results (schools copy)
Personal Information	Yes

Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK5.6	
Retention Period Description	Management of examination registrations
Personal Information	Yes
Retention Period	The examination board will usually mandate how long these records need to be retained
Statutory Provisions	
Disposal	
Notes	

6. Extra curriculum and miscellaneous activities

IRMSTK6.1	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Primary schools
Personal Information	No
Retention Period	Date of Visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK6.2	
Retention Period Description	Records created by schools in order to obtain approval to run an educational visit outside the classroom – Secondary schools
Personal Information	No
Retention Period	Date of visit + 15 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

IRMSTK6.3	
Retention Period Description	Parental consent forms for school trips where there has been no major incident
Personal Information	Yes
Retention Period	Conclusion of the trip. Although the consent forms could be retained for date of birth + 25 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	One-off or blanket consent: The Department for Education (DfE) has prepared a one-off consent form to be signed by the parent on enrolment of their child in a school. This form is intended to cover all types of visits and activities where parental consent is required. The form is available on the DfE website for establishments to adopt and adapt, as appropriate, at https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities . A similar form could be used for other establishments, such as Early Years Foundation Stage (EYFS) providers and youth groups, or at the start of programmes for young people.
IRMSTK6.4	
Retention Period Description	Parental permission slips for school trips where there has been a major incident
Personal Information	Yes
Retention Period	Date of birth of the pupil involved in the incident + 25 years or 15 years after the incident whichever is the longer. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL

Notes	
IRMSTK6.5	
Retention Period Description	Records relating to residential trips
Personal Information	Yes
Retention Period	Date of birth of youngest pupil involved + 25 years or if there is a major incident then date of incident + 15 years whichever is the longer
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

7. Finance: Funding

IRMSTK7.01	
Retention Period Description	Funding Agreement with Secretary of State and supplemental funding agreements [Where there is multi-Academy governance.]
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.02	
Retention Period Description	Funding Agreement Termination of the funding agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Either party may give not less than 7 financial years written notice to terminate the Agreement, such notice to expire on 31 August. Or, where the Academy has significant financial issues or is insolvent, the Agreement can be terminated by the Secretary of State to take effect on the date of the notice.

IRMSTK7.03	
Retention Period Description	Funding Records Capital Grant
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.04	
Retention Period Description	Funding Records Earmarked Annual Grant (EAG)
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.05	
Retention Period Description	Funding Records General Annual Grant (GAG)
Personal Information	No

Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.06	
Retention Period Description	Per pupil funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.07	
Retention Period Description	Funding records
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	Funding agreement which says that the Academy can receive donations and can only charge where the law allows maintained schools to charge [see Charging and Remission Policy].
IRMSTK7.08	
Retention Period Description	Gift Aid and Tax Relief
Personal Information	Yes
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.09	
Retention Period Description	Exclusions agreement
Personal Information	No
Retention Period	Date of last payment of funding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	The Academy can enter into an arrangement with a Local Authority (LA), so that payment will flow between the Academy and the LA, in the same way as it would do were the Academy a maintained school.

IRMSTK7.10	
Retention Period Description	Records relating to loans
Personal Information	No
Retention Period	Date of last payment on loan + 6 years if the loan is under 10,000 or date of last payment on loan + 12 years if the loan is over 10,000
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.11	
Retention Period Description	Management of Endowment Funds
Personal Information	No
Retention Period	Life of the fund + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.12	
Retention Period Description	Investment policies
Personal Information	No

Retention Period	Life of the investment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.13	
Retention Period Description	Pupil Premium Fund records
Personal Information	Yes
Retention Period	Date pupil leaves the provision + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK7.14	
Retention Period Description	Student Grant applications
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

8. Finance: Operational

IRMSTK8.1	
Retention Period Description	Invoices, receipts, order books and requisitions, delivery notices
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK8.2	
Retention Period Description	Records relating to the collection and banking of monies
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK8.3	
Retention Period Description	Records relating to the identification and collection of debt

Personal Information	Yes
Retention Period	Payment or write off of debt + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

9. Finance: Risk Management and Insurance

IRMSTK9.1

Retention Period Description	Employers Liability Insurance Certificate
Personal Information	No
Retention Period	Year of issue + 40 years. Pass to the Local Authority if the school closes
Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.
Disposal	SECURE DISPOSAL
Notes	

IRMSTK9.2

Retention Period Description	Insurance policies
Personal Information	No
Retention Period	Date the policy expires + 6 years except Public Liability insurance – day of issue + 40 years
Statutory Provisions	EXPLANATORY NOTE (This note is not part of the Regulations) These Regulations amend the Employers' Liability (Compulsory Insurance) Regulations 1998 (the 1998 Regulations). Regulation 2(1) omits paragraphs (4) and (5) from regulation 4 of the 1998 Regulations.

4 of the 1998 Regulations. Paragraph (4) required an employer to retain a copy of its employer liability insurance certificate for 40 years. Paragraph (5) was a consequential provision to paragraph (4), providing for the retention of certificates, and is therefore also being omitted. Paragraph (3) substitutes paragraphs (1) and (2) of regulation 5 of the 1998 Regulations. Under the new provisions, the requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and is reasonably accessible to the relevant employees. Paragraph (4) makes a consequential amendment to regulation 6(b) of the 1998 Regulations.

Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.3	
Retention Period Description	Records relating to the settlement of insurance claims
Personal Information	Yes
Retention Period	Date claim settled + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.4	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	
Retention Period	Current year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK9.5	
Retention Period Description	Audit Committee and appointment of responsible officers
Personal Information	No
Retention Period	As long as necessary
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Life of Academy. Under the Companies Act members can have their details removed after a certain time. Details should be removed on request.

10. Finance: School Fund

IRMSTK10.1	
Retention Period Description	School Fund Ledger
Personal Information	Yes [ledger may contain names of people in receipt of grants]
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.2	
Retention Period Description	Whole of government accounts returns
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.3	
Retention Period Description	School Fund Journey books

Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.4	
Retention Period Description	School Fund Invoices
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.5	
Retention Period Description	School Fund Receipts
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.6	
Retention Period Description	School Fund Bank statements
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK10.7	
Retention Period Description	School Fund Cheque books
Personal Information	No
Retention Period	Current financial year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK10.8	
Retention Period Description	School Fund Paying in books
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

11. Finance: School Meals

IRMSTK11.1

Retention Period Description	Free school meals registers
Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK11.2

Retention Period Description	School meals summary sheets
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK11.3

Retention Period Description	School meals registers
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Personal Information	Yes
Retention Period	Current financial year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

12. Finance: Strategic Finance

IRMSTK12.01

Retention Period Description	Annual accounts
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK12.02

Retention Period Description	All records relating to the creation and management of budgets, including the Annual Budget statement and background papers
Personal Information	No
Retention Period	Life of the budget + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK12.03

Retention Period Description	Statement of financial activities for the year
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Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.04	
Retention Period Description	Financial Planning
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.05	
Retention Period Description	Value for money statement
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.06	
Retention Period Description	Borrowing powers
Personal Information	No
Retention Period	Until superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.07	
Retention Period Description	Charging and remissions policy
Personal Information	No
Retention Period	Date policy superseded + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK12.08	
Retention Period Description	Independent Auditors report on regularity
Personal Information	No
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.09	
Retention Period Description	Independent Auditors report on financial statements
Personal Information	Yes
Retention Period	Financial year report relates to + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK12.10	
Retention Period Description	Records relating to the management of VAT
Personal Information	No

Retention Period	Current financial year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

13. Governing Bodies: Activities

IRMSTK13.1	
Retention Period Description	Records relating to Governor Monitoring Visits
Personal Information	Yes
Retention Period	Date of the visit + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

14. Governing Bodies:: Governance

IRMSTK14.1	
Retention Period Description	Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	Companies Act 2006 Section 355: This section refers to Records of Resolutions and meetings etc. it does not mention Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
IRMSTK14.2	
Retention Period Description	Articles of Association
Personal Information	No
Retention Period	Life of the Academy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK14.3	
Retention Period Description	Memorandum of Association
Personal Information	No
Retention Period	This can be disposed of once the Academy has been incorporated
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.4	
Retention Period Description	Memorandum of Understanding of Shared Governance among Schools
Personal Information	No
Retention Period	Life of Memorandum of Understanding + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.5	
Retention Period Description	Governance Statement
Personal Information	No

Retention Period	Life of governance statement + 6 years. One copy of each iteration may need to be retained for archive purposes
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.6	
Retention Period Description	Written Scheme of Delegation
Personal Information	Yes
Retention Period	Life of Written Scheme of Delegation + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.7	
Retention Period Description	Special Resolutions to amend the Constitution
Personal Information	No
Retention Period	Date constitution superseded + 10 years. It may be appropriate to retain one copy of each constitution for archival purposes
Statutory Provisions	Companies Act 2006 section 355
Disposal	

Notes	Companies Act 2006 section 355 Section 355: This section refers to. Records of Resolutions and meetings etc. it does not mention. Constitutions. Resolutions and minutes under this section to be retained for at least 10 years from date of meeting or decision as appropriate (Section 355 (2))
IRMSTK14.8	
Retention Period Description	Annual Report and Accounts
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.9	
Retention Period Description	Annual Report Trustees Report
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	

IRMSTK14.10	
Retention Period Description	Annual Reports created under the requirements of the Education (Governors Annual Reports) (England) (Amendment) Regulations 2002
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.11	
Retention Period Description	Annual Return
Personal Information	No
Retention Period	Date of report + 10 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.12	
Retention Period Description	Instruments of Government
Personal Information	No

Retention Period	For the life of the school
Statutory Provisions	
Disposal	Consult local archives before disposal
Notes	
IRMSTK14.13	
Retention Period Description	Register of Directors
Personal Information	Yes
Retention Period	Date Director resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	Companies Act Section121 Removal of entries relating to former members. An entry relating to a former member of the company may be removed from the register after the expiration of ten years from the date on which he ceased to be a member
IRMSTK14.14	
Retention Period Description	Scheme of Delegation and Terms of Reference for Committees
Personal Information	No
Retention Period	Until superseded or whilst relevant [Schools may wish to retain these records for reference purposes in case decisions need to be justified]
Statutory Provisions	

Disposal	These could be offered to the archives if appropriate
Notes	
IRMSTK14.15	
Retention Period Description	Trusts and Endowments managed by the Governing Body
Personal Information	Yes
Retention Period	Life of the Trust or Endowment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK14.16	
Retention Period Description	Records relating to complaints dealt with by the Governing BodyAnnual Report and Accounts
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK14.17	
Retention Period Description	All records relating to the conversion of schools to Academy status
Personal Information	No
Retention Period	For the life of the organisation
Statutory Provisions	Companies Act 2006 section 355
Disposal	Consult local archives before disposal
Notes	
IRMSTK14.18	
Retention Period Description	Policy documents created and administered by the Governing Body
Personal Information	No
Retention Period	Until superseded. The School should consider keeping all policies relating to safeguarding, child protection or other pupil related issues such as exclusion until the government and ICO have published guidance about the implementation of the recommendations made in the IICSA report
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

15. Governing Bodies: Governors, Directors and Trustees

IRMSTK15.01	
Retention Period Description	Appointment of Trustees and Governors and Directors
Personal Information	Yes
Retention Period	Life of appointment + 6 years
Statutory Provisions	Companies Act 2006 section 355
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.02	
Retention Period Description	Records relating to the election of parent and staff governors not appointed by the governors
Personal Information	Yes
Retention Period	Date of election + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.03	
Retention Period Description	Records relating to the appointment of co-opted governors

Personal Information	Yes
Retention Period	Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.04	
Retention Period Description	Records relating to the terms of office of serving governors including evidence of appointment
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years.
Statutory Provisions	
Disposal	
Notes	
IRMSTK15.05	
Retention Period Description	Records relating to Governor Declaration against disqualification criteria
Personal Information	Yes

Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.06	
Retention Period Description	Governors Code of Conduct
Personal Information	No
Retention Period	This is expected to be a dynamic document, one copy of each version should be kept for the life of the organisation
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.07	
Retention Period Description	Records relating to DBS checks carried out on clerk and members of the governing body
Personal Information	Yes
Retention Period	Date of DBS check + 6 months (but need to retain a record of the date of the DBS check if you are renewing every 3-5 years depending on policy)
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK15.08	
Retention Period Description	Governor personnel files
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years except where there have been allegations concerning children. In this case retain for 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.09	
Retention Period Description	Records relating to the induction programme for new governors
Personal Information	Yes
Retention Period	Date appointment ceases plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK15.10	
Retention Period Description	Records relating to the training required and received by Governors
Personal Information	Yes
Retention Period	Date Governor steps down + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.11	
Retention Period Description	Appointment and removal of Members
Personal Information	No
Retention Period	Life of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.12	
Retention Period Description	Register of members
Personal Information	

Retention Period	Date Member resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.13	
Retention Period Description	Statement of Trustees Responsibilities
Personal Information	No
Retention Period	Life of statement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK15.14	
Retention Period Description	Register of Trustees interests
Personal Information	Yes
Retention Period	Date Trustee resigns + 10 years
Statutory Provisions	Companies Act 2006
Disposal	SECURE DISPOSAL

Notes	
IRMSTK15.15	
Retention Period Description	Declaration of Interests Statements [Governors] [this is not a statutory register]
Personal Information	Yes
Retention Period	Date Governor resigns + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

16. Governing Bodies: Meetings

IRMSTK16.01	
Retention Period Description	Board Meeting Minutes
Personal Information	Yes
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.02	
Retention Period Description	Board Decisions
Personal Information	Could be if the decisions refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.03	
Retention Period Description	Board Meeting: Annual Schedule of Business

Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.04	
Retention Period Description	Board Meeting: Procedures for conduct of meeting
Personal Information	No
Retention Period	Date procedures superseded + 6 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.05	
Retention Period Description	Records relating to the management of General Members Meetings
Personal Information	No
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248

Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.06	
Retention Period Description	Minutes relating to any committees set up by the Board of Directors
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Date of the meeting + a minimum of 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.07	
Retention Period Description	Records relating to the management of the Annual General Meeting
Personal Information	Could be if the minutes refer to living individuals
Retention Period	Minutes must be kept for at least 10 years from the date of the meeting
Statutory Provisions	Companies Act 2006 section 248
Disposal	OFFER TO ARCHIVES
Notes	

IRMSTK16.08	
Retention Period Description	Meetings Schedule
Personal Information	No
Retention Period	Current year
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
IRMSTK16.09	
Retention Period Description	Agendas for Governing Body meetings
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	One copy should be retained with the master set of minutes. All other copies can be disposed of
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.10	
Retention Period Description	Agendas Additional Copies
Personal Information	No

Retention Period	Date of meeting
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	
IRMSTK16.11	
Retention Period Description	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Principal Set (signed)
Personal Information	May be data protection issues, if the meeting is dealing with confidential issues relating to staff
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	OFFER TO ARCHIVES
Notes	
IRMSTK16.12	
Retention Period Description	Minutes of, and papers considered at, meetings of the Governing Body and its committees: Inspection Copies
Personal Information	Yes – May have names and personal issues unless redacted
Retention Period	Date of meeting + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK16.13	
Retention Period Description	Reports presented to the Governing Body
Personal Information	Yes
Retention Period	Date of meeting the report was presented to + 10 years
Statutory Provisions	
Disposal	SECURE DISPOSAL or retain with the signed set of minute
Notes	
IRMSTK16.14	
Retention Period Description	Reports made to the Governors Meeting which are referred to in the minutes
Personal Information	Potential
Retention Period	Although generally kept for the life of the organisation, the Local Authority is only required to make these available for 10 years from the date of the meeting.
Statutory Provisions	Companies Act 2006
Disposal	Consult local archives before disposal
Notes	

IRMSTK16.15	
Retention Period Description	Register of attendance at Full Governing Board meetings
Personal Information	Yes
Retention Period	Date of last meeting in the book + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK16.16	
Retention Period Description	Papers relating to the management of the Annual Parents Meeting
Personal Information	Yes
Retention Period	Date of meeting + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

17. Health and Safety

IRMSTK17.01	
Retention Period Description	Health and Safety policy statements
Personal Information	No
Retention Period	Life of policy + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.02	
Retention Period Description	Health and safety file to show current state of building including all alterations (wiring, plumbing, building works etc) and to be passed on in the case of change of ownership
Personal Information	No
Retention Period	Pass to new owner on sale or transfer of building
Statutory Provisions	
Disposal	
Notes	

IRMSTK17.03	
Retention Period Description	Fire precautions log books
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.04	
Retention Period Description	Fire risk assessments
Personal Information	No unless containing Personal Emergency Evacuation plans
Retention Period	Life of the risk assessment + 3 years
Statutory Provisions	Fire Service Order 2005
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.05	
Retention Period Description	Accident reporting: Adults
Personal Information	Yes

Retention Period	Date of last entry in the accident book + 3 years but if there is possibility of negligence allegation then date of incident + 15 years or date of settlement + 6 years
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
IRMSTK17.06	
Retention Period Description	Records relating to accident/injury at work including incident reports
Personal Information	Yes
Retention Period	Date of incident plus 6 years unless the injury is serious – broken limb, more than 3 days in hospital etc then date of incident plus 15 years (Negligence)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.07	
Retention Period Description	Accident reporting: Children
Personal Information	Yes

Retention Period	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below IRMSTK17.9 Do not keep completed entries in the book. They must be removed and kept in a locked location.
Statutory Provisions	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	The official Accident Book must be retained for 3 years after the last entry in the book. The book may be in paper or electronic format The incident reporting form may be retained as below [see also the incident reporting form]
IRMSTK17.08	
Retention Period Description	Control of Substances Hazardous to Health (COSHH)
Personal Information	No
Retention Period	COSHH sheets should be kept whilst the substance is in use + 6 years COSHH policy documents should be kept until the policy is superseded + 6 years
Statutory Provisions	
Disposal	ECURE DISPOSAL
Notes	
IRMSTK17.09	
Retention Period Description	Records relating to any reportable death, injury, disease or dangerous occurrence (RIDDOR)
Personal Information	Yes

Retention Period	Date of incident + 3 years provided that all records relating to the incident are held on personnel file. See IRMSTK17.5 and IRMSTK17.7
Statutory Provisions	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471 Regulation 12(2)
Disposal	SECURE DISPOSAL
Notes	For more information see: http://www.hse.gov.uk/RIDDOR/ https://www.hse.gov.uk/pubns/edis1.htm concerns schools
IRMSTK17.10	
Retention Period Description	Health and Safety risk assessments
Personal Information	No
Retention Period	Life of risk assessment + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.11	
Retention Period Description	Process of monitoring of areas where employees and persons have or are likely to have come into contact with asbestos
Personal Information	Yes
Retention Period	Last action + 40 years
Statutory Provisions	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19

Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.12	
Retention Period Description	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation: Dose assessment and recording
Personal Information	No
Retention Period	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained or a copy of these records until the person to whom the record relates has or would have attained the age of 75 years but in any event for at least 30 years from when the record was made
Statutory Provisions	The Ionising Radiations Regulation 2017
Disposal	SECURE DISPOSAL
Notes	
IRMSTK17.13	
Retention Period Description	Restrictive interventions incident log – school’s institutional record. This is the school’s own governance and management record of all incidents of use of force, seclusion and non-force related restraint involving pupils, maintained as an incident log or incident book at school level and separate from individual pupil education or safeguarding records.
Personal Information	Yes
Retention Period	Current academic year + 6 years as a minimum. Where incidents involve physical injury to a pupil, or where pupils with SEND are involved, schools should consider extending retention to the date of birth of the youngest pupil involved in any incident recorded in the log + 25 years, by analogy with accident records involving children.

Statutory Provisions	Limitation Act 1980 (by analogy with accident records involving children). Recording obligations arise from: section 93A of the Education and Inspections Act 2006 and statutory guidance issued thereunder (Restrictive Interventions, Including Use of Reasonable Force, in Schools, DfE, April 2026); and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.
Disposal	SECURE DISPOSAL
Notes	See separate guidance note in the Schools Toolkit

18. Liaison with LEA/DfE

IRMSTK18.1	
Retention Period Description	OFSTED reports and papers
Personal Information	No
Retention Period	Life of the report then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.2	
Retention Period Description	Returns made to central government
Personal Information	No
Retention Period	Current year + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.3	
Retention Period Description	School census returns

Personal Information	No
Retention Period	Current year + 5 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.4	
Retention Period Description	Circulars and other information sent from the Local Authority
Personal Information	
Retention Period	Operational use
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.5	
Retention Period Description	Circulars and other information sent from central government
Personal Information	No
Retention Period	Operational use
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.6	
Retention Period Description	Attendance returns
Personal Information	Yes
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK18.7	
Retention Period Description	Secondary transfer sheets (Primary)
Personal Information	Yes
Retention Period	Academic year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

19. Parent/Teacher Associations

IRMSTK19.1

Retention Period Description	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations
Personal Information	Yes
Retention Period	Current year + 6 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

20. Property

IRMSTK20.1	
Retention Period Description	Title deeds of properties belonging to the school
Personal Information	No
Retention Period	These should follow the property, unless the property has been registered with the Land Registry
Statutory Provisions	
Disposal	Transfer to new owner
Notes	
IRMSTK20.2	
Retention Period Description	Plans of property belonging to the school, including any alterations. This is also a health and safety requirement and includes rewiring diagrams and additional fire safety features
Personal Information	No
Retention Period	These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold
Statutory Provisions	
Disposal	Pass to next owner
Notes	
IRMSTK20.3	
Retention Period Description	Leases of property leased by or to the school

Personal Information	No
Retention Period	Expiry of lease + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK20.4	
Retention Period Description	Business continuity and disaster recovery plans
Personal Information	Yes
Retention Period	These are dynamic documents which should be kept up to date
Statutory Provisions	
Disposal	SECURE DISPOSAL OF OLD PLANS
Notes	
IRMSTK20.5	
Retention Period Description	Records relating to the letting of school premises
Personal Information	No
Retention Period	Current financial year + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	

21. Pupils/Students

IRMSTK21.1	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Primary
Personal Information	Yes
Retention Period	Retain whilst the child remains at the primary school
Statutory Provisions	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437
Disposal	The file should follow the pupil when they leave the primary school. This will include: • To another primary school • To a secondary school • To a pupil referral unit • If the pupil dies whilst at primary school, the file should be returned to the LA to be retained for the statutory retention period. • If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the school should discuss with the local authority about where the file should be stored for the remainder of its statutory retention
Notes	
IRMSTK21.2	
Retention Period Description	Pupils Educational Record required by The Education (Pupil Information) (England) Regulations 2005: Secondary
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980 (Section 2)
Disposal	SECURE DISPOSAL

Notes	Section 2: Time limit for actions founded on tort. An action founded on tort shall not be brought after the expiration of 6 years from the date on which the cause of action accrued
IRMSTK21.3	
Retention Period Description	Attendance registers
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance Guidance for maintained schools, academies, independent schools and local authorities [updated and re-published annually] School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	SECURE DISPOSAL
Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852
IRMSTK21.4	
Retention Period Description	Correspondence relating to any absence (authorised or unauthorised)
Personal Information	Potential
Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL

Notes	
IRMSTK21.5	
Retention Period Description	Restrictive interventions incident record – pupil’s copy. The individual incident record form (or a copy of it) filed as part of the pupil’s safeguarding or educational record.
Personal Information	Yes
Retention Period	This record must travel with the child to their new educational setting. The ‘last known school’ is responsible for retaining this in line with pupil educational and safeguarding records (usually date of birth of the pupil + 25 years)
Statutory Provisions	Limitation Act 1980 (by analogy with accident records involving children). Recording obligations arise from: section 93A of the Education and Inspections Act 2006 and statutory guidance issued thereunder (Restrictive Interventions, Including Use of Reasonable Force, in Schools, DfE, April 2026); and the Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025.
Disposal	SECURE DISPOSAL
Notes	See separate guidance note in the Schools Toolkit

22. School Admissions

IRMSTK22.1	
Retention Period Description	All records relating to the creation and implementation of the School Admissions Policy
Personal Information	No
Retention Period	Life of the policy + 7 years. 15(2) of the regulation refers to the 7 preceding years
Statutory Provisions	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.2	
Retention Period Description	Register of admissions
Personal Information	Yes
Retention Period	Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made. Every back up copy of the register is to be preserved for 6 years after the end of the school year to which it relates.
Statutory Provisions	School attendance: Departmental advice for maintained schools, Academies, independent schools and local authorities. School Attendance (Pupil Registration) (England) Regulations 2024
Disposal	REVIEW Schools may wish to consider keeping the admission register permanently, as often schools receive enquiries from past pupils to confirm the dates they attended the school

Notes	Revokes SI 2006 No 1751; SI 2010 No 1725; SI 2011 No 1625; SI 2013 No 756; SI 2016 No 792; SI 2020 No 544; SI 2020 No 816; SI 2021 No 852
IRMSTK22.3	
Retention Period Description	Admissions if the appeal is unsuccessful
Personal Information	Yes
Retention Period	Resolution of case + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.4	
Retention Period Description	Admissions if the admission is successful
Personal Information	Yes
Retention Period	Date of admission + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	

IRMSTK22.5	
Retention Period Description	Admissions Secondary Schools Casual
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK22.6	
Retention Period Description	Proofs of address supplied by parents as part of the admissions process
Personal Information	Yes
Retention Period	Current academic year + 1 year
Statutory Provisions	School Admissions Code Statutory Guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels
Disposal	SECURE DISPOSAL
Notes	

IRMSTK22.7	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For successful admissions
Personal Information	Yes
Retention Period	This information should be added to the pupil file
Statutory Provisions	
Disposal	As per pupil file
Notes	
IRMSTK22.8	
Retention Period Description	Supplementary information form, including additional information such as religion and medical conditions: For unsuccessful admissions.
Personal Information	Yes
Retention Period	Until appeals process completed
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK22.9	
Retention Period Description	Records relating to the management of exclusions
Personal Information	Yes
Retention Period	Date of birth of the pupil involved + 25 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

23. School Assets

IRMSTK23.1	
Retention Period Description	Community School leases for land
Personal Information	No
Retention Period	Date lease expires + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.2	
Retention Period Description	Commercial transfer arrangements
Personal Information	No
Retention Period	Date of transfer + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.3	
Retention Period Description	Transfer of land to the Academy Trust

Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.4	
Retention Period Description	Transfers of freehold land
Personal Information	No
Retention Period	Life of land ownership then transfer to new owner
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.5	
Retention Period Description	Records relating to the leasing of shared facilities, such as sports centres
Personal Information	No
Retention Period	End of lease + 6 years
Statutory Provisions	

Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.6	
Retention Period Description	Land and building valuations
Personal Information	No
Retention Period	Date valuation superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.7	
Retention Period Description	Disposal of assets
Personal Information	No
Retention Period	Date asset disposed of + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK23.8	
Retention Period Description	Burglary, theft and vandalism report forms
Personal Information	No
Retention Period	Date of insurance settlement + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK23.9	
Retention Period Description	Inventories of furniture and equipment
Personal Information	
Retention Period	Life of equipment + 6 years. Equipment will have write-down value over several years – the time depending on the type of equipment
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

24. School Management

IRMSTK24.01	
Retention Period Description	Log books of activity in the school maintained by the Head Teacher
Personal Information	There may be data protection issues if the log book refers to individual pupils or members of staff
Retention Period	Date of last entry in the book + a minimum of 6 years then REVIEW
Statutory Provisions	
Disposal	These could be of permanent historical value and should be offered to the County Archives Service, if appropriate
Notes	
IRMSTK24.02	
Retention Period Description	Visitor Management Systems (including electronic systems, visitors books and signing in sheets)
Personal Information	Yes
Retention Period	Academic Year + 1 year [Schools may decide to archive one copy]
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.03	
Retention Period Description	School Privacy Notice which is sent to parents as part of GDPR compliance

Personal Information	No
Retention Period	Life of the privacy notice/until the privacy notice plus 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.04	
Retention Period Description	Consents relating to school activities as part of GDPR compliance (for example, consent to be sent circulars or mailings)
Personal Information	Yes
Retention Period	Consents should be retained for as long as the consent is relied on.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.05	
Retention Period Description	Records relating to the creation and distribution of circulars to staff, parents or pupils
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	

Disposal	STANDARD DISPOSAL – Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Notes	
IRMSTK24.06	
Retention Period Description	Minutes of Senior Management Team meetings and meetings of other internal administrative bodies
Personal Information	There may be data protection issues if the minutes refers to individual pupils or members of staff
Retention Period	Date of the meeting + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.07	
Retention Period Description	Reports created by the Head Teacher or the Management Team
Personal Information	There may be data protection issues if the report refers to individual pupils or members of staff
Retention Period	Date of the report + a minimum of 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK24.08	
Retention Period Description	Records created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the records refer to individual pupils or members of staff
Retention Period	Current academic year + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.09	
Retention Period Description	Correspondence created by Head Teachers, Deputy Head Teachers, heads of year and other members of staff with administrative responsibilities
Personal Information	There may be data protection issues if the correspondence refers to individual pupils or members of staff
Retention Period	Date of correspondence + 3 years then REVIEW
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK24.10	
Retention Period Description	Management of complaints
Personal Information	Yes
Retention Period	Date complaint resolved + 3 years then review. If the complaint relates to negligence or safeguarding then date the complaint resolved + 15 years. If the complaint relates to child sexual abuse then the complaint resolved + 75 years (this retention period will be reviewed once the government and the ICO have issued guidance about the implementation of the IICSA recommendations)
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK24.11	
Retention Period Description	Newsletters and other items with a short operational use
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL – Schools should decide whether items published on the school website are retained as an archive or whether they should be deleted at the same time as the master copy
Notes	

IRMSTK24.12	
Retention Period Description	Records relating to the creation and publication of the school brochure or prospectus
Personal Information	No
Retention Period	Current year + 3 years. Schools should consider archiving one copy for historical reasons
Statutory Provisions	
Disposal	STANDARD DISPOSAL
Notes	

25. Special Educational Needs and Disability

IRMSTK25.1	
Retention Period Description	Special Educational Needs files, reviews and Individual Education Plans
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK25.2	
Retention Period Description	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then 6 years after legal action ended
Statutory Provisions	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
Disposal	SECURE DISPOSAL
Notes	IICSA recommendations awaited

IRMSTK25.3	
Retention Period Description	Advice and information provided to parents regarding educational needs
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 2
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.
IRMSTK25.4	
Retention Period Description	Accessibility strategy
Personal Information	Yes
Retention Period	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file] unless the document is subject to a legal hold then date legal action ceases + 6 years
Statutory Provisions	Special Educational Needs and Disability Act 2001 Section 14
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed once the government and the Information Commissioner have published guidance about implementing the recommendations made by IICSA.

26. Teachers and Staff: Disciplinary

IRMSTK26.1	
Retention Period Description	Disciplinary Proceedings: Oral warning
Personal Information	Yes
Retention Period	Date of warning + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	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. Relevant to all disciplinary cases, the ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
IRMSTK26.2	
Retention Period Description	Disciplinary Proceedings: Written warning level 1

Personal Information	Yes
Retention Period	Date of warning + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases, the ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.
IRMSTK26.3	
Retention Period Description	Disciplinary Proceedings: Written warning level 2
Personal Information	Yes
Retention Period	Date of warning + 12 months

Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases, the ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept
IRMSTK26.4	
Retention Period Description	Disciplinary Proceedings: Final warning
Personal Information	Yes
Retention Period	Date of warning + 18 months
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	If warnings are placed on personal files, then they must be weeded from the file. 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. Relevant to all disciplinary cases, the ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period. Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that", reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim. Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept
IRMSTK26.5	
Retention Period Description	Disciplinary Proceedings: Case not found
Personal Information	Yes
Retention Period	If the incident is child protection related, then see IRMSTK29.1 otherwise dispose of at the conclusion of the case
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

27. Teachers and Staff: Pay and Pensions

IRMSTK27.01	
Retention Period Description	Records relating to the agreement of pay and conditions
Personal Information	No
Retention Period	Date pay and conditions superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.02	
Retention Period Description	Payroll records
Personal Information	Yes
Retention Period	Date payroll run + 6 years
Statutory Provisions	Employment Rights Act 2025
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.03	
Retention Period Description	Payroll reports
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.04	
Retention Period Description	Payroll awards
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Employment Rights Act 2025
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.05	
Retention Period Description	Payroll gross / net weekly or monthly
Personal Information	Yes

Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.06	
Retention Period Description	Payslips copies
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.07	
Retention Period Description	Pay packet receipt by employee
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.08	
Retention Period Description	Maternity pay records
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.09	
Retention Period Description	Part time fee claims
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.10	
Retention Period Description	Overtime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.11	
Retention Period Description	National Insurance Schedule of payments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Employment Rights Act 2025
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.12	
Retention Period Description	Insurance
Personal Information	Yes

Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.13	
Retention Period Description	Car allowance claims
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.14	
Retention Period Description	Car mileage output
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.15	
Retention Period Description	Car loans
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.16	
Retention Period Description	Time sheets /clock cards / flexitime
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.17	
Retention Period Description	Bonus sheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.18	
Retention Period Description	Staff returns
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.19	
Retention Period Description	Sickness records
Personal Information	Yes

Retention Period	Current year + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.20	
Retention Period Description	Tax forms P6 /P11 / P11D / P35 / P45/ P46 / P48
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Employment Rights Act 2025
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.21	
Retention Period Description	Personal bank details
Personal Information	Yes
Retention Period	Until superseded + 3 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.22	
Retention Period Description	Income tax form P60
Personal Information	Yes
Retention Period	Current year + 6 years. Employees should keep your records for at least 22 months from the end of the tax year they relate to. The tax year runs from 6 April to the following 5 April, so keep paperwork until at least 31 January nearly two years later. For example, you should keep records relating to the tax year 2022/23 (which ends 5 April 2023) until 31 January 2025 or longer if you are self-employed.
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	There is no harm in keeping them longer than strictly required. In particular, it is possible to go back up to four tax years to claim some reliefs and to claim a tax refund. In order to make those claims you need supporting evidence, so it would be helpful to keep records for at least four years after the end of the tax year.
IRMSTK27.23	
Retention Period Description	Pension payroll
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL

Notes	
IRMSTK27.24	
Retention Period Description	Superannuation adjustments
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.25	
Retention Period Description	Superannuation reports
Personal Information	Yes
Retention Period	Completion of loan + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK27.26	
Retention Period Description	Members Allowance register
Personal Information	Yes
Retention Period	Current year + 6 years
Statutory Provisions	Taxes Management Act 1970; Income and Corporation Taxes 1988
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.27	
Retention Period Description	Records relating to pension registrations
Personal Information	Yes
Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.28	
Retention Period Description	Management of the Teachers Pension Scheme
Personal Information	Yes

Retention Period	Date of last payment on the pension + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK27.29	
Retention Period Description	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995
Personal Information	Yes
Retention Period	From the end of the year in which the accounts were signed for a minimum of 6 years
Statutory Provisions	Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) Regulation 15
Disposal	SECURE DISPOSAL
Notes	

28. Teachers and Staff: Recruitment

IRMSTK28.1	
Retention Period Description	All records leading up to the appointment of a new Head Teacher
Personal Information	Yes
Retention Period	Length of appointment + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	Academies do not necessarily have to employ people with qualified teacher status; only the SEN and designated LAC teacher must be qualified.
IRMSTK28.2	
Retention Period Description	All records leading up to the appointment of a new member of staff successful candidate
Personal Information	Yes
Retention Period	All relevant information should be added to the Staff Personal File (see below) and all other information retained for 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK28.3	
Retention Period Description	All records leading up to the appointment of a new member of staff unsuccessful candidates
Personal Information	Yes
Retention Period	Date of appointment of successful candidate + 6 months
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.4	
Retention Period Description	Pre-employment vetting information DBS Checks
Personal Information	Yes
Retention Period	Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. When a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed, it must be done securely. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information (e.g. DBS number) for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. If the school disposes of the certificate the following information should be retained in line with the DBS Code of Practice: Retain the following after the certificate is destroyed – 1. The date of issue of a disclosure; 2. The name of the subject; 3. The type of the disclosure requested; the position for which the Disclosure was requested; 4. The unique reference number of the Disclosure; 5. The details of the recruitment decision taken.
Statutory Provisions	https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education.2018 (Statutory Guidance from Dept. of Education) Sections 73, 74

Disposal	SECURE DISPOSAL
Notes	Academies are bound by the legislation that applies to independent schools NOT maintained schools.
IRMSTK28.5	
Retention Period Description	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure
Personal Information	Yes
Retention Period	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 added to the Staff Personal File
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK28.6	
Retention Period Description	Pre-employment vetting information. Evidence proving the right to work in the United Kingdom
Personal Information	Yes
Retention Period	Where possible, these copies of documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	An employers guide to right to work checks [Home Office May 2015] Last updated 27 April 2022.
Disposal	SECURE DISPOSAL
Notes	Employers are required to take a clear copy of the documents which they are shown as part of this process

IRMSTK28.7	
Retention Period Description	Records relating to the employment of overseas teachers
Personal Information	Yes
Retention Period	Where possible, these documents should be added to the Staff Personal File, but if they are kept separately, then the Home Office requires that the documents are kept for termination of employment plus not less than 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

29. Teachers and Staff: Safeguarding

IRMSTK29.1	
Retention Period Description	Allegation which is child protection in nature against a member of staff, including where the allegation is unfounded
Personal Information	Yes
Retention Period	Until the persons normal retirement age or 10 years from the date of the allegation, whichever is longer, then REVIEW
Statutory Provisions	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 Working together to safeguard children July 2018 Working together to safeguard children March 2026 is the current version Keeping children safe in education Statutory guidance September 2021. Sections 132, 133 The updated guidance (see below) does not mention a time limit for retention but GDPR must be borne in mind – for only as long as necessary Keeping children safe in education Statutory guidance for schools and colleges Part 1: Information for all school and college staff September 2018 Section 35. Record keeping All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy)
Disposal	SECURE DISPOSAL
Notes	The retention period will be reviewed once the guidance by the government and ICO about implementing the recommendations made by IICSA has been published.

30. Teachers and Staff: Staff Management

IRMSTK30.01	
Retention Period Description	Staff Personal File, including employment contract and staff training records
Personal Information	Yes
Retention Period	Termination of employment + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.02	
Retention Period Description	Timesheets
Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.03	
Retention Period Description	Absence record

Personal Information	Yes
Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.04	
Retention Period Description	Sickness Absence Monitoring
Personal Information	Yes
Retention Period	Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept current year+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.05	
Retention Period Description	Annual appraisal/assessment records
Personal Information	Yes

Retention Period	Current year + 3 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.06	
Retention Period Description	Records relating to the TUPE process
Personal Information	Yes
Retention Period	Date last member of staff transfers or leaves the organisation + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.07	
Retention Period Description	Training needs analysis
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL

Notes	
IRMSTK30.08	
Retention Period Description	Staff Training where the training leads to Continuing Professional Development
Personal Information	Yes
Retention Period	Length of time required by the professional body
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.09	
Retention Period Description	Staff Training except where dealing with children, e.g. First Aid or Health and Safety
Personal Information	Yes
Retention Period	This should be retained on the personnel file [see 2.3.1 above]
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK30.10	
Retention Period Description	Staff Training where the training relates to children (e.g. safeguarding or other child related training)

Personal Information	Yes
Retention Period	Date of the training + 40 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about how to implement the recommendations made by IICSA.
IRMSTK30.11	
Retention Period Description	Professional Development Plans
Personal Information	Yes
Retention Period	Life of the plan or plan superseded + 6 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

31. Teaching and the Curriculum

IRMSTK31.01	
Retention Period Description	Schemes of Work
Personal Information	No
Retention Period	Current year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.02	
Retention Period Description	Timetable
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.03	
Retention Period Description	Class record books

Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.04	
Retention Period Description	Mark books
Personal Information	No
Retention Period	Academic year + 1 year
Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.05	
Retention Period Description	Record of homework set
Personal Information	No
Retention Period	Academic year + 1 year

Statutory Provisions	
Disposal	It may be appropriate to review these records at the end of each year and allocate a further retention period, or, SECURE DISPOSAL
Notes	
IRMSTK31.06	
Retention Period Description	Pupils work
Personal Information	Yes
Retention Period	Where possible, work should be returned to the pupil at the end of the academic year. If this is not the schools policy, then current year + 1 year
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

32. Transport (Educational)

IRMSTK32.01	
Retention Period Description	The process of acquisition and disposal of vehicles through lease or purchase, e.g., contracts/leases, quotes, approvals
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.02	
Retention Period Description	The process of managing allocation and maintenance of vehicles, e.g., lists of who was driving the vehicles and when, and maintenance
Personal Information	No
Retention Period	Disposal of the vehicle + 6 years
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	

IRMSTK32.03	
Retention Period Description	Service logs and vehicle logs
Personal Information	No
Retention Period	Life of the vehicle, then either to be retained for 6 years by school or to be returned to lease company
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.04	
Retention Period Description	GPS tracking data relating to the vehicles
Personal Information	No
Retention Period	Current year + 12 months
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.05	
Retention Period Description	Tachograph: Analogue and electronic including driver's cards
Personal Information	Yes

Retention Period	Current year + 12 months
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904. Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) Regulations 2008 SI 2008 No 198. EC Regulation 561/2006 EC or AETR rules may also apply includes digital recording equipment
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.06	
Retention Period Description	Driver's records book
Personal Information	Yes
Retention Period	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.
Statutory Provisions	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421. Regulation 11 Preservation of driver's record books.
Disposal	SECURE DISPOSAL
Notes	
IRMSTK32.07	
Retention Period Description	Walking bus registers
Personal Information	Yes

Retention Period	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
Statutory Provisions	
Disposal	SECURE DISPOSAL [If these records are retained electronically any back up copies should be destroyed at the same time]
Notes	

33. Welfare

IRMSTK33.01	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Day Books
Personal Information	Yes
Retention Period	Current year + 2 years then review
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.02	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Reports for outside agencies – where the report has been included on the case file created by the outside agency
Personal Information	Yes
Retention Period	Whilst child is attending school and then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	

IRMSTK33.03	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Referral forms
Personal Information	Yes
Retention Period	While the referral is current
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.04	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact data sheets
Personal Information	Yes
Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.05	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Contact database entries
Personal Information	Yes

Retention Period	Current year then review, if contact is no longer active then destroy
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.06	
Retention Period Description	Family Liaison Officers and Home School Liaison Assistants: Group Registers
Personal Information	Yes
Retention Period	Current year + 2 years
Statutory Provisions	
Disposal	SECURE DISPOSAL
Notes	
IRMSTK33.07	
Retention Period Description	Accessibility Plan relating to individual pupils
Personal Information	Yes
Retention Period	The plan should be included on the pupil file
Statutory Provisions	Limitation Act 1980
Disposal	SECURE DISPOSAL

Notes	
IRMSTK33.08	
Retention Period Description	Child protection information held on pupil file
Personal Information	Yes
Retention Period	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL
Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
IRMSTK33.09	
Retention Period Description	Child protection information held in separate files
Personal Information	Yes
Retention Period	Date of birth 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 LA Social Services record
Statutory Provisions	Keeping children safe in education Statutory guidance for schools and colleges 2018; Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children 2018
Disposal	SECURE DISPOSAL these records MUST be shredded

Notes	This retention period will be reviewed when the government and ICO have published guidance about the implementation of the recommendations made by IICSA.
IRMSTK33.10	
Retention Period Description	Correspondence relating to authorised absence
Personal Information	Yes
Retention Period	Current academic year + 2 years
Statutory Provisions	Education Act 1996 Section 7
Disposal	SECURE DISPOSAL
Notes	

34. School Centred Initial Teacher Training (SCITT)

This section covers records created in the course of interaction between the SCITT and any applicants

34.1 SCITT					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
34.1.1	Applications records of unsuccessful candidates and those who decline offers		ID and certificates are deleted at the point of withdrawal	SECURE DISPOSAL	Yes
34.1.2	Application records for successful candidates		Vetting checks e.g., social media checks – 3 years Contracts – 3 years Photograph consent – 4 years	SECURE DISPOSAL	Yes
34.1.3	Admissions file – application form, interview records, conditions of offer, SKE records, medical check outcomes, references and qualifications	DfE Guidance for references and other checks	7 years	SECURE DISPOSAL	Yes
34.1.4	Induction records – address, next of kin, signed code of conduct,		Address and next of kin deleted after 1 year Code of conduct after 7 years in case of grievance or appeal	SECURE DISPOSAL	Yes
34.1.5	School Partnership agreements		1 year	SECURE DISPOSAL	Yes
34.1.6	Disciplinary and Complaints records, including emails relating to these		7 years	SECURE DISPOSAL	Yes

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
34.1.7	Trainee programme records – initial training plans, key assessment points (KAPs), progress reviews, summative and interim assessment reports, absence records, job references, CEDP, off the job hours records (apprentices), attendance registers		3 years	SECURE DISPOSAL	Yes
34.1.8	Evaluation surveys		A few days normally, except surveys showing trends over time which are kept for one year All surveys are converted into anonymized summaries for the whole cohort and then individual copies are disposed of	SECURE DISPOSAL	Yes
34.1.9	Bank account details		1 year	SECURE DISPOSAL	Yes
34.2 NQT Appropriate Body					
	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
34.2.1	Registration forms	ECT period duration	2 year	SECURE DISPOSAL	Yes
34.2.2	Assessment Records		7 years	SECURE DISPOSAL	Yes
34.2.3	QA visit documentation		7 years	SECURE DISPOSAL	Yes