



## **Records Management Policy**

**November 2023**

# Records Management Policy

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## Document control and record of amendments

Version	Reason for amendment	Sections amended	Amended by/date	Reviewed by/date	Approved by /date
1.0	New document	All	C Grocott	Policy Committee 24.11.20	Governing Body 7.12.20
2.0	Scheduled Revision	Contents Appendix 1 Accident Records 4 years Governor election records	C Grocott	SLT 22.02.24	Governing Body 18.3.24

**Next Review November 2026**

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## 1. Introduction

We recognise that by efficiently managing our records, we will be able to comply with our legal and regulatory obligations and contribute to the effective overall management of our school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability. This document provides the policy framework through which the effective management can be achieved and audited. It covers

- Scope
- Responsibilities
- Relationships with existing policies

## **2. Scope of the Policy**

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the school's records will be selected for permanent preservation as part of its' archives and for historical research. This will be done in liaison with the County Archives Service.

### **3. Responsibilities**

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

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by carrying out an annual survey to check that records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the school's records management guidelines.

#### **4. Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy
- Other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

## 5. Retention Guidelines

Records are a vital part of the daily life of our school. We are required by law to keep certain records, many of which must be kept for several years. A small proportion of our records will be worth keeping permanently as archives because of the unique evidence they contain about our school, its staff, pupils and the wider community.

Many of the school's records must be kept for specific lengths of time. These lengths of time are called **retention periods**. Retention periods vary according to the type/purpose of a record and begin at defined points ("**trigger points**") e.g. closure of file; date of birth of a pupil.

The School's **Retention Schedule** lists all the different types of records (**records series**) we produce and clearly states:

- The purpose of each records series;
- How long each records series should be kept;
- What the trigger point for each records series is;
- The basis for keeping the records.

The retention schedule identifies how long to keep records and should be applied to all records regardless of medium e.g. both digital and paper accounting records should be kept for the same length of time and should be followed by the school staff and governors.

Exact duplicate copies of records can be destroyed. Ensure one copy of the record is retained for the specified period and, where possible, keep the original copy.

Documents that are not used regularly for administrative reasons but are retained for what they tell you about the history of the school, its staff and pupils should be archived for permanent preservation. Gloucestershire Archive holds the archives for the county of Gloucestershire and South Gloucestershire at Clarence Row, Alvin Street, Gloucester GL1 3DW and can be contacted on 01452 425495.

**Appendix 1: Retention Schedule**



Elmbridge Primary School

Record Retention Schedule

**The Independent Inquiry into Child Sexual Abuse (IICSA)** was established in March 2015 to investigate whether public bodies and non-state institutions have delivered their duty of care to protect children from sexual abuse. The inquiry is nation-wide and ongoing.

In July 2015, the IICSA Chair issued a stop on the destruction of files with content relating “directly or indirectly to the sexual abuse of children or to child protection and care.” Knowingly destroying any such files could constitute a criminal offence under the Inquiries Act 2005.

**Until further notice, any records relating to children; services provided to children; and individuals who work(ed) with children should not be destroyed. Any records that would ordinarily be destroyed, should now still be retained.**

Record Series	Trigger Point	Minimum Retention period at School	Basis for keeping records	Action
Accident Reports (children)	Date of birth of child	25 years	Limitation Act 1980, Section 2	Destroy
Accident/injury at work records (staff)	Date of incident	4 years	Limitation Act 1980, Section 11	Review
Accounting records including lettings and School Fund Accounts	End of financial year	6 years	HMRC - Compliance Handbook manual CH15400	Review: Archive annual accounts
Administrative files (routine)	End of administrative use	6 years	Limitation Act 1980, Section 2	Review

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Admission Registers	Date of last entry	6 years	Limitation Act 1980, Section 2	Archive
Attendance Registers and correspondence relating to authorised absence	End of academic year	Current + 2 years		Destroy
Budget Plans	End of financial year	3 years		Destroy
Census	End of academic year	Current + 5 years		Destroy
Complaints dealt with by Governing Body	Date of the resolution of the complaint	6 years		Review for further retention in case of contentious dispute or destroy
Contracts under seal	End of contract	12 years	Limitation Act 1980, Section 8	Destroy
Contracts under hand	End of contract	6 years	Limitation Act 1980, Section 2	Destroy
Contract monitoring records	End of Current year	2 years		Destroy
Curriculum - Schemes of work, Timetables, Class record books, Mark Books, Record of homework set	End of academic year	Current year + 1 year		Review and retain or Destroy
Curriculum - pupils' work	End of academic year	Current year +1 year if not returned to pupil		Destroy
DBS Certificates	Date of appointment	6 months		Destroy

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Development Plans (school)	End of administrative use	3 years	Limitation Act 1980, Section 2	Archive
Educational Visits approved risk assessments	Date of visit	10 years		Destroy
Educational Visits parental consent slips	Date of Visit	Conclusion of trip		Destroy
Educational Visits parental consent slips where there has been a major incident	Date of Visit	DOB of the pupil involved in the incident + 25 years. Permission slips for all pupils need to be retained to show that the rules had been followed for all pupils.		
Examination results - internal	End of academic year	5 years		Destroy
Examination results - public	End of academic year	6 years	Limitation Act 1980, Section 2	Destroy
Free School Meal registers	End of current year	6 years	Limitation Act 1980, Section 2	Destroy
Governors' Minutes and associated Reports	Date of meeting	6 years	Limitation Act 1980, Section 2	Archive
Governor election records	Date of election	Date of Election + 6 months		Destroy
Health & Safety Risk Assessments	Date of Assessment	6 years		Destroy
Instrument of Government	Date of Instruments	Retain permanently		Archive
Log Book	Date of last entry	6 years		Archive

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Maintenance logs	Date of last entry	10 years	Limitation Act 1980, Section 2	Destroy
Minutes of governors staff and PTA meetings	End of academic year	6 years	Limitation Act 1980, Section 2	Archive
Minutes of SMT Meetings and reports	Date of document	3 years		Destroy
Newsletters and other items with a short operational use	Date of document	2 years		Standard Disposal
OFSTED reports and papers	Superseded by new report	Review on replacement by new inspection report		Archive
Policies	Superseded by new policy			
Prospectus	Academic year	Current year + 3 years		Standard Disposal
Property title deeds and architect's plans	No longer used regularly	Permanent		Archive
PTA Records relating to the creation or organisation	End of academic year	6 years		Review and then Destroy
Pupil files and records cards (primary)	Pupil leaves school	Immediate	Transfer to secondary (or other primary) school	
Pupil Child Protection information held on pupil file	Pupil leaves school	Immediate	Keeping children safe in education Statutory guidance for Schools &	If any records relating to CP issues are placed on the pupil file it should be in a

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			Working together to safeguard children	sealed envelope and then retained for the same period of time as the pupil file
Pupil Child Protection information held in separate files	Date of Birth	DOB of the child + 25 years then review	Keeping children safe in education Statutory guidance for Schools & Working together to safeguard children	Review Destroy
Recruitment - unsuccessful candidates	Date of appointment	6 months		Destroy
Recruitment - ID and right to work in UK documents	Date of appointment		Retained on personnel record	See Staff - Personnel files
Returns to Central Government	End of academic year	Current year + 6 years		Destroy
SATs/PAN/Value added records	End of academic year	6 years		Destroy
School Meal Registers	End of academic year	3 years		Destroy
Self-Evaluation forms	End of academic year	6 years		Destroy
Special Educational Needs (SEN) files	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980. Section 2	Review. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case

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Special Educational Needs and Disability Act 2001 Section 1: statements	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Review
Staff - personnel files	End of employment	6 years	Limitation Act 1980, Section 2	Destroy
Staff - performance Management & appraisal records		6 years		Destroy
Staff - allegation of a child protection nature including where the allegation is unfounded	Date of allegation	Until person's normal retirement age or 10 years from date of allegation	Keeping children safe in education Statutory guidance for Schools & Working together to safeguard children	Review. Destroy
Staff Disciplinary Proceedings oral warning	Date of warning	6 months		Destroy
Staff Disciplinary Proceedings written warning Level 1	Date of warning	6 months		Destroy
Staff Disciplinary Proceedings written warning level 2	Date of warning	12 months		Destroy
Staff Disciplinary Proceedings final warning	Date of warning	18 months		Destroy
Staff Disciplinary case not found	Date of disciplinary hearing	Conclusion of case		If incident is child protection related see above otherwise destroy at conclusion of

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				the case
Staff Timesheets		6 years		Destroy
Visitors Book and Signing in Sheets	Last date of entry	6 years		Review and then Destroy