



**Harwell Community Primary School  
Retention and Disposal Schedule**

ITEM (details & storage)	Data Issues	RETENTION PERIOD	DISPOSAL METHOD
<b>GOVERNORS</b>			
Individual governors: <ul style="list-style-type: none"> <li>• Contact details (google drive)</li> <li>• Link governor list (google drive, paper copy on Gov noticeboard)</li> <li>• Attendance at FGB meetings (google drive, website, paper copy on Gov noticeboard)</li> </ul>	Y	Term of office	Amend / delete google docs / shred paper copies annually or on completion term or office or resignation
Instrument of Governance Stored in google drive and paper copy on governor noticeboard	N	permanently	N/A
Papers relating to FGB meetings including: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> <li>• reports</li> </ul>	Y	Permanently	N/A

Stored in google drive, copy of signed minutes on governor noticeboard One paper copy No additional printed papers at meetings		Noticeboard copy - one year	shredded
Papers relating to Resources and Educational Effectiveness Committee meetings including: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> <li>• reports</li> </ul> Stored in google drive One paper copy No additional printed papers at meetings	Y		
Papers relating to Pay & Performance Committee meetings	Y		
Papers relating to complaints to Full Governing Body	Y	Date of resolution + 6 years then reviewed	Shredding of paper records Google docs deleted
Proposals concerning change of status of the school	N	Date proposal accepted or decline + 3 years	Secured disposal paper records Google docs deleted
<b>STAFF</b>			
Application and interview records - unsuccessful applications	Y	Date of appointment of successful applicant + 6 months	Secure disposal
Appointment of new Headteacher - all records	Y	Date of appointment + 6 years	Secure disposal

Appointment of new staff member - all records Staff personnel file	Y	Termination of employment +6 years	
DBS checks	Y	copies not taken - details added to Single Central Record	N/A
Performance Appraisals and Professional Development Plans	Y	Current year + 5 years	Secure disposal
Personnel file - locked cabinet	Y	Termination of employment +6 years	Secure disposal
Pre-employment vetting information	Y	Kept in personnel file	Secure disposal
Proof of identity	Y	Kept in personnel file	Secure disposal
<b>PUPILS</b>			
Data on school MIS (SIMs)	Y	When pupil leaves the school	Deletion of data on MIS
<b>PARENTS</b>			
Email lists for school correspondence - google docs	Y	When pupil leaves the school	Deletion of google docs
Emergency contact details for pupils - paper record kept in locked office	Y	Updated and printed annually from SIMs	Deletion of data on MIS Paper copy - secure disposal

<b>VOLUNTEERS</b>			
<b>SCHOOL ADMINISTRATION</b>			
Admissions - appeals both successful and unsuccessful - google docs	Y	Date of admission or resolution + 1 year	Deletion of google docs
Admissions Register?			
Correspondence All letters of correspondence on google drive Paper copies - e.g. absence letters stored in folders school office	Y	Date of correspondence + 3 years	Deletion of google docs Paper copies shredded
HSA - creation and management	N	Current year + 6 years then review	Secure disposal
Newsletters Google docs Paper copy on parents noticeboard	Y	Current year + 1 Replaced as new copy reduced	Deletion of google docs Paper copies shredded
Policies All policies on google drive Website - specified policies Staff notice board - specified policies Induction folders - specified policies	N	Amended in accordance with policy review schedule Paper copies on notice boards / induction folders replaced on amendment	Amended in google drive Paper copies standard disposal - recycled - no personal data
Raising Achievement Plan - on google drive, no paper copies	Y	Life of plan + 6 years	Deletion of google docs

SLT Minutes - on google drive, no paper copies		Date of meeting + 3 years	Deletion of google docs
Visitors Books - signing in sheets	Y	Current year + 6 years	Secure disposal
SAFEGUARDING			
Allegation of child protection nature against staff - unfounded	Y	Staff retirement or 10 years	Secure disposal - MUST be shredded