# Littledean C of E Primary School
# Retention and Destruction Policy
# 13th July 2022

| Type of record | Trigger | Minimum Retention period at School | Final action |
|---|---|---|---|
| Accident Reports (children) | Date of birth | 25 years | Destroy |
| Accident/injury at work records (staff) | Date of incident | 12 years | Review |
| Accounting records (other than annual accounts) | End of financial year | 6 years | Destroy |
| Accounts (Annual) School Fund | End of financial year | 6 years | Archive - deposit at Gloucestershire Archives |
| Administrative files (routine) General documents and letters to parents | End of administrative use | 6 years | Review to see whether a further retention period is required |
| Administration Medication forms (yellow) | End of treatment | Immediate | Send home to parents |
| Admission registers | Date of last entry | 1 years | Destroy paper copy. Electronic (SIMS) copy to be retained |
| Attendance Data and Reports | End of Academic Year | 6 Years | Destroy |
| Attendance registers | End of academic year | 3 years | Destroy |
| Behaviour Logs | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school – by hand or recorded delivery postage |
| Child Protection / Safeguarding records | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school – by hand or recorded delivery postage |
| Contract monitoring records | End of current year | 6 years | Destroy |
| Contracts under hand | End of contract | 6 years | Destroy |
| Contracts under seal | End of contract | 12 years | Destroy |
| Diaries Office, HT, CP, FSW, SEND | End of academic year | | *Retain Office, HT, CP, FSW, SEND Diaries until outcome of Independent* |

| | | | *Enquiry 2021* |
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| Diaries<br>Other Staff | End of academic year | Immediate | Destroy |
| Emails | Review Termly (3) | Immediate | Destroy or File under appropriate category as an official document |
| Examination certificates (public) | | | Any certificates left unclaimed will be returned to the appropriate Examination Board |
| Examination results – internal – In Year Assessments and Data | End of academic year | 3 years after the cohort has left the school | Destroy |
| Examination results – public – SATS, Phonics, EYFS | End of academic year | 6 years | Destroy |
| Free School Meal Registers | End of current year | 6 years | Destroy |
| FSW records | Pupil Leaves School | Immediate | Transfer records to secondary (or other primary) school – by hand or recorded delivery postage |
| Governor Reports and Minutes, Staff and Friends Meetings, including SDP and SEF | End of administrative use | 6 years | Archive - deposit at Gloucestershire Archives |
| Home / School records | End of academic year | | |
| In Year Admission Applications | Termly (3) | 2 Terms | Destroy |
| Instruments of Government | | Retain permanently until closure of school | Archive – deposit at Gloucestershire Archives |
| Log book | Date of last entry | 6 years | Archive - deposit at Gloucestershire Archives |
| Lunchtime Registers | End of academic year | 6 years | Destroy |
| Maintenance logs | Date of last entry | 10 years | Destroy |
| Notebooks | Daily | Immediate | Destroy or File under appropriate category as an official document |
| OFSTED reports and papers | Superseded by new | Review on report replacement by | Archive - deposit at Gloucestershire |

| | | new inspection report | Archives |
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| Old Pupils' Association records | End of academic year | 6 years then review to see if further retention period required | Archive - deposit at Gloucestershire Archives |
| PAN, Value Added Reports and Data Reports (FFT) | End of Academic Year | 6 Years | Destroy |
| Policies | Superseded by new policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) | Archive - deposit at Gloucestershire Archives |
| Pre-School Learning Journeys | End of Academic Year | Immediate | Transfer records to Primary school (or other setting) – by hand or recorded delivery postage |
| Property title deeds and architect's plans | No longer used regularly | Permanent | Archive - deposit at Gloucestershire Archives |
| Pupil Data Collection Sheet (including Pre-School) | Pupil leaves school | Immediate | Destroy |
| Pupil files and record cards (primary) | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school |
| Pupil Work Books | End of Academic Year | 1 Year | Destroy |
| Recruitment Applications – unsuccessful | End of Recruitment Process | 6 months | Destroy |
| School Prospectus | End of academic year | 3 years | Archive - deposit at Gloucestershire Archives |
| Scrap books and photograph albums | End of administrative use | Immediate | Archive - deposit at Gloucestershire Archives |
| Special Educational Needs (SEN) files | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school – by hand or recorded delivery postage |

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| Special Educational Needs and Disability Act 2001 Section 1: Statements – EHCP | Pupil leaves school | Immediate | Transfer records to secondary (or other primary) school – by hand or recorded delivery postage |
| Staff Personnel files including Performance Management Records and Lesson Observations | End of Employment | | *Retain until outcome of Independent Enquiry 2021* |
| Subject Leader Curriculum Files | End of Academic Year | 3 Years | Destroy |
| Teacher Planning | End of Academic Year | 2 Years | Destroy |