St Matthew's Infant School

Diocese of Guildford

Data Retention Policy

Date of next review: September 2027

Governing body committee responsible: Finance and Personnel

Our shared values and commitment to high quality teaching and learning are captured in our vision to nurture each and every child, within a caring and Christian environment, so that they can be successful in their learning and reach their full potential academically and personally during their time at St Matthew's

1. Rationale and Accountability

The School has a responsibility to maintain its records and record keeping systems. When doing this, the School will take account of the following factors:

- The most efficient and effective way of storing records and information;
- The confidential nature of the records and information stored;
- The security of the record systems used;
- Privacy and disclosure; and
- Their accessibility

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the School's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the School from time to time and the updated posted on the School website. The School may also vary any parts of this procedure, including any time limits, as appropriate in any case.

2. Data Protection:

This policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000.

3. Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule. The table at the end of the policy summarises the most common document retention timeframes.

A more conclusive list as provided by our DPO is also attached to the end of the policy.

The schedule is a document listing the many types of records used by the School and the applicable retention periods for each record type. The retention periods are based on business needs and legal requirements.

Paper and electronic records will be regularly monitored by the Headteacher and School Business Manager.

4. Destruction of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information should be shredded before disposal. All electronic information will be deleted.

5. Record Keeping of Safeguarding

Any allegations made that are found to be malicious are not part of the personnel records.

For any other allegations made, the School will keep a comprehensive summary of the allegation made, details of how the investigation was looked into and resolved and any decisions reached. This should be kept on the personnel file of the accused.

Any allegations made of a sexual abuse should be preserved by the School for the term of an inquiry by the Independent Inquiry into Child Sexual Abuse. All other records (for example, the personnel file of the accused) should be retained until the accused has reached normal pension age or for a period of 10 years from the date of the allegation of longer. Guidance from the Independent Inquiry into Child Sexual Abuse states that prolonged retention of personal data at the request of an Inquiry would not contravene data protection regulation provided the information is restricted to that necessary to fulfil potential legal duties that a School may have in relation to an Inquiry.

Whilst the Inquiry is ongoing, it is an offence to destroy any records relating to it. At the conclusion of the Inquiry it is likely that an indication regarding the appropriate retention periods of the records will be made.

6. Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. The archiving of information not listed is decided by the School Governing Body.

7. Transferring Information to Other Media

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

8. Transferring Information to Another School

We retain the Pupil's educational record whilst the child remains at the school. Once a pupil leaves the school, the file should be sent to the next school. The responsibility for retention then shifts to the next school.

We may delay destruction of other information for a further period where there are special factors such as potential litigation.

9. Responsibility and Monitoring

The Headteacher has primary and day-to-day responsibility for implementing this policy. The Data Protection Officer (DPO), in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The DPO will consider the suitability and adequacy of this policy and report improvements directly to management.

10. Emails

Email accounts are not a case management tool in themselves. From 1st April 2025 the school policy has been updated to include an email retention limit of two years – after which emails will be automatically deleted.

The School recommends the retention schedule for paper documents also be applied to the retention of emails.

RETENTION SCHEDULE - SUMMARY

FILE DESCRIPTION	RETENTION PERIOD
Employment Records	
Job applications and interview records of unsuccessful candidates	Six months after notifying unsuccessful candidates
Job applications and interview records of successful candidates	Six years after employment ceases
Written particulars of employment, contracts of employment and changes to terms and conditions	Six years after employment ceases
Right to work documentation including identification documents	Two years after employment ceases
Immigration checks	Two years after employment ceases
DBS checks and disclosures of criminal records forms	As soon as practicable after the check has been completed and the outcome recorded (i.e. whether it is satisfactory or not) unless in exceptional circumstances in which case for no longer than six months
Change of personal details notifications	No longer than six months after receipt of the notification
Emergency contact details	Destroyed on termination
Personnel and training records	Six years after employment ceases
Consents for the processing of personal and sensitive data	For as long as the data is being processed and up to six years thereafter
Disciplinary and grievance records	Six years after employment ceases
Allegations of a child protection nature against a member of staff including where the allegation is founded	Ten years from the date of the allegation or the person's normal retirement age (whichever is the longer). This should be kept under review. Malicious allegations should be removed.
Financial and Payroll Records	
Pension records	Twelve years
Accounting and budget records	Current year + six years
Payroll and wage records	Six years after the end of the tax year to which they relate
Maternity/Paternity/Adoption leave records	Three years after the end of the tax year to which they relate
Statutory Sick Pay	Three years after the end of the tax year to which they relate
Current Bank Details	No longer than necessary

Agreements and Administration Records	
School development plans	Three years from the life of the plan
Visitors book and signing in sheets	Two years
Newsletters to staff and parents	One year (the school may decide to archive one copy)
Health and Safety Records	
Health and safety consultations	Permanently
Health and safety risk assessments	Three years from the life of the risk assessment
Any reportable accident, death or injury in connection with work	Twelve years + from the date the report was made
Accident reporting	Adults – six years from the date of the incident Children – when the child attains 25 years of age
Medical records and details of: • Control of lead at work • Employees exposed to asbestos dust • Records specified by the Control of Hazardous to Health Regulations	Forty years from the date of the last entry made in the record
COSHH records	Five years from the date on which the record was made
Temporary and Casual Workers	
Records relating to hours worked and payments made to workers	Three years
Pupil Records	
Admissions records	One year from date of admission
Admissions register	Three years from date of entry
School Meals registers	Three years
Free School Meals registers	Six years
Pupil Record	Individual files are kept while the child remains at St Matthew's after which the file is transferred to the next school
Attendance registers	Three years from date of entry

DPO/Satswana Full List of Recommended Retention Periods

IMTKS1 Governing Body

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS1A	**Management of Governing Body**		
IMTKS1A.1	Instruments of Government		Permanent
IMTKS1A.2	Trusts and Endowments		Permanent
IMTKS1A.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months
IMTKS1A.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
IMTKS1A.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
IMTKS1A.6	Scheme of Delegation and Terms of Reference for Committees		PERMANENT
IMTKS1A.7	Meetings Schedule		Current year
IMTKS1A.8	Agendas – Principal copy	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	Permanent
IMTKS1A.9	Minutes - Principal set (signed)	As above	Permanent
IMTKS1A.10	Reports made to the Governors' Meeting which are referred to in the minutes	As above	Permanent
IMTKS1A.11	Register of attendance at Full Governing Board meetings	As above	Date of last meeting in the book + 6 years
IMTKS1A.12	Papers relating to the management of the Annual Parents' Meeting	The Education (Annual Parents' Meetings) (England) Regulations 1999[1]	Date of meeting + 6 years
IMTKS1A.13	Agendas – Additional Copies		Date of meeting
IMTKS1A.14	Minutes - Inspection copies		Date of meeting + 3 years

IMTKS1A.15	Records relating to Governor Monitoring Visits		Date of the visit + 3 years
IMTKS1A.16	Annual Reports required by the Department for Education	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years
IMTKS1A.17	All records relating to the conversion of schools to Academy status		PERMANENT
IMTKS1A.18	Records relating to complaints made to and investigated by the Governing Body		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes
IMTKS1A.19	Correspondence sent and received by the Governing Body		Current year + 6 years
IMTKS1B	**Management of Governors**		
IMTKS1B.1	Records relating to the appointment of a clerk to the Governing Body		Date appointment as clerk ceases + 6 years
IMTKS1B.2	Records relating to the terms of office of serving governors including evidence of appointment		PERMANENT
IMTKS1B.3	Records relating to Governor Declaration against disqualification criteria		Until the Governor steps down
IMTKS1B.4	Register of Business Interests		PERMANENT
IMTKS1B.5	Governors Code of Conduct		This is expected to be a dynamic document, one copy of each version should be kept permanently
IMTKS1B.6	Records relating to the training required and received by Governors		Until the Governor steps down
IMTKS1B.7	Records relating to the induction programme for new governors		Until the Governor steps down
IMTKS1B.8	Records relating to DBS checks carried out on clerk and members of the governing body		Date of DBS check + 6 months

IMTKS2 Pupil Management

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS2A	**Admissions and Attendance**		
IMTKS2A.1	Admission Registers		Permanent

IMTKS2A.2	Records relating to the admissions process – if the admission is successful		Admission + 1 year
IMTKS2A.3	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year
IMTKS2A.4	Admissions – Secondary Schools – Casual		Current year + 1 year
IMTKS2A.5	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year
IMTKS2A.6	Attendance registers		Date of register + 3 years
IMTKS2A.7	Letters authorising absence		Date of absence + 2 years
IMTKS2B	**Pupil Educational Record**		
IMTKS2B.1	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[2]
IMTKS2B.2	Pupil Files and/or record cards - Secondary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	DOB of the pupil + 25 years[1]
IMTKS2B.3	Examination results - Public		Year of examinations + 6 years[3]
IMTKS2B.4	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
IMTKS2B.5	Any other records created in the course of contact with pupils		Current year + 3 years then review
IMTKS2B.6	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
IMTKS2C	**Special Educational Needs**		
IMTKS2C.1	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years
IMTKS2C.2	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
IMTKS2C.3	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending
IMTKS2C.4	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
IMTKS2C.5	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending
IMTKS2C.6	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.

IMTKS3 School Trips and Extra Curricular Activities

	Basic file description	Statutory Provisions	Retention Period
IMTKS3A	**Educational Visits outside the Classroom**		
IMTKS3A.1	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom[4]	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years[5]
IMTKS3A.2	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]
IMTKS3B	**Day Trips**		

IMTKS3B.1	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip
IMTKS3B.2	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
IMTKS3C	**Residential Trips**		
IMTKS3C.1	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
IMTKS3D	**Walking Bus**		
IMTKS3D.1	Walking Bus registers		Date of register + 3 years[6]

IMTKS4 School Management – Teaching and Curriculum

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS4A	**Senior Management Team**		
IMTKS4A.1	Log Books		Date of last entry in the book + 6 years
IMTKS4A.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years
IMTKS4A.3	Reports made by the Head Teacher or the management team		Date of report + 3 years
IMTKS4A.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years
IMTKS4A.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years
IMTKS4A.6	School development plans		Closure + 6 years then review
IMTKS4A.7	Professional development plans		Closure + 6 years
IMTKS4A.8	Action Plans		Date of action plan + 3 years
IMTKS4A.9	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)
IMTKS4B	**Curriculum Management**		
IMTKS4B.1	Timetable		Current year then review
IMTKS4B.2	Curriculum development		Current year + 6 years
IMTKS4B.3	Curriculum returns		Current year + 3 years
IMTKS4B.4	School syllabus		Current year then review
IMTKS4B.5	Schemes of work		Current year then review
IMTKS4B.6	Class record books		Current year then review
IMTKS4B.7	Mark Books		Current year then review
IMTKS4B.8	Record of homework set		Current year then review
IMTKS4B.9	Pupils' work		Current year then review
IMTKS4B.10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years

IMTKS5 Management of Schools - Administration

	Basic file description	Statutory Provisions	Retention Period
IMTKS5A	**Personnel Management**		
IMTKS5A.1	Employer's Liability certificate		Closure of the school + 40 years
IMTKS5A.2	Staff Personal files		Termination + 6 years[7]
IMTKS5A.3	Interview notes and recruitment records		Date of interview + 6 months
IMTKS5A.4	Pre-employment vetting information (including DBS checks)[8]	DBS guidelines	Date of check + 6 months
IMTKS5A.5	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.
IMTKS5A.6	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years
IMTKS5A.7	Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case

IMTKS5A.8	Disciplinary proceedings: written warnings		The duration of the warning [9]
IMTKS5A.9	Annual appraisal or assessment records		Current year + 5 years
IMTKS5A.10	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
IMTKS5B	**Health and Safety**		
IMTKS5B.1	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]
IMTKS5B.2	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years
IMTKS5B.3	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 [10]
IMTKS5B.4	Accident Reporting – Children	Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident
IMTKS5B.5	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;
IMTKS5B.6	Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years
IMTKS5B.7	COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years
IMTKS5B.8	Incident reports		Current year + 20 years

IMTKS5B.9	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
IMTKS5B.10	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
IMTKS5B.11	Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years
IMTKS5B.12	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years
IMTKS5B.13	Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years
IMTKS5C	**Payroll and Pensions**		
IMTKS5C.1	Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400	Financial year to which the payroll is run + 6 years
IMTKS5C.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years
IMTKS5C.3	Salary cards		Last date of employment + 85 years
IMTKS5C.4	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs
IMTKS5C.5	Timesheets, sick pay	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5D	**Financial Records**		
IMTKS5D.1	Annual Accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5D.2	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
IMTKS5D.3	Inventories of equipment and furniture		Current year + 6 years
IMTKS5D.4	Annual Budget and background papers		Current year + 6 years
IMTKS5D.5	Budget reports, budget monitoring etc		Current year + 3 years
IMTKS5D.6	Contracts - under seal	Limitation Act 1980 (Section 12)	Contract completion date + 12 years

IMTKS5D.7	Contracts - under signature	Limitation Act 1980 (Section 2)	Contract completion date + 6 years
IMTKS5D.8	Contracts - monitoring records		Current year + 2 years
IMTKS5D.9	Order books and requisitions		Current year + 6 years
IMTKS5D.10	Copy orders		Current year + 2 years
IMTKS5D.11	Delivery Documentation		Current year + 6 years
IMTKS5D.12	Invoice, receipts and other records covered by the HMRC - Compliance Handbook Manual CH15400	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5D.13	Petty cash books	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years
IMTKS5D.14	Debtors' Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5D.15	Applications for free school meals, travel, uniforms etc		Whilst child is at school
IMTKS5D.16	Student grant applications		Current year + 3 years
IMTKS5D.17	School Fund Records[11]	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5E	**Building Management**		
IMTKS5E.1	Title Deeds		Permanent [12]
IMTKS5E.2	Plans		Permanent Retain in school whilst operational
IMTKS5E.3	Records relating to maintenance and contractors	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5E.4	Maintenance log books		Last entry + 10 years
IMTKS5E.5	Contractors' Reports		Current year + 6 years
IMTKS5E.6	Leases		Expiry of lease + 6 years
IMTKS5E.7	Lettings		Current year + 3 years
IMTKS5E.8	Burglary, theft and vandalism report forms		Current year + 6 years
IMTKS5E.9	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
IMTKS5F	**School Meals**		
IMTKS5F.1	Dinner Register		Current year + 3 years
IMTKS5F.2	School Meals Summary Sheets		Current year + 3 years

IMTKS5F.3	Free school meals registers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years
IMTKS5G	**General Administration**		
IMTKS5G.1	School brochure/prospectus		Current year + 3 years
IMTKS5G.2	General file series or correspondence files		Current year + 5 years
IMTKS5G.3	Circulars (staff/parents/pupils)		Current year + 1 year
IMTKS5G.4	Newsletters, ephemera		Current year + 1 year
IMTKS5G.5	Visitors book		Current year + 2 years
IMTKS5G.6	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
IMTKS5G.7	Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years
IMTKS5G.8	Records relating to the management of data subject access requests		Current year + 3 years
IMTKS5G.9	Records relating to the management of freedom of information requests		Current year + 3 years

IMTKS6 Management of Schools – Safeguarding

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS6A	**Adults**		

IMTKS6A.1	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[14].
IMTKS6A.2	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

IMTKS7 Central Government and Local Authority

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS7A	**Local Authority**		
IMTKS7A.1	Secondary transfer sheets (Primary)		Current year + 2 years
IMTKS7A.2	Attendance returns		Current year + 1 year
IMTKS7A.3	Circulars from LA		Whilst required operationally then review to see whether a further retention period is required
IMTKS7B	**Central Government**		

IMTKS7B.1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required
IMTKS7B.2	Returns		Current year + 6 years
IMTKS7B.3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required

IMTKS8 Family Liaison Officers and Parent Support Assistants

	Basic file description	**Statutory Provisions**	**Retention Period**
IMTKS8.1	Day Books		Current year + 2 years then review
IMTKS8.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst the child is attending the school then destroy
IMTKS8.3	Referral forms		While the referral is current then add to child's file
IMTKS8.4	Contact data sheets		Current year then review, if contact is no longer active then destroy
IMTKS8.5	Contact database entries		Current year then review, if contact is no longer active then destroy
IMTKS8.6	Group Registers		Current year + 2 years

[1] Statutory Instruments 1999 No 2014
[2] In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service.
[3] Any certificates left unclaimed should be returned to the appropriate Examination Board
[4] including GOF1 and GOF2 and data entered on the e-go system
[5] This retention period has been set in agreement with the Safeguarding Children's Officer
[6] If there is an incident requiring an accident report the register will be submitted with the report and kept for the period of time required
[7] These files should be subject to KCC's open file policy where the employees are employed by Kent County Council as the Local Authority
[8] Please note that schools must not keep copies of the documents which are checked for DBS purposes.
[9] 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
[10] In the case of serious accidents a further retention period will need to be applied

[11] including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books
[12] these should follow the property unless the property has been registered at the Land Registry
[13] Records carry an OFFICIAL marking, there can be security issues about allowing access to the plans to people who may be looking to burgle premises
[14] There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received.