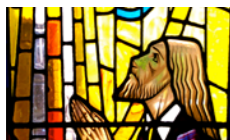


St Ralph Sherwin Catholic Multi Academy Trust – Records Retention Schedule

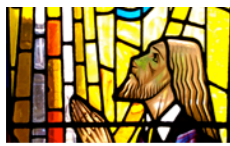
Where the Protective Marking column is blank, the record series should be considered to be “NOT PROTECTIVELY MARKED”

The Academy Trust and Local Governing Body

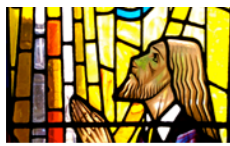
Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Management of Trust and Local Governing Body									
Articles		Permanent				YES	No		
Records relating to the appointment of foundation directors or governors		Permanent	NRCDES	NRCDES	NRCDES	YES	Yes	OFFICIAL	
Records relating to the election of parent governors		Date of election + 6 months				YES	Yes	OFFICIAL	
Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed				YES	Yes	OFFICIAL	
Scheme of Delegation and Terms of Reference for Committees		Permanent	Trust Board		CoSec	YES	No		
Trust and LGB Meetings Schedule		Current year				YES	No		
Trust and LGB Agendas – Principal copy	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	Permanent				YES	No		
Trust and LGB Minutes - Principal set (signed)	As above	Permanent				YES	Yes	OFFICIAL	
Reports made to the Trust/LGB Meeting which are referred to in the minutes	As above	Permanent				YES	Yes	OFFICIAL	
Register of attendance at Trust and LGB meetings	As above	Date of last meeting in the book + 6 years				YES	Yes	OFFICIAL	
Agendas – Additional Copies		Date of meeting				NO	No		



Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Minutes - Inspection copies		Date of meeting + 3 years				NO	Yes		
Records relating to Governor Monitoring Visits		Date of the visit + 3 years				YES	Yes	OFFICIAL	
Annual Report and Accounts required by the Department for Education and Companies House	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Permanent				YES	No		



Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
All records relating to the conversion of schools to Academy status		PERMANENT				YES	No		
Records relating to complaints made to and investigated by the Governing Body (ie stage 3 complaints)		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes				YES	Yes	OFFICIAL SENSITIVE	
Correspondence sent and received by the Governing Body		Current year + 6 years				YES	Yes	OFFICIAL	
Management of Directors/ Governors									
Records relating to the appointment of a clerk to the Trust/Governing Body		Date appointment as clerk ceases + 6 years				YES	Yes	OFFICIAL	
Records relating to the terms of office of serving directors/governors including evidence of appointment		PERMANENT				YES	Yes	OFFICIAL	
Records relating to Director/Governor Declaration against disqualification criteria		Until the Governor steps down				YES	Yes	OFFICIAL	
Register of Business Interests		PERMANENT				YES	Yes		
Director/Governors Code of Conduct signed		This is expected to be a dynamic document, one copy of each version should be kept permanently				YES	Yes		
Records relating to the training required and received by Director/Governors		Until the Governor steps down				YES	Yes	OFFICIAL	
Records relating to the induction programme for new directors/governors		Until the Governor steps down				YES	Yes	OFFICIAL	
Records relating to DBS checks carried out on clerk, directors and members of the governing body (certificate number to be retained)		Date of DBS check + 6 months				YES	Yes	OFFICIAL	

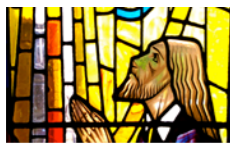


Pupil Management

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Admissions and Attendance									
Admission Registers		Permanent				Yes	Yes	OFFICIAL SENSITIVE	
Records relating to the admissions process – if the admission is successful		Admission + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
Admissions – if the appeal is unsuccessful		Resolution of case + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
Admissions – Secondary Schools – Casual		Current year + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
Proofs of address supplied by parents as part of the admissions process		Current year + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
Attendance registers		Date of register + 3 years				Yes	Yes	OFFICIAL SENSITIVE	
Letters authorising absence		Date of absence + 2 years				Yes	Yes	OFFICIAL SENSITIVE	
Pupil Educational Record									
Pupil Files and/or record cards - Primary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school ¹				Yes	Yes	OFFICIAL SENSITIVE	
Pupil Files and/or record cards - Secondary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	DOB of the pupil + 25 years ¹				Yes	Yes	OFFICIAL SENSITIVE	
Examination results - Public		Year of examinations + 6 years ²				No	Yes		
Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary				No	Yes		
Any other records created in the course of contact with pupils		Current year + 3 years then review				Yes	Yes	OFFICIAL SENSITIVE	
Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
Special Educational Needs									
Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years				Yes	Yes	OFFICIAL SENSITIVE	

¹ In the case of exclusion it may be appropriate to transfer the record to the Local Authority Behaviour Service. If the pupil has left the primary school and there is no information about which school that the pupil has moved onto, or they have moved onto elective home education, or the pupil has moved abroad or to an independent school, then the records can be sent to the Local Authority.

² Any certificates left unclaimed should be returned to the appropriate Examination Board



Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	Yes	OFFICIAL SENSITIVE	
Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	Yes	OFFICIAL SENSITIVE	
Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending				No	Yes	OFFICIAL SENSITIVE	
Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending				Yes	No	OFFICIAL SENSITIVE	
Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.				Yes	Yes	OFFICIAL SENSITIVE	

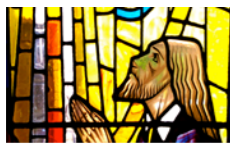
Academy Trips and Extra Curricular Activities

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Educational Visits outside the Classroom									
Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ³	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years ⁴				Yes	No	OFFICIAL SENSITIVE	
Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ³	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years ⁴				Yes	No	OFFICIAL SENSITIVE	
Day Trips									
Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip				Yes	Yes	OFFICIAL SENSITIVE	
Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils				Yes	Yes	OFFICIAL SENSITIVE	
Residential Trips									
All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review				Yes	Yes	OFFICIAL SENSITIVE	
Walking Bus									
Walking Bus registers		Date of register + 3 years ⁵				Yes	Yes	OFFICIAL SENSITIVE	

³ including GOF1 and GOF2 and data entered on the e-go system

⁴ This retention period will need to be set taking advice from the local Safeguarding Children's Officer

⁵ 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

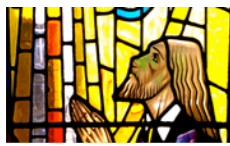


Academy Management – Teaching and Curriculum

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Senior Management Team									
Log Books		Date of last entry in the book + 6 years				Yes	No		
Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years				Yes	Yes	OFFICIAL	
Reports made by the Head Teacher or the management team		Date of report + 3 years				Yes	Yes	OFFICIAL	
Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years				Yes	Yes	OFFICIAL	
Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years				Yes	Yes	OFFICIAL	
School development plans		Closure + 6 years then review				Yes	No		
Professional development plans		Closure + 6 years				Yes	Yes	OFFICIAL	
Action Plans		Date of action plan + 3 years				Yes	No		
Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)				Yes	No		
Curriculum Management									
Timetable		Current year then review				No	No		
Curriculum development		Current year + 6 years				No	No		
Curriculum returns		Current year + 3 years				No	No		
School syllabus		Current year then review				No	No		
Schemes of work		Current year then review				No	No		
Class record books		Current year then review				No	No		
Mark Books		Current year then review				No	No		
Record of homework set		Current year then review				No	No		
Pupils' work		Current year then review				No	No		
SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	

Management of Academies – HR, Administration, Finance, Premises and H&S

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category

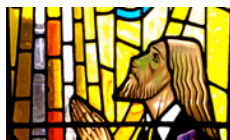


Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Personnel Management									
Employer's Liability certificate		Closure of the school + 40 years				Yes			
Staff Personal files		Termination + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
Interview notes and recruitment records		Date of interview + 6 months				Yes	Yes	OFFICIAL SENSITIVE	
Pre-employment vetting information (including DBS checks) ⁶ . Retain DBS cert no on SCR	DBS guidelines	Date of check + 6 months				Yes	Yes	OFFICIAL SENSITIVE	
Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.				Yes	Yes	OFFICIAL SENSITIVE	
Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years				Yes	Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: case not found		Take advice from HR Team if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case				Yes	Yes	OFFICIAL SENSITIVE	
Disciplinary proceedings: written warnings		The duration of the warning ⁷				Yes	Yes	OFFICIAL SENSITIVE	
Annual appraisal or assessment records		Current year + 5 years				Yes	Yes	OFFICIAL SENSITIVE	
Images held of members of staff together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
Health and Safety									
Policy Statements		Date of expiry + 1 year [it may be necessary to keep one copy of each policy so that a history of what policies were in place at any time]				Yes	No		
Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
Records relating to accident/injury at work	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of incident + 12 years ⁸				Yes	Yes	OFFICIAL SENSITIVE	
Accident Reporting – Children	Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident				Yes	Yes	OFFICIAL SENSITIVE	
Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;				Yes	Yes	OFFICIAL SENSITIVE	
Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years				Yes	No		

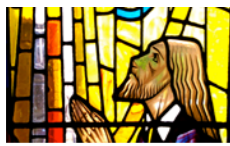
⁶ Please note that schools must not keep copies of the documents which are checked for DBS purposes.

⁷ If this information has been added to an individual's personnel file, it must be weeded from the file once the retention period has elapsed

⁸ In the case of serious accidents a further retention period will need to be applied



Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years				Yes	No		
Incident reports		Current year + 20 years				Yes	Yes	OFFICIAL SENSITIVE	
Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012	Last action + 40 years				Yes	No		
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017	Last action + 50 years				Yes	No		
Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years				Yes	No		
Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years							
Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years				Yes	No		
Payroll and Pensions									
Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400	Financial year to which the payroll is run + 6 years							
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
Salary cards		Last date of employment + 85 years				Yes	Yes	OFFICIAL SENSITIVE	
Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs				Yes	Yes	OFFICIAL SENSITIVE	
Timesheets, sick pay	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
Financial Records									
Annual Accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
Loans and grants	HMRC - Compliance Handbook Manual CH15400	Date of last payment on loan + 12 years then review to see whether a further retention period is required				Yes	No	NOT PROTECTIVELY MARKED	
Inventories of equipment and furniture		Current year + 6 years				No	No		
Annual Budget and background papers		Current year + 6 years				Yes	No		
Budget reports, budget monitoring etc		Current year + 3 years				Yes	No		
Contracts - under seal	Limitation Act 1980 (Section 12)	Contract completion date + 12 years				Yes	No		
Contracts - under signature	Limitation Act 1980 (Section 2)	Contract completion date + 6 years				Yes	No		
Contracts - monitoring records		Current year + 2 years				Yes	No		
Order books and requisitions		Current year + 6 years				Yes	No		
Copy orders		Current year + 2 years				No	No		
Delivery Documentation		Current year + 6 years				Yes	No		

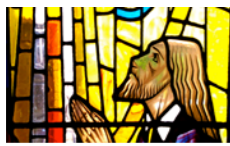


Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Invoice, receipts and other records covered by the HMRC - Compliance Handbook Manual CH15400	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
Petty cash books	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years				Yes	No		
Debtors' Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes		
Applications for free school meals, travel, uniforms etc		Whilst child is at school				No	Yes	OFFICIAL	
Student grant applications		Current year + 3 years				Yes	Yes	OFFICIAL	
School Fund Records ⁹	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
Building Management									
Title Deeds		Permanent ¹⁰				Yes	No		
Plans		Permanent Retain in school whilst operational				Yes	No	OFFICIAL ¹¹	
Records relating to maintenance and contractors	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
Maintenance log books		Last entry + 10 years				Yes	No		
Contractors' Reports		Current year + 6 years				Yes	No		
Leases		Expiry of lease + 6 years				Yes	No		
Lettings		Current year + 3 years				Yes	No		
Burglary, theft and vandalism report forms		Current year + 6 years				Yes	No		
Records relating to legionella and water checks	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of check + 3 years				Yes	No		
School Meals									
Dinner Register		Current year + 3 years				Yes	Yes	OFFICIAL SENSITIVE	
School Meals Summary Sheets		Current year + 3 years				No	No		
Free school meals registers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes	OFFICIAL	
General Administration									
School brochure/prospectus		Current year + 3 years				No	No		
General file series or correspondence files		Current year + 5 years				No	No		
Circulars (staff/parents/pupils)		Current year + 1 year				No	No		
Newsletters, ephemera		Current year + 1 year				No	No		
Visitors book		Current year + 2 years				No	Yes	OFFICIAL	

⁹ including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

¹⁰ these should follow the property unless the property has been registered at the Land Registry

¹¹ These records carry an OFFICIAL marking as there can be security issues about allowing access to the plans of buildings to people who may be looking to burgle the premises



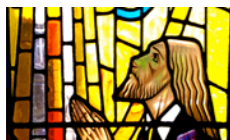
Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years				No	Yes	OFFICIAL	
Records relating to the management of data subject access requests		Current year + 3 years				No	Yes	OFFICIAL	
Records relating to the management of freedom of information requests		Current year + 3 years				No	Yes	OFFICIAL	

Management of Academy – Safeguarding

Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Adults									
Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed ¹² .				Yes	Yes	OFFICIAL SENSITIVE	
Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer				Yes	Yes	OFFICIAL SENSITIVE	

Central Government / ESFA

¹² There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults



Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
			Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
Local Authority									
Secondary transfer sheets (Primary)		Current year + 2 years				No	Yes	OFFICIAL SENSITIVE	
Attendance returns		Current year + 1 year				No	No		
Circulars from LA		Whilst required operationally then review to see whether a further retention period is required				No	No		
Central Government									
OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required				No	No		
Returns		Current year + 6 years				No	No		
Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required				No	No		