John Perry Primary School



RECORD DELETION AND RETENTION POLICY

Approved by: School Governing Body **Date:**

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Controlled Document

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1	20/01/2022	Data Protection Enterprise Ltd www.dataprotectionenterprise.co.uk	New Policy
2	October 2022	Yvonne Rogers – DPO	Amendments to schedule
3	23/02/2023	Data Protection Enterprise Ltd www.dataprotectionenterprise.co.uk	Policy Review – pupil retention period amended to 31 years
4	01/08/2024	Data Protection Enterprise Ltd www.dataprotectionenterprise.co.uk	Policy Review- Amendments to section 3 in line with DfE guidance

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1. THE PURPOSE OF THE RENTENTION SCHEDULE

Under the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA) and the Freedom of Information Act 2000 (FOIA), Schools are required to maintain a retention schedule listing the record series which the School creates in the course of its business.

The retention schedule lays down 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 also lays down the basis for normal processing under both Data Protection and Freedom of Information legislation.

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 retention schedule refers to all information, regardless of the media in which they are stored (e.g paper/electronic/microfilm/photographic etc).

2. BENEFITS OF A RETENTION SCHEDULE

There are a number of benefits which arise from the use of a complete retention schedule:

a. Managing records in line with best practice guidance fulfils duties under Section 46 Code of Practice on Records Management under the Freedom of Information Act 2000. Retention Guidelines are published so there is clear communication to customers over what information should still be available to them if they wish to make a subject access request. To retain information for too long or to destroy it too soon leaves us open to criticisms on openness and transparency, and in some cases, compliance with the law.

b. Members of staff can be confident about the safe disposal of information at the appropriate time.

c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.

d. The School is not maintaining and storing information unnecessarily.

Members of staff should be aware that once a Freedom of Information request is received, or a legal hold imposed, then records disposal relating to the request or legal hold must be stopped.

Records which may be required by IICSA (Independent Inquiry into Child Sexual Abuse) should be treated as though they are subject to a legal hold.

3. MAINTAINING AND AMENDING THE RENTENTION SCHEDULE

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

Some of the retention periods are governed by statute and if record series are to be kept for longer or shorter periods than laid out in this document then the reason(s) for this need to be documented.

Where there is a recommendation to archive the information, this may be in an electronic format. There is no requirement to convert the information into a hard copy. Such records should be kept in separate electronic folder suitably marked as holding archival material.

4. WHAT TO DO WITH RECORDS ONCE THEY HAVE REACHED THE END OF THEIR ADMINISTRATIVE LIFE

4a. Destruction of records

Where records have been identified for destruction, they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible). Any other records should be bundled up and disposed of to a wastepaper merchant or disposed of in other appropriate ways.

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 another unique identifier);
- File title (or brief description);
- Number of files
- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

4b. Transfer of records to the Local Authority

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Local Authority.

4c. Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

5. ALL STAFF

Everyone is responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this policy (if authorised to do so).
- Ensuring that any proposed divergence from the records retention and disposal policies is authorised by the Head Teacher.

6. LINKS WITH OTHER POLICIES

This Records Retention and Deletion Policy is linked to the School:

- Data Protection Policy
- Freedom of Information Policy
- CCTV Policy
- Data Sharing Policy
- Safe-guarding Policy
- GDPR Privacy Notices

7. REFERENCES

- UK General Data Protection Regulation
- Data Protection Act 2018
- Article 8, The Human Rights Act 1998
- Freedom of Information Act 2000
- Code of Practice on Records Management (under Section 46 of the FOIA)

RETENTION SCHEDULE

1. Governing Body

This section contains retention periods connected to the work and responsibilities of the governing body. For further information about governing body records please see "The constitution of governing bodies of maintained Schools' Statutory guidance for governing bodies of maintained Schools and local authorities in England August 2017"

1.1 Management of Governing Body

	Basic File Description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	Personal Information
1.1.1	Instruments of government		For the life of the School	Consult local authority before disposal	
1.1.2	Trusts and endowments		For the life of the School	Consult local authority before disposal	
1.1.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.4	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes, the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office (except where there have been allegations concerning young persons). In this case retain for 31 years	SECURE DISPOSAL	Yes

1.1.5	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	SECURE DISPOSAL	Yes
1.1.6	Scheme of delegation and terms of reference for committees		Until superseded or whilst relevant. [If retained for reference purposes in case decisions which need to be justified.]	These could be offered to the Local Authority if appropriate	
1.1.7	Minutes and Agendas		Paper copies to be retained for 6 years, Governors retain electronic copies for 10 years		Potential
1.1.8	Reports made to the governors' meeting which are referred to in the minutes		10 years from the date of the meeting		Potential
1.1.9	Register of attendance at Full governing board meetings		10 years from the date of the meeting (included in minutes)	SECURE DISPOSAL	Yes
1.1.10	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	SECURE DISPOSAL	Yes
1.1.11	Records relating to complaints made to and investigated by the governing body or head teacher		Major complaints: current year + 6 years. If negligence involved, then: current year + 15 years. If student protection or safeguarding issues are involved, then: current year + 15 years	SECURE DISPOSAL	Yes
1.1.12	Correspondence sent and received by the governing body or head teacher		General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential

1.1.13	Action plans created and administered by the governing body		Until superseded or whilst relevant	SECURE DISPOSAL	
1.1.14	Policy documents created and administered by the governing body		Until superseded [Consider keeping all policies relating to safeguarding, young person protection or other student related issues such as exclusion until the IICSA has issued its recommendations]		

1.2 GOVERNOR MANAGEMENT

	Basic File Description	**Statutory Provisions**	**Retention Period [operational]**	**Action at the end of the administrative life of the record**	**Personal Information**
1.2.1	Records relating to the appointment of a clerk to the governing body		Date on which clerk appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.2	Records relating to the terms of office of serving governors, including evidence of appointment		Date appointment ceases + 6 years		Yes
1.2.3	Records relating to governor declaration against disqualification criteria		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.4	Register of business interests		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.5	Governors Code of Conduct		Until Superseded		
1.2.6	Records relating to the training required and received by Governors		Date Governor resigns + 6 years	SECURE DISPOSAL	Yes
1.2.7	Records relating to the induction programme for new governors		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes
1.2.8	Records relating to DBS checks carried out on clerk and members of the governing body – DBS		Held on single central record for term of appointment plus 2 years	SECURE DISPOSAL	Yes

	number and date of issue only to be kept				
1.2.9	Governor personnel files		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes

2. Management of the School

This section contains retention periods connected to the processes involved in managing the School, including Human Resources, Financial Management, Payroll and Property Management.

2.1 HEAD TEACHER AND SENIOR MANAGEMENT TEAM

	Basic file description	**Statutory Provisions**	**Retention Period [Operational]**	**Action at the end of the administrative life of the record**	**Personal Information**
2.1.1	Logbooks of activity in the School		Historical logbooks only kept	These could be of permanent historical value and should be offered to the Local Authority if appropriate	Potential
2.1.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
2.1.3	Professional development plans		These should be held on the individual's personnel record. If not, then termination of employment + 6 years	SECURE DISPOSAL	Potential
2.1.4	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	

2.2 OPERATIONAL ADMINISTRATION

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
2.2.1	General file series which do not fit under any other category		Current year + 5 years then review	SECURE DISPOSAL	Potential
2.2.2	Records relating to the creation and publication of the School brochure or prospectus		Current academic year + 3 years	The School could preserve a copy for archive otherwise STANDARD DISPOSAL	
2.2.3	Consents relating to mailings, photographs, social media etc as part of GDPR compliance		Consent will last whilst the student attends the School, it can therefore be destroyed when the student leaves + 12 months	SECURE DISPOSAL	Yes
2.2.4	Visitor/staff google form		6 months	SECURE DISPOSAL	Yes
2.2.5	All School emails		24 months	SECURE DELETION – automatic deletion after 2 years.	Yes

2.3 HUMAN RESOURCES

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
RECRUITMENT					
2.3.1	All records leading up to the appointment of a headteacher		Unsuccessful -Date of interview plus 6 months. Successful – Add to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of young person abuse then at least 15 years	SECURE DISPOSAL	Yes
2.3.2	All records leading up to the appointment of a member of staff – unsuccessful candidates		Date of interview/ application of unsuccessful candidate + 6 months	SECURE DISPOSAL	Yes

2.3.3	Pre-employment vetting information – DBS Checks – successful candidates	DBS Update Service Employer Guide June 2014; Keeping Young persons Safe in Education 2018 [Statutory Guidance from DoE] Sections 73, 74	Application forms, references and other documents – for the duration of the employee's employment + 6 years	SECURE DISPOSAL	Yes
2.3.4	Forms of proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure		Where possible this process should be carried out using the on-line system. If it is necessary to take a copy of documentation, then it should be retained on the staff personal file.	SECURE DISPOSAL	Yes
2.3.5	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer's Guide to Right to Work Checks [Home Office, May 2015]	Kept on staff file for term of appointment plus 6 years.	SECURE DISPOSAL	Yes

OPERATIONAL STAFF MANAGEMENT					
	Basic file description	**Statutory Provisions**	**Retention Period [Operational]**	**Action at the end of the administrative life of the record**	**Personal Information**
2.3.6	Staff personnel file	Limitation Act 1980 [Section 2]	Termination of Employment + 6 years, unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case, then the file will need to be retained until IICSA enquiries are complete	SECURE DISPOSAL	Yes

2.3.7	Annual appraisal/ assessment records		Retain on personnel file until termination of employment +6 years	SECURE DISPOSAL	Yes
2.3.8	Sickness absence monitoring		Retain on personnel file until termination of employment +6 years	SECURE DISPOSAL	Yes
2.3.9	Staff training record		Retain on personnel file until termination of employment +6 years	SECURE DISPOSAL	Yes

DISCIPLINARY AND GRIEVANCE PROCESS

If in any doubt as to which categories disciplinary records fall under, please seek advice from the local authority HR or Legal.

The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and then defend him/herself by saying 'I would never do something like that', reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had 'fifteen years of unblemished service'' the record of the disciplinary proceedings would be effective evidence to counter this claim.

Care should be taken not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be 'removed from the file'. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

DISCIPLINARY AND GRIEVANCE PROCESSES

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
2.3.10	Records relating to any allegation of a young person protection nature against a member of staff	'Keeping young persons safe in education Statutory guidance for Schools and colleges September 2018' 'Working together to safeguard young persons. A guide to inter -agency working to safeguard and promote the welfare of young persons 2018'	Until the person's normal retirement age or 10 years from the date of the allegation (whichever is the longer) then REVIEW.	SECURE DISPOSAL These records must be shredded	Yes
2.3.11	Disciplinary proceedings				Yes
	Oral and written first warning Written second warning		Valid from date of warning + 6 months. Retain on personnel file	SECURE DISPOSAL	
	Final warning		Valid from date of warning + 18 months. Retain on Personnel file		
	Case not found		If the incident is related to young person protection see above (2.3.12) Retain on Personnel File	SECURE DISPOSAL	

PAYROLL AND PENSIONS

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
2.3.12	Car Mileage Output, Income tax form P60, Car Insurance, Maternity Payment, National Insurance, Overtime, Payroll Awards, Payroll, reports, pension, bank details	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
2.3.13	Tax Forms P6/P11/ P11D/P35/P45/P46/ P48	The minimum requirement as stated in Inland Revenue Booklet 490 – at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/ electronic format. [It is a corporate decision to retain for current year + 6 years]. Employees should retain records for 22 months after current tax year	Current year + 6 years	SECURE DISPOSAL	Yes

2.4 HEALTH AND SAFETY					
	Basic file description	**Statutory Provisions**	**Retention Period**	**Action at the end of the administrative life of the record**	**Personal Information**
2.4.1	Health and Safety Policy Statements		Life of Policy + 3 years	SECURE DISPOSAL	
2.4.2	Health and Safety Risk Assessments		Life of risk assessment + 3 years provided that a copy of the risk assessment is stored with the accident report if an incident occurred	SECURE DISPOSAL	
2.4.3	Accident reporting records relating to individuals who are over 18 years of age at the time of the incident	Social Security [Claims and Payments] Regulations 1979 Reg 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 Allows the information to be kept electronically	All accidents are reported on CPOMS and retained as per 3.2.4	SECURE DISPOSAL	Yes
2.4.4	Accident reporting records relating to individuals who are under 18 years of age at the time of the incident	As 2.4.3	As 2.4.3	SECURE DISPOSAL	Yes
2.4.5	Records relating to any reportable death, injury, disease or dangerous occurrence [RIDDOR]. For more information see www.hse.gov.uk/RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Date of incident + 25 years provided that all records relating to the incident are held on personnel file [see 2.4.2 above]	SECURE DISPOSAL	Yes

		S1 2013 No 1471 Regulation 12(2)			
2.4.6	Control of Substances Hazardous to Health [COSHH]	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).	Date of incident + 40 years	SECURE DISPOSAL	
2.4.7	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 20212 S1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
2.4.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE Dose assessment and recording	The Ionising Radiation Regulations 2017. S1 2017 No 1075 Regulation 11 As amended by S1 2018 No 390 Personal Protective Equipment [Enforcement] Regulations 2018	2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination. To keep the records made and maintained [or a copy of these records] until the person to who the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made.	SECURE DISPOSAL	

2.4.9	Fire Precautions Log Books		Current year + 3 years	SECURE DISPOSAL	
2.4.10	Health and safety file to show current state of building, including all alterations [wiring, plumbing, building works, etc] to be passed on in the case of change of ownership		Pass to new owner on sale or transfer of building		

2.5 FINANCIAL MANAGEMENT

	Basic File Description	**Statutory Provisions**	**Retention Period [Operational]**	**Action at end of the administrative life of the record**	**Personal Information**
ACCOUNTS AND STATEMENTS [INCLUDING BUDGET MANAGEMENT]					
2.5.1	Loans and grants managed by the School		Date of last payment on the loan + 12 years then REVIEW	SECURE DISPOSAL	
2.5.2	Records relating to the identification and collection of debt		Final payment of debt + 6 years	SECURE DISPOSAL	
STUDENT FINANCE					
2.5.3	Student Premium Fund records		Date student leaves the provision + 12 months	SECURE DISPOSAL	Yes
CONTRACT MANAGEMENT					
2.5.4	All records relating to the management of contracts	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	
SCHOOL FUND					
2.5.5	Cheque books, paying in books, ledger, invoices, receipts, bank statement, trips		Current year + 6 years	SECURE DISPOSAL	

3. STUDENT MANAGEMENT

This section contains retention periods connected to the processes involved in managing a student's journey through School, including the admissions process

3.1 ADMISSIONS PROCESS					
	Basic File Description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
3.1.1	All records relating to the creation and implementation of the School Admissions Policy	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Schools' adjudicators and admission appeal panels December 2014	Life of the policy + 6 years then REVIEW	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful	As above	To be retained whilst the student attends the School + 6 years	SECURE DISPOSAL	Yes
3.1.3	Register of Admissions	As above	To be retained whilst the student attends the School + 6 years	REVIEW The School may wish to consider keeping the admission register permanently as an archive record as often Schools receive enquiries from past students to confirm the dates they attended the School or to transfer these records to the appropriate Local Authority.	

3.1.4	Proof of address supplied by parents as part of the admissions process	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, Schools' adjudicators and admission appeal panels December 2014	12 months if obtained electronically during COVID-19 otherwise proof of address authenticated but documentation not kept on file	SECURE DISPOSAL	Yes
3.2 STUDENT'S EDUCATIONAL RECORD **PLEASE NOTE:** Any record containing student information may be subject to the requirements of IICSA. The School should implement any instruction which has been received from the IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If unsure about what records should be retained, please seek advice from the Local Authority or take independent legal advice.					
3.2.1	**Student's Educational Record** The Education [Student Information] [England] Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No. 688				
3.2.1.1	Primary		Retain whilst the young person remains at the primary School and for 12 months after transferring then review/destroy	The file should follow the student when he/she leaves the primary School. This will include: • To another primary School • To a secondary School • To a student referral unit	Yes
3.2.2.2	Examination Results		This information should be added to the student file		Yes

3.2.3	Young person Protection - information held on student file	'Keeping young persons safe in education Statutory guidance for Schools and colleges 2018'; 'Working together to safeguard young persons. A guide to inter-agency working to safeguard and promote the welfare of young persons 2018'	If any records relating to young person protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file. Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL. These records must be shredded.	Yes
3.2.4	Young person Protection – information held in electronic management database (CPOMS)	As above	Electronic record is transferred to transition School. Paper record forwarded to transition School. If no transition School then keep from DOB of the young person + 31years then REVIEW. This retention period was agreed in consultation with the Safeguarding Young persons Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record. Note: These records will be subject to any instruction given by IICSA	SECURE DISPOSAL	Yes
3.2.5	Last Known school		Retain DOB + 31 years. Other support service records	SECURE DISPOSAL	

			can be retained for a longer period of 31 years to enable defence in a 'failure to provide a sufficient education' case.		
3.3 Attendance **Please Note:** Any record containing student information may be subject to the requirements of IICSA. The School should implement any instruction which has been received from the IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If unsure about what records should be retained, please seek advice from the Local Authority or take independent legal advice.					
3.3.1	Attendance Registers		Every entry in the attendance register must be preserved for a period of 6 years after the date on which the entry was made	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absence [authorised or unauthorised]	Education Act 1996 Section 7	Kept on student file.	SECURE DISPOSAL	Potential
3.3.3	Special Education Needs files, reviews and Education Health and Care Plan, including advice and information provided to parents regarding educational needs and accessibility strategy	Young persons and Family's Act 2014; Special Educational Needs and Disability Act 2001 Section 14	DOB of the student + 31 years [Education, Health and Care Plan is valid until the individual reaches the age of 31 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]	SECURE DISPOSAL	Yes

4 Curriculum and Extra Curricular Activities

This section contains retention periods connected to the process involved in managing the curriculum and extra-curricular activities.

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
4.1 STATISTICS AND MANAGEMENT INFORMATION					
4.1.1	Assessment Results [School copy]		Current year + 6 years	SECURE DISPOSAL	Yes
4.2 IMPLEMENTATION OF CURRICULUM					
4.2.1	Student's work		Where possible, the student's work should be returned to the student at the end of the academic year.	SECURE DISPOSAL	
4.3 SCHOOL TRIPS					
4.3.1	Parental consent forms for School trips where there has been no major incident		Keep for 3 months from date of trip then dispose.	SECURE DISPOSAL	Yes
4.3.2	Parental permission slips for School trips – where there has been a major incident	Limitation Act 1980 [Section 2]	DOB of the student involved in the incident + 31 years. The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	SECURE DISPOSAL	Yes

4.4 SCHOOL SUPPORT ORGANISATIONS

FAMILY LIAISON OFFICERS AND HOME SCHOOL LIAISON ASSISTANTS					
4.4.1	Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst young person is attending school then DESTROY	SECURE DISPOSAL	Yes
4.4.2	Referral forms		While the referral is current	SECURE DISPOSAL	Yes
4.4.3	Contact data sheets		Current year then REVIEW. If contact is no longer active, DESTROY	SECURE DISPOSAL	Yes
4.4.4	Contact database entries		Current year then REVIEW. If contact is no longer active, DESTROY	SECURE DISPOSAL	Yes

5 CENTRAL GOVERNMENT AND LOCAL AUTHORITY

This section covers records created in the course of interaction between the School and local authority.

	Basic file description	**Statutory Provisions**	**Retention Period [Operational]**	**Action at the end of the administrative life of the record**	**Personal Information**
5.1 LOCAL AUTHORITY					
5.1.1	School census		Current year + 5 years	SECURE DISPOSAL	
5.1.2	Circulars and other information sent from the Local Authority		Operational Use	SECURE DISPOSAL	
5.2 CENTRAL GOVERNMENT					
5.2.1	OFSTED reports and papers if a physical copy is held		Life of the report then REVIEW	SECURE DISPOSAL	
5.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	
5.2.3	Circulars and other information sent from central government		Operational Use	SECURE DISPOSAL	