



Exmouth
Community
College
Academy Trust

DATA RETENTION POLICY

Policy Details	Date
Written by	Graham Allen
Reviewed by	Matt Burrell
Ratified by	Human Resources Committee
Date agreed by Governors	27.02.24
Review Cycle	Annual
Review date	Spring 2025

Introduction

This checklist has been produced in accordance with the guidance produced by the DFE in April 2018 in the “GDPR Toolkit for Schools” and is in accordance with the Data Protection rules and Freedom of Information Act (2000) legislation. It also uses the ‘Information Management Toolkit for Schools produced by the Information Record Management Society.

Where there is legal statute behind a requirement this is detailed in the IMTIS document. Exmouth Community College recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. All data will be retained for the appropriate period of time, as specified in the appropriate tables below.

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.

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 Governing Board and Headteacher.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with this policy.

A. Safe Destruction of Data

(i) Disposal of records that have reached the end of the minimum retention period allocated

The fifth data protection principle as per the data protection rules (updated for GDPR) states that:

“Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes”

Exmouth Community College works to ensure that records that are no longer required for business use are reviewed as soon as possible under the criteria set out so that only the appropriate records are destroyed.

The school review will determine whether records are to be selected for permanent preservation, destroyed, digitized to an electronic format or retained by the school for research or litigation purposes.

Whatever decisions are made they need to be documented as part of the records management policy within the school.

(ii) Safe destruction of records

All records containing personal information, or sensitive policy information should be made either unreadable or unreconstructable.

- Paper records should be shredded using a cross-cutting shredder
- CDs / DVDs / Floppy Disks should be cut into pieces

- Audio / Video Tapes and Fax Rolls should be dismantled and shredded
- Hard Disks should be dismantled and sanded

Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Confidential waste sacks are provided. Records should not be put in with the regular waste or a skip.

The College provides confidential waste bins to ensure that records are disposed of in an appropriate way.

- a) Exmouth Community College uses 'Paperchain' for confidential waste. The company provide a Certificate of Destruction with each invoice. Staff working for the external provider should have been trained in the handling of confidential documents.

The shredding needs to be planned with specific dates and all records should be identified as to the date of destruction, please complete the form in Appendix 1.

If the records are recorded as to be destroyed but have not yet been destroyed and a request for the records has been received they **MUST** still be provided.

- b) Where records are destroyed internally, the process must ensure that all records are recorded are authorized to be destroyed by a member of the Leadership team and the destruction recorded. Records should be shredded as soon as the record has been documented as being destroyed.

(iii) Freedom of Information Act 2000 (FoIA 2000)

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction

Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- Number of files and date range
- The name of the authorising officer
- Date action taken

Following this guidance will ensure that the school is compliant with the Data Protection rules and the Freedom of Information Act 2000.

1.1 Governing Board					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.1.1	Agendas for Governing Board meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL ¹	
1.1.2	Minutes of Governing Board meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of	SECURE DISPOSAL	
	Headteacher / Master Set (signed) (Inspection copies ² not kept)		PERMANENT	If the school is unable to store these then they should be offered to the County Archives Service	
1.1.3	Reports presented to the Governing Board	There may be data protection issues if the report deals with confidential issues relating to staff	One copy should be retained with the master set of minutes. All other copies can be disposed of	Retain with the signed set of the minutes	
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	N/A	N/A	N/A	N/A
1.1.5	Permanent Exclusion papers	Yes	Six months	SECURE DISPOSAL	
1.1.6	Permanent Exclusion Appeals	Yes	Held by Local Authority as part of SLA and Academy Trust 5 years	SECURE DISPOSAL	

¹ In this context SECURE DISPOSAL should be taken to mean disposal using confidential waste bins, or if the school has the facility, shredding using a cross cut shredder.

² Copies kept by the Clerk to the Governors for requestors to view appropriate information.

1.1 Governing Board (continued...)					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.1.7	Articles of Association	No	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
1.1.8	Trusts and Endowments managed by the Governing Board	No	PERMANENT	These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.	
1.1.9	Action plans created and administered by the Governing Board	No	Life of the action plan + 3 years	SECURE DISPOSAL	
1.1.10	Policy documents created and administered by the Governing Board	No	Life of the policy + 3 years	SECURE DISPOSAL	
1.1.11	Records relating to complaints dealt with by the Governing Board (complaints hearings)	Yes	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	SECURE DISPOSAL	
1.1.12	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Date of report + 10 years	SECURE DISPOSAL	
1.1.13	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No	Date proposal accepted or declined + 3 years	SECURE DISPOSAL	

1.2 Head Teacher and Senior Management Team

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.2.1	Log books of activity in the school maintained by the Head Teacher	NA			
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff	Date of the meeting + 3 years then review	SECURE DISPOSAL	
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff	Date of the report + a minimum of 3 years then review	SECURE DISPOSAL	
1.2.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff	Current academic year + 6 years then review	SECURE DISPOSAL	
1.2.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff	Date of correspondence + 3 years then review	SECURE DISPOSAL	
1.2.6	Professional Development Plans	Yes	Life of the plan + 6 years	SECURE DISPOSAL	
1.2.7	School Development Plans	No	Life of the plan + 3 years	SECURE DISPOSAL	

1.3 Admissions Process					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	Life of the policy + 3 years then review	SECURE DISPOSAL	
1.3.2	Admissions – if the admission is successful	Yes	Information remains in student file. Date of birth of student + 25 years	SECURE DISPOSAL	
1.3.3	Admissions – if the appeal is unsuccessful	Yes	Resolution of case + 1 year	SECURE DISPOSAL	
1.3.4	Register of Admissions	Yes	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. ³ Data held electronically in SIMS	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.	
1.3.5	Admissions – Secondary Schools – Casual	Yes	Information remains in student file. Date of birth of student + 25 years	SECURE DISPOSAL	
1.3.6	Proofs of address supplied by parents as part of the admissions process	Not requested. International students provide copy of passport	Information remains in student file. Date of birth of student + 25 years	SECURE DISPOSAL	
1.3.7	Supplementary Information form including additional information such as religion, medical conditions etc	Yes			
	For successful admissions		This information should be added to the pupil file	SECURE DISPOSAL	
	For unsuccessful admissions		Until appeals process completed	SECURE DISPOSAL	

1.4 Operational Administration

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (✓)
1.4.1	General file series	No	Current year + 5 years then REVIEW	SECURE DISPOSAL	
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No	Current year + 3 years	STANDARD DISPOSAL	
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No	Current year + 1 year	STANDARD DISPOSAL	
1.4.4	Newsletters and other items with a short operational use	No	Current year + 1 year	STANDARD DISPOSAL	
1.4.5	Visitors' Books and Signing in Sheets (Electronic since 2019)	Yes	Current year + 6 years then REVIEW	SECURE DISPOSAL	

2.1 Recruitment					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
2.1.1	All records leading up to the appointment of a new Headteacher	Yes	Date of appointment + 6 years	SECURE DISPOSAL	
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes	Date of appointment of successful candidate + 1 Year	SECURE DISPOSAL	
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes	All information is added to the staff personal file (see below)	SECURE DISPOSAL	
2.1.4	Pre-employment vetting information – DBS Checks	No	School receives email confirmation, not paper copies	N/A	
2.1.5	Proofs of identity collected as part of the process of checking Enhanced DBS disclosure	Yes	This is placed on the member of staff's personal file (see below)	SECURE DISPOSAL	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ⁴	Yes	This is placed on the member of staff's personal file (see below)	SECURE DISPOSAL	

2.2 Operational Staff Management					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
2.2.1	Staff Personal File	Yes	Termination of Employment + 6 years	SECURE DISPOSAL	
2.2.2	Timesheets	Yes	Current year + 6 years	SECURE DISPOSAL	
2.2.3	Annual appraisal/ assessment records	Yes	This is placed on the member of staff's personal file (see below)	SECURE DISPOSAL	

2.3 Management of Allegations of a Child Protection Nature

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes	Until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned	SECURE DISPOSAL These records must be shredded	

2.4 Health and Safety

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
2.4.1	Health and Safety Policy Statements	No	Life of policy + 3 years	SECURE DISPOSAL	
2.4.2	Health and Safety Risk Assessments	No	Life of risk assessment + 3 years	SECURE DISPOSAL	
2.4.3	Records relating to accident/ injury at work	Yes	Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SECURE DISPOSAL	
2.4.4	Accident Reporting	Yes			
	Children (Accident Form)		Academic Year. All noteworthy incidents to be recorded on OSHENS	SECURE DISPOSAL	
	Adults (OSHENS)		Date of the incident + 6 years	N/A	
	Children (OSHENS)		DOB of the child + 25 years	N/A	
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Current year + 40 years	SECURE DISPOSAL	
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Last action + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No	Last action + 50 years	SECURE DISPOSAL	
2.4.8	Fire Precautions log books	No	Current year + 6 years	SECURE DISPOSAL	
2.4.9	First Aid: IHCP records	YES	Until pupil reaches 22 (or 25 for SEND)	SECURE DISPOSAL	
2.4.10	First Aid: Medication Consent	Yes	1 Year	SECURE DISPOSAL	

2.4 Payroll and Pensions					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
2.5.1	Maternity pay records	Yes	Current year + 6 years	SECURE DISPOSAL	
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes	This is placed on the member of staff's personal file (see below)	SECURE DISPOSAL	

3.1 Risk Management and Insurance

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.1.1	Employer's Liability Insurance Certificate	No	Closure of the school + 40 years	SECURE DISPOSAL	

3.2 Asset Management

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.2.1	Inventories of furniture and equipment	No	Current year + 6 years	SECURE DISPOSAL	
3.2.2	Burglary, theft and vandalism report forms	No	Current year + 6 years	SECURE DISPOSAL	

3.3 Accounts and Statements including Budget Management

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.3.1	Annual Accounts	No	Current year + 6 years	STANDARD DISPOSAL	
3.3.2	Loans and grants managed by the school	N/A	N/A	N/A	
3.3.3	Student Grant applications	Yes	Current year + 6 years	SECURE DISPOSAL	
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No	Life of the budget + 6 years	SECURE DISPOSAL	
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No	Current financial year + 6 years	SECURE DISPOSAL	
3.3.6	Records relating to the collection and banking of monies	No	Current financial year + 6 years	SECURE DISPOSAL	
3.3.7	Records relating to the identification and collection of debt	No	Current financial year + 6 years	SECURE DISPOSAL	

3.4 Contract Management					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.4.1	All records relating to the management of contracts under seal	No All digital	Last payment on the contract + 7 years	SECURE DISPOSAL	
3.4.2	All records relating to the management of contracts under signature	No All digital	Last payment on the contract + 7 years	SECURE DISPOSAL	
3.4.3	Records relating to the monitoring of contracts	No All digital	Current year + 2 years	SECURE DISPOSAL	

3.5 School Fund					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.5.1	School Fund - Cheque books	No	Current year + 6 years	SECURE DISPOSAL	
3.5.2	School Fund - Paying in books	No	Current year + 6 years	SECURE DISPOSAL	
3.5.3	School Fund – Ledger	No	Current year + 6 years	SECURE DISPOSAL	
3.5.4	School Fund – Invoices	No	Current year + 6 years	SECURE DISPOSAL	
3.5.5	School Fund – Receipts	No	Current year + 6 years	SECURE DISPOSAL	
3.5.6	School Fund - Bank statements	No	Current year + 6 years	SECURE DISPOSAL	
3.5.7	School Fund – Journey Books	N/A	N/A	N/A	

3.6 School Meals					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
3.6.1	Free School Meals Registers	Yes Electronic in SIMS	Current year + 6 years	SECURE DISPOSAL	
3.6.2	School Meals Registers	Yes Electronic in SIMS	Current year + 3 years	SECURE DISPOSAL	
3.6.3	School Meals Summary Sheets	N/A	N/A	N/A	

4.1 Property Management					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
4.1.1	Title deeds of properties belonging to the school	No	PERMANENT These should follow the property unless the property has been registered with the Land Registry	N/A	
4.1.2	Plans of property belong to the school	No	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.	N/A	
4.1.3	Leases of property leased by or to the school	N/A	N/A	N/A	
4.1.4	Records relating to the letting of school premises	No	Current financial year + 6 years	SECURE DISPOSAL	

4.2 Maintenance					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
4.2.1	All records relating to the maintenance of the school carried out by contractors	No Digital	Current year + 6 years	SECURE DISPOSAL	
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No Digital	Current year + 6 years	SECURE DISPOSAL	

5.1 Pupil's Educational Record					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes			
	Secondary		Date of Birth of the pupil + 25 years	SECURE DISPOSAL	
5.1.2	Examination Results – Pupil Copies	Yes			
	Public		Unclaimed certificates held for a minimum of 5 years from date of issue.	SECURE DISPOSAL	
	Internal	N/A	N/A	N/A	
5.1.3	Child Protection information held on pupil file	Yes	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.	SECURE DISPOSAL – these records MUST be shredded	
5.1.4	Child protection information held in separate files	Yes	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the Headteacher copy of this information will be found on the Local Authority Social Services record	SECURE DISPOSAL – these records MUST be shredded	

5.2 Attendance					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
5.2.1	Attendance Registers	Yes	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	SECURE DISPOSAL	
5.2.2	Correspondence relating to authorized absence including absence requests	Yes	Current academic year + 1 years	SECURE DISPOSAL	

5.3 Special Educational Needs

Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
5.3.1	Special Educational Needs files, reviews and Individual Education Plans including Exam Access Arrangements	Yes	Date of Birth of the pupil + 25 years	<p>REVIEW</p> <p>NOTE: This retention period is the minimum retention period that any pupil file should be kept. 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. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.</p>	
5.3.2	EHCP maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	SECURE DISPOSAL unless the document is subject to a legal hold	

6.1 Statistics and Management Information					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
6.1.1	Curriculum returns	No	Current year + 3 years	SECURE DISPOSAL	
6.1.2	Examination Results (Schools Copy)	Yes Emailed	Current year + 6 years	SECURE DISPOSAL	
	SATS records –	Yes			
	Results		<p>The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.</p> <p>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</p>	SECURE DISPOSAL	
	Examination Papers	N/A	The examination papers should be kept until any appeals/validation process is complete	SECURE DISPOSAL	
6.1.3	Published Admission Number (PAN) Reports	Not printed	Current year + 6 years	SECURE DISPOSAL	
6.1.4	Value Added and Contextual Data	Yes Kept in 4 Matrix / SIMS	Current year + 6 years	SECURE DISPOSAL	
6.1.5	Self-Evaluation Forms	Yes Electronic	Current year + 6 years	SECURE DISPOSAL	

6.2 Implementation of Curriculum					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
6.2.1	Schemes of Work	No	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or STANDARD DISPOSAL	
6.2.2	Timetable	No	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or STANDARD DISPOSAL	
6.2.3	Class Record Books	Yes	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
6.2.4	Mark Books	Yes	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
6.2.5	Record homework set	No	Current year + 1 year	Review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
6.2.6	Pupils' Work	No	Where possible pupils' work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	STANDARD DISPOSAL	

7.1 Educational Visits outside the Classroom					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	N/A	N/A	N/A	
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Date of visit + minimum 10 years Pink Forms kept in archives Approval process administered electronically through EVOLVE.	SECURE DISPOSAL	
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes	Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.	
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	DOB of the pupil involved in the incident + 25 years 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	SECURE DISPOSAL	

8.1 Local Authority					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
8.1.1	Secondary Transfer Sheets (Primary)	N/A	N/A	N/A	
8.1.2	Attendance Returns	N/A	N/A	N/A	
8.1.3	School Census Returns	No	Current year + 5 years	SECURE DISPOSAL	
8.1.4	Circulars and other information sent from the Local Authority	No	Operational use	SECURE DISPOSAL	

8.2 Central Government					
Ref	Basic file description	Data Protection Issues	Retention Period [Operational]	Action at the end of the administrative life of the record	Annual Review Completed Tick (v)
8.2.1	OFSTED reports and papers	No	Life of the report then REVIEW	SECURE DISPOSAL	
8.2.2	Returns made to central government	N/A	N/A	N/A	
8.2.3	Circulars and other information sent from central government	No	Operational use	SECURE DISPOSAL	

Appendix 1

Safe Destruction of Records

Department:

Name:

[illegible]