



# Retention Policy

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## **Retention Policy**

### Introduction

By virtue of the Academies Act 2010, Tytherington School is subject to the Freedom of Information Act 2000. Tytherington School is therefore required to maintain a retention schedule listing the record series which the school creates in the course of its operations. The retention schedule lays out the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. It refers to all information regardless of the media in which it is stored.

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 person with overall responsibility for this policy is the Headteacher.

### Purpose

The purpose of the document is to provide members of Tytherington School with a framework which will govern decisions on how long documents should be retained for.

Tytherington School is aware that premature destruction of documents could result in inability to defend litigious claims, operational difficulties and failure to comply with the Freedom of Information Act 2000 and the General Data Protection Regulations (2016/679).

Tytherington School accumulates information from both individuals (including students and staff) and external organisations. The school also generates a wide range of data, which is recorded in documents and records.

For the purposes of this policy, the terms 'document' and 'records' include information in both hard copy and electronic form.

### Relevant Data Protection Principles

Implementation of this policy will save all those who process data at Tytherington School time when retrieving information, as well as ensuring that its responsibilities with regards to relevant UK and European legislation are met. This legislation includes, but is not limited to:

- General Data Protection Regulations 2016/679
- Limitation Act 1980
- Freedom of Information Act 2000
- The Regulation of Investigatory Powers Act 2000
- The Data Retention Regulations 2007

In addition, the policy has been drawn up within the context of the School's Data Protection policy.

### General Data Protection Regulations

The data protection principles which directly relate to the management, retention and disposal of Personal Data are that the Personal Data must be:

- i. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (*Article 5(1)(c) of the GDPR*)
- ii. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (*Article 5(1)(d) of the GDPR*)

- iii. be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed (*Article 5(1)(e) of the GDPR*)
- iv. be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (*Article 5(1)(f) of the GDPR*)

#### Retention Period principles

In line with Article 5(1)(e) of the GDPR Tytherington School will not retain Data in an identifiable form for any longer than necessary for the purpose for which it was obtained. In determining an appropriate retention period Tytherington School will take into account the following:

- i. The current and future value of the Data.
- ii. The costs, risks and liabilities associated with retaining the Data in an identifiable form
- iii. The ease or difficulty in ensuring the Data remains accurate and up-to-date
- iv. Any applicable statutory limitation periods
- v. Any relevant guidance documents

#### Non-statutory retention periods

For any non-statutory retention periods, Tytherington School has chosen to adopt the retention periods as recommended by the Information and Records Management Society.

Further information about the retention of records and guidance for employees can be obtained on the IRMS Toolkit for Schools at <https://irms.org.uk/page/SchoolsToolkit> .

When retention periods expire, information will be destroyed in the relevant manner. Hard copies of paperwork containing sensitive personal data is destroyed via secure shredding cabinets and confidential waste sacks which are collected and disposed of by the school's shredding contractor, currently Shred-It.

#### Retention information relating to allegations of sexual abuse

Schools have a legal obligation to retain all records which contain information about allegations of the sexual abuse of pupils. These must be retained indefinitely as long as the [Independent Inquiry into Child Sexual Abuse](#) is active.

This requirement is set out in paragraph 416 of [Keeping Children Safe in Education](#).

## Human Resources

Tytherington School follows UK and European legislation regulating statutory retention periods with regards to its Human Resources, Payroll and Health and Safety documents.

*These retention periods are based on the time limits for potential UK tribunal or civil claims. The UK Limitation Act 1980 contains a 6-year time limit for starting many legal proceedings. Where documents may be relevant to a contractual claim, it is recommended that these are kept for at least a corresponding 6-year period.*

### Records kept by Tytherington School

<b><u>Record type</u></b>	<b><u>Retention Period</u></b> <i>Action at the end of the administrative life of the record</i>	<b><u>Location documents are stored</u></b>	<b><u>Relevant Statutory Authority</u></b>
<b>Recruitment</b>			
All records leading up to the appointment of a new member of staff – unsuccessful candidates	Date of completion of recruitment process + 6 months <i>Secure disposal</i>  <i>An anonymised recruitment data destruction sheets holds information regarding details of when files have been destroyed for each position advertised.</i>	Microsoft One Drive	
All records leading up to the appointment of a new member of staff – successful candidate	All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months <i>Secure disposal</i>  <i>An anonymised recruitment data destruction sheets holds information regarding details of when files have been destroyed for each position advertised.</i>	Microsoft One Drive	
Successful candidates who 'Did not start'	Date of appointment of successful candidate + 6 months <i>Secure disposal</i>	Microsoft One Drive	
<b>Pre-employment vetting information</b>			
DBS Checks	The school will take photocopies of the DBS certificate in order to record the details on the Single Central Record. The copy will then be destroyed. Employees input personal information onto APCS as part of DBS process. <i>Secure disposal</i>	Office 365 APCS	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74
Pre-employment vetting information – Evidence proving the right to work in the United Kingdom	All pre-employment vetting is kept on the Staff Personnel file and treated in line with this: Termination of Employment + 6 years	Microsoft One Drive	An employer's guide to right to work checks [Home Office May 2015]

	<i>Secure disposal</i>		
Proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	All proof of identity checks are kept on the Staff Personnel file and treated in line with this: Termination of Employment + 6 years <i>Secure disposal</i>	Microsoft One Drive	
<b>Staff Personnel File</b>	Termination of Employment + 6 years <i>Secure disposal</i>	Microsoft One Drive/In secured storage for ex-employees who have not been migrated SIMS Personnel	Limitation Act 1980 (Section 2)
<b>Occupational Health information</b>	Termination of Employment + 6 years <i>Secure disposal</i>	Third party Everwell	
<b>Annual appraisal/ assessment records</b>	Termination of Employment + 6 years <i>Secure disposal</i>	In personnel file on Microsoft One Drive	
<b>Individual wage/salary records (including overtime, bonuses, expenses)</b>	Termination of Employment + 6 years <i>Secure disposal</i>	Location documents are stored: Office 365; Access	Taxes Management Act 1970; The Working Time Regulations 1998 (SI 1998/1833)
<b>Allegation of a child protection nature against a member of staff including where the allegation is unfounded</b>	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 <i>Secure disposal</i>	Microsoft One Drive	“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”
<b>Disciplinary proceedings</b>			
Management Instruction (informal resolution)	Date of instruction + 6 months <i>Secure disposal</i>	Microsoft One Drive	
First written warning	Date of warning + 12 months <i>Secure disposal</i>	Microsoft One Drive	
Final written warning	Date of warning + 24 months <i>Secure disposal</i>	Microsoft One Drive	
Case dismissed	If the incident is child protection related then see above, otherwise dispose of at the conclusion of	Microsoft One Drive	

	the case		
<b>Statutory Family Leave Pay records, calculations, certificates (Mat B1s) or other medical evidence</b>	3 years after the end of the tax year in which the maternity period ends  Copies of these documents are scanned and held for 6 years after employment ceases	Office 365	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI1999/567)
<b>Salary records (including National Minimum Wage) Details of salary scales</b>	3 years for National Minimum Wage after the end of the pay reference period following the one that the records cover.  3 years for teaching staff and support staff salary scales (above NMW/NLW).	Microsoft One Drive	<i>National Minimum Wage Act 1998</i>
<b>Income tax and NI returns, income tax records and correspondence with HMRC</b>	Not less than 3 years after the end of the financial year to which they relate.	Microsoft One Drive	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).
<b>Trade union agreements</b>	10 years after ceasing to be effective.	Microsoft One Drive	
<b>Emails relating to personnel</b>	It is in the practice of the HR team that all relevant emails relating to staff will be stored in their personnel files. All others shall be deleted once they have been actioned. <i>ICT Action: After 1 year, all other items will be archived. After a further year, these will be permanently deleted.</i>	Microsoft One Drive	

#### Records kept by a third party

<b><u>Record type</u></b>	<b>Retention period and action at the end of administrative life of the record</b>	<b>Location documents are stored</b>	<b>Relevant statutory authority</b>
<b>Pension scheme information</b>	12 years from the ending of any benefit payable under the policy	Cheshire Pensions and Teachers Pensions. This is a third-party which has confirmed they comply with the GDPR. Documents stored on this system are destroyed as appropriate.	The Pensions Regulator; The Department for Work and Pensions

<b>Payroll information</b>	On termination of a contract with Strictly Education, the data processing agreement states that all information held will be transferred back to Tytherington School or destroyed no later than 12 months of the termination of the contract.	This is a third-party provider which has confirmed they comply with the GDPR.	
<b>Pre-employment Checks (such as Disclosure and Barring Service)</b>	Information is kept/destroyed in line with their privacy notices	Cheshire Disclosures and APCS. These are third-party providers which have confirmed they comply with the GDPR.	
<b>Further recruitment information</b>	Information is kept/destroyed in line with their privacy notices	TES and Indeed. These are third-party providers which have confirmed they comply with the GDPR.	
Further employee information	We have terminated our contract with Cheshire East for their HR Consultancy package.	HR Consultancy (Cheshire East) have confirmed that any personal data for employees at Tytherington School have been deleted/destroyed	

## Disclosure and Barring Service Handling of Data

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Tytherington School complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

### Storage and access

Certificate information is stored on the Single Central Record on the Microsoft One Drive. This is a secure network which is strictly controlled and access is limited to those who are entitled to see it as part of their duties.

### Handling and retention

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the



certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information. In the case of Tytherington School, photocopies of the DBS certificate are taken in order to record the details on the Single Central Record. The copy of the certificate is then destroyed.

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information 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. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means through the Microsoft One drive. On the Single Central Record, we keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the requesting body.

### Finance

<b><u>Record type</u></b>	<b>Retention period</b>  <b>Action at the end of the administrative life of the record</b>	<b>Location documents are stored</b>	<b>Relevant statutory authority</b>
<b>Risk Management and Insurance</b> Employer's Liability Insurance Certificate	Closure of the school + 40 years <i>Secure disposal</i>	Microsoft One Drive	
<b>Asset Management</b> Inventories of furniture and equipment  Inventories of furniture and equipment	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Burglary, theft and vandalism report forms	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
<b>Accounts and Statements including Budget Management</b> Annual Accounts	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive HCSS and GVO	
Loans and grants managed by the school	Date of last payment on the loan + 12 years then REVIEW <i>Secure disposal</i>	Microsoft One Drive	
Student Grant applications	Current year + 3 years <i>Secure disposal</i>	Microsoft one drive	
All records relating to the creation and	Life of the budget + 3 years <i>Secure disposal</i>	HCSS Microsoft	

management of budgets including the Annual Budget statement and background papers		Office One Drive	
Invoices, receipts, order books and requisitions, delivery notices	Current financial year + 6 years <i>Secure disposal</i>	HCSS	
Records relating to the collection and banking of monies	Current financial year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Records relating to the identification and collection of debt	Current financial year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
<b>Contract Management</b>			
All records relating to the management of contracts under seal	Last payment on the contract + 12 years <i>Secure disposal</i>	Microsoft One Drive	Limitation Act 1980
All records relating to the management of contracts under signature	Last payment on the contract + 6 years <i>Secure disposal</i>	Microsoft One Drive	Limitation Act 1980
Records relating to the monitoring of contracts	Current year + 2 years <i>Secure disposal</i>	Microsoft One Drive	
<b>Bank Accounts</b>			
Cheque books	Current year + 6 years <i>Secure disposal</i>	Safe room	
Paying in books	Current year + 6 years <i>Secure disposal</i>	Safe room	
Ledger	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Invoices	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Receipts	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Bank statements	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
<b>School Meals Management</b>			
Free School Meals Registers	Current year + 6 years	SIMS	
School Meals Registers	Current year + 3 years	Innovate	
School Meals Summary Sheets	Current year + 3 years	Innovate	

## Administration – Pupil data

<b><u>Record type</u></b>	<b>Retention period and action following</b>	<b>Location documents are stored</b>	<b>Relevant statutory authority</b>
<b>Admissions process</b>	Life of the policy + 3 years then review	SIMS and Cheshire East School Admissions	School Admissions Code Statutory guidance for admission
All records relating to the creation and implementation of			

the School Admissions' Policy			authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Admissions – if the admission is successful	Date of admission + 1 year	SIMS	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Admissions – if the appeal is unsuccessful	Resolution of case + 1 year	Secure Filing Cabinet and Office 365	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014
Register of Admissions	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made. <sup>3</sup>	SIMS and Cheshire East Admissions Module	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014
Admissions – Secondary Schools – Casual	Current year + 1 year	Office One Drive	
Proofs of address supplied by parents as part of the admissions process	Current year + 1 year	Cheshire East Admissions Module	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels December 2014

<b>Admissions Process</b>		Student Files – Pastoral	
Supplementary Information form including additional information such as religion, medical conditions etc			
For successful admissions	This information should be added to the pupil file	Student Files – Pastoral	
For unsuccessful admissions	Until appeals process completed	Secure Filing Cabinet	
<b>Operational Administration</b>	Current year + 5 years then REVIEW		
General file series			
Records relating to the creation and publication of the school brochure or prospectus	Current year + 3 years	Microsoft One Drive	
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current year + 1 year	Microsoft One Drive	
Newsletters and other items with a short operational use	Current year + 1 year	Microsoft One Drive	
Visitors' Books and Signing in Sheets	Current year + 6 years then REVIEW	iPad	
Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	Current year + 6 years then REVIEW	Microsoft One Drive	
<b>Pupil's Educational Record</b>			
Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005		SIMS and Student Files	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437
Secondary	Date of Birth of the pupil + 25 years <i>Secure disposal</i>	Locked Archive	Limitation Act 1980 (Section 2)
Examination results: public	This information should be added to the pupil file <i>All uncollected certificates should be returned to the examination board.</i>	SIMS and Locked exams safe room	

Examination results: internal	This information should be added to the pupil file	SIMS	
Statistics and management information	Current year + 3 years <i>Secure disposal</i>	Microsoft One Drive	
Curriculum returns			
Examination Results (Schools Copy)	Current year + 6 years <i>Secure disposal</i>	SIMS and locked exams safe room	
Examination Papers	The examination papers should be kept until any appeals/validation process is complete <i>Secure disposal</i>	Exams Safe Room	
Published Admission Number (PAN) Reports	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Value Added and Contextual Data	Current year + 6 years <i>Secure disposal</i>	Microsoft One Drive	
Self-Evaluation Forms	Current year + 6 years <i>Secure disposal</i>		
<b>Attendance Registers</b>	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. <i>Secure disposal</i>	SIMS	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014
Correspondence relating to authorized absence	Current academic year + 2 years <i>Secure disposal</i>	Student file	Education Act 1996 Section 7
<b>Local Authority</b>	Current year + 2 years		
Secondary Transfer Sheets (Primary)	<i>Secure disposal</i>		
Attendance Returns	Current year + 1 year <i>Secure disposal</i>	Microsoft One Drive	
School Census Returns	Current year + 5 years <i>Secure disposal</i>	Microsoft One Drive	

## Curriculum

<b><u>Record type</u></b>	<b>Retention period and action following</b>	<b>Location documents are stored</b>	<b>Relevant statutory authority</b>
Schemes of Work	Current year + 1 year <i>Secure disposal</i>		
Timetable	Current year + 1		

	Year <i>Secure disposal</i>		
Class Record Books	Current year + 1 year <i>Secure disposal</i>		
Mark Books	Current year + 1 year <i>Secure disposal</i>		
Record of homework set	Current year + 1 year <i>Secure disposal</i>		
Pupils' Work	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 <i>Secure disposal</i>		
Extra-Curricular	Date of visit + 10 years		Outdoor Education Advisers' Panel National Guidance website <a href="http://oeapng.info">http://oeapng.info</a> specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".
Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools			
Parental consent forms for school trips where there has been no major incident	Conclusion of the trip		
Parental permission slips for school trips – where there has been a major incident	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		Limitation Act 1980 (Section 2)

## Safeguarding and SEN

<b><u>Record type</u></b>	<b><u>Retention period and action following</u></b>	<b><u>Location documents are stored</u></b>	<b><u>Relevant statutory authority</u></b>
Child protection information & pupil files	Any records relating to child protection issues are stored electronically within CPOMS (since 1 <sup>st</sup> May 2017).  Any paper documents are scanned on to CPOMS and the originals are securely destroyed through our document shredding service.  Any older, paper-based, files are held in	CPOMS    Secure Filing Cabinet in	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

	a secure filing cabinet in the Safeguarding Office.  Retention/disposal schedule is as immediately below.	Safeguarding Office	and promote the welfare of children March 2015”
Child protection information held in separate files	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 principal copy of this information will be found on the Local Authority Social Services record. Secure disposal is done through our document shredding service.	Secure Filing Cabinet in Safeguarding Office	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”
Special Educational Needs files, reviews and Individual Education Plans	Date of Birth of the pupil + 25 years Secure disposal unless the document is subject to a legal hold	Secure Filing Cabinet in Learning Support Office	Limitation Act 1980 (Section 2)
Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	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	Any electronic files are password protected and stored on CPOMS – Learning Support Section	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1
Advice and information provided to parents regarding educational needs	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		Special Educational Needs and Disability Act 2001 Section 2
Accessibility Strategy	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		Special Educational Needs and Disability Act 2001 Section 14
Learning Journals	Current year whilst child is attending school and then destroy or pass to the child	Carried by TAs	
Reports for outside agencies - where the report has been included on the case file created by the outside agency	While the referral is current	Secure Filing Cabinet in Learning Support Office	
Referral forms	Current year then review, if contact is no longer active then destroy	Any electronic files are stored securely in CPOMS – Learning Support	
Contact data sheets	Current year then review, if contact is no longer active then destroy		

		Section	
Contact database entries	Current year + 2 years	CPOMS – Learning Support Section	
Group Registers		SIMS	

## Health and Safety

Record type	Retention Period  Action at the end of the administrative life of the record	Location documents are stored	Relevant Statutory Authority
<b>Health and Safety Policy Statements</b>	Life of policy + 3 years Secure disposal	Microsoft One Drive	
<b>Health and Safety Risk Assessments</b>	Life of risk assessment + 3 years Secure disposal	Microsoft One Drive/Site Office	
<b>Accident Reporting</b>			
	3 years from the date of the last entry (or, if the accident involves a child/young adult, then until that person reaches the age of 21). <i>Documents stored on Evolve are destroyed as appropriate.</i>	Microsoft One Drive/ EVOLVE system	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances
Records relating to a work related incident/accident	Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied <i>Secure disposal</i>	Microsoft One Drive/ EVOLVE system	
<b>Adults</b>	Date of the incident + 6 years Secure disposal	Microsoft One Drive/ EVOLVE system	
<b>Children</b>	DOB of the child + 25 years Secure disposal	Microsoft One Drive/ EVOLVE system	Limitation Act 1980



<b>Control of Substances Hazardous to Health (COSHH)</b>	Current year + 40 years <i>Secure disposal</i>	Site Office/ Microsoft One Drive	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)
Asbestos Register and related documents	Last action + 40 years <i>Secure disposal</i>	Reception /Site Office/ Microsoft One Drive	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19
Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Until the person reaches 75 years of age (or at least 50 years) <i>Secure disposal</i>	Site Office/ Microsoft One Drive	The Ionising Radiations Regulations 1999 (SI 1999/3232).
Fire Precautions log books	Current year + 6 years <i>Secure disposal</i>	Site Office/ Microsoft One Drive	
Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out. <i>Secure disposal</i>	Site Office/ Microsoft One Drive	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)

## Governance

<b>Record type</b>	<b>Retention Period</b>  <b>Action at the end of the administrative life of the record</b>	<b>Location documents are stored</b>	<b>Relevant Statutory Authority</b>
Agendas for Board of Trustee meetings	One copy should be retained with the master set of minutes. All other copies can be disposed of  <i>Secure disposal</i>	GVO	
Minutes of Board of Trustee meetings		GVO	
Principal Set (signed)	PERMANENT	GVO	
Inspection Copies <sup>2</sup>	Date of meeting + 3 years <i>If these minutes contain any sensitive, personal information they must be</i>	Headteacher's Office/ GVO	

	<i>shredded.</i>		
Reports presented to the Governing Body	Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently <i>Secure disposal or retain with the signed set of minutes</i>	GVO	
Articles of Association	PERMANENT <i>These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes</i>	GVO Microsoft One Drive	
Action plans created and administered by the Board of Trustees	Life of the action plan + 3 years <i>Secure disposal</i>	GVO	
Policy documents created and administered by the Board of Trustees	Life of the policy + 3 years <i>Secure disposal</i>	GVO Website	
Records relating to complaints dealt with by the Board of Trustees	Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes <i>Secure disposal</i>	GVO	
Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Date of report + 10 years <i>Secure disposal</i>	GVO	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171
Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined + 3 years <i>Secure disposal</i>	N/A	

## Property Management

<b><u>Record type</u></b>	<b>Retention period and action following</b>	<b>Location documents are stored</b>	<b>Relevant statutory authority</b>
Title deeds of properties belonging to the school	PERMANENT These should follow the property unless the property has been registered with the Land Registry	Microsoft One Drive	
Plans of property belong to the school	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.	Microsoft One Drive	
Leases of property leased by or to the	Expiry of lease + 6 years	N/A	

school			
Records relating to the letting of school premises	Current financial year + 6 years	Microsoft One Drive	
All records relating to the maintenance of the school carried out by contractors	Current year + 6 years	Site Office	
All records relating to the maintenance of the school carried out by school employees including maintenance log books	Current year + 6 years	Site Office	

## ICT

<b><u>Record type</u></b>	<b>Retention Period</b>  <b>Action at the end of the administrative life of the record</b>	<b>Location documents are stored</b>	<b>Relevant Statutory Authority</b>
Strategy and policy documents	Current year + 5 years <i>Secure disposal</i>	OneDrive	
Software licenses management	Whilst current		
System monitoring	Current year + 1 year <i>Secure disposal</i>	Filtering server	
System logs	3 months <i>Secure disposal</i>	Secure servers	
Firewall logs	3 months <i>Secure disposal</i>	Firewall UTM	
Security breaches	Last action + 5 years <i>Secure disposal</i>	OneDrive	
Opening, maintenance and closure of user accounts including email accounts	Date of leaving + 1 month <i>Secure disposal</i>	H Drive, Shared Drive, OneDrive	
Management of system data storage, including the operation of routine data backup, archiving and deletion	Current year + 3 months <i>Secure disposal</i>	Site servers/Office 365	
User requests to recover data from backup or archive and actions taken	Last action on request + 1 month <i>Secure disposal</i>	Site Servers/Office 365	
Managing requests for connections to Third Party	Termination of contract + 5 years <i>Secure disposal</i>		

Formatting of Tytherington School equipment	Date of disposal of equipment +1 year <i>Secure disposal</i>		
Managing user requests for support	Actions completed + 1 year <i>Secure disposal</i>	Office 365	
Telephone logs	Current year <i>Secure disposal</i>		
Security Cameras	1 week unless subject to a legal hold <i>Secure disposal</i>	Secure server	

**Related policies**

Data Protection Policy

Security Camera Policy

Acceptable Usage of ICT Policy

Recruitment Policy

Finance Manual

Health and Safety Policy

Admissions Policy

Exams Policy

**Review:**

Summer Term 2026