



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

ITEM (details & storage)	Data Issues	RETENTION PERIOD	DISPOSAL METHOD
CLASSROOM			
Accident books	Y	To be handed to Headteacher at the end of the academic year.	Secure disposal at the end of Autumn term unless needed to be kept as an evidence trail
Correspondence from parents - letter/email	Y	Current academic year + 1	Deletion of emails Secure disposal paper records
Educational Day trips <ul style="list-style-type: none"> ● Pupil lists ● Medical information ● Emergency contact details 	Y	Completion of trip	Secure disposal - shredding the next school day
FC - assessment on ipads	Y	Archiving on G-drive	
Home School Communication books	Y	To be handed to Headteacher at end of the academic year.	Secure disposal at end of Autumn term unless needed to be kept as an evidence trail

Internal correspondence (identifies a person)	Y	As necessary then send to office for shredding	Secure disposal
Medicines to be administered (inc inhalers) and accompanying paperwork <i>Green medical bag</i>	Y	Any still in the classroom at the end of academic year	Paperwork to the office medicine/inhaler to parents
Medicines to be administered - paperwork	Y	Child's time at HCP + 1 year	Secure disposal
Pupil assessments / work not to be sent home	Y	Stored in classroom until end of academic year Summer term assessments and top/middle/bottom/sen/ppg books/work to be kept for an additional year.	Secure disposal
Pupil lists in classroom	Y	Used in classroom until end of academic year	Secure disposal
Pupil tracking data	Y	Google drive - current academic year + 1	
Pupil work	Y	To go home at the end of the academic year Samples H, M, L, SEN, PPG work to be retained for reference and kept for an additional year	Return to the parents/children
Residential trips <ul style="list-style-type: none"> ● Pupil lists ● Medical information ● Emergency contact details ● Parental consent forms ● Medical administration paperwork 	Y	Completion of trip	Secure disposal - shredding the next school day Medical administration forms to the office

Safeguarding folder (silver)	Y	Class folder to stay in class Individual pupil records to be handed to new class teacher Year 6 records - at the end of calendar year	Secure disposal
Target Tracker	Y	Historical data to be kept to look at trends for 5 years	
Wall displays <ul style="list-style-type: none"> • anonymised writing, drawing etc • Photographs of children 	N Y	Change of display / end school year Change of display / end school year	Re-cycling Secure disposal
FINANCE			
Audit reports	Y	Current financial year + 3 years	Secure disposal of paper records Deletion of emails, google documents
Banking records - paying in books, cheque stubs	Y	Current financial year + 6 years	Secure disposal
Budget setting and monitoring	N	Current financial year + 3 years	Secure disposal of paper records Deletion of google documents
Grant documentation	Y	Current financial year + 6 years	Secure disposal of paper records Deletion of google documents
Invoice records (income)	Y	Current financial year + 3 years	Secure disposal of paper

			records Deletion of google documents
Paid invoices (bills)	Y	Current financial year + 3 years	Secure disposal of paper records
Procurement Card monthly reconciled statements	Y	Current financial year + 6 years	Secure disposal of paper records
School Fund - bank statements, paperwork and accounts (printed), spreadsheets and other google documents	Y	Current financial year + 3 years	Secure disposal of paper records Deletion of google documents
Staff claims - expenses, overtime etc	Y	Current financial year + 3 years	Secure disposal of paper records
GOVERNORS			
Individual governors: <ul style="list-style-type: none"> Contact details (google drive) Link governor list (google drive, paper copy on Gov noticeboard) Attendance at FGB meetings (google drive, website, paper copy on Gov noticeboard) 	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"> Agenda 	Y	Permanently	N/A

<ul style="list-style-type: none"> • Minutes • reports <p>Stored in google drive, copy of signed minutes on governor noticeboard One paper copy No additional printed papers at meetings</p>		Noticeboard copy - one year	shredded
<p>Papers relating to Resources and Educational Effectiveness Committee meetings including:</p> <ul style="list-style-type: none"> • Agenda • Minutes • reports <p>Stored in google drive One paper copy No additional printed papers at meetings</p>	Y	FGB agreed electronic signatures by Chair of the committee as confirmation of accurate and accepted minutes	
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
HIRERS (swimming pool, AGP, school hall)			
Hire forms/documentation	Y	Date of hire + 12 months	Secure disposal of paper copies
MANAGEMENT			
Emails	Y	Current academic year + 3 or longer as appropriate	

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		Current academic year + 3	Deletion of google docs
OFFICE			
Admissions - appeals both successful and unsuccessful - google docs	Y	Date of admission or resolution + 1 year	Deletion of google docs
Attendance registers	Y	Current academic year + 6	Secure disposal
Absences (pupil holidays and other circumstances) - letters to parents		Current academic year + 3 years	Secure disposal
Bumped head records	Y	Current academic year plus a full term	Secure disposal
Correspondence All letters of correspondence on google drive Paper copies - e.g. absence letters stored in folders school office	Y	Current academic year + 3	Deletion of google docs Secure disposal paper records
Consent forms - Bikeability			
Emails - office email address	Y	Current academic year + 1	
Email contact lists - google docs	Y	Current academic year + 1	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
FSM records	Y	Current academic year + 6	Secure disposal
HSA - files and folders on google docs	Y	Current academic year + 3	Deletion of google docs
Medicine administration paperwork	Y	Current academic year + 1	Secure disposal
MIS records (SIMS) - pupil records	Y	Current academic year + 5	Deletion by SIMs
Newsletters Google docs Paper copy on parents noticeboard Website	Anonymised	Current academic year + 1 Replaced as new copy reduced Current academic year + 1	Deletion of google docs Secure disposal Deletion of Docs on website
Parentpay	Y		
Pupil information - consent etc	Y	Until pupil leaves the school	Secure disposal
Pupil information - in year transfers/leavers	Y	12 months from leaving date from this school	Secure disposal
Safeguarding records inc <ul style="list-style-type: none"> Volunteer register and records 	Y	Added to staff file on leaving Updated regularly on google docs	Secure disposal
Students (work placement) <ul style="list-style-type: none"> ID and safeguarding documents, induction paperwork 		12 months after the end of placement	Secure disposal

Visitors Books <ul style="list-style-type: none"> • signing in records • Parent outcome signing in sheets 	Y	Current academic year + 1	Secure disposal
Volunteer driver declaration form	Y	When updated or drivers have no children at school	Secure disposal
SAFEGUARDING / CHILD PROTECTION			
Allegation of child protection nature against staff - unfounded	Y	Staff retirement or current academic year + 10	Secure disposal - MUST be shredded
Pupil and family records including conversation reports, TAF, CIN meetings etc Signed receipt from new school	Y Y	Kept securely locked in Headteacher's office Until the child leaves school	Passed to new school when pupil leaves Secure disposal
Physical Intervention - Bound, ordered and numbered book	Y	Kept securely locked in Headteacher's office. Permanently	
Central Record (printed)	Y	Live document updated regularly	Shredded immediately on updates
DBS checks	Y	copies not taken - details added to Single Central Record	N/A
ID (and supporting safeguarding documents) for: Work placement students, suppliers and work experience students	Y	Kept securely with the SCR	Securely disposed of, 12 months after end date/leaving date
SEN			
Pupil records including reports from outside agencies e.g. HSLW, Ed Psych etc Signed receipt from new school	Y	Kept securely locked in SENCO office Current academic year + 6 (until the	Passed to new school when pupil leaves Secure disposal

		child leaves school)	
Emails	Y	As for classrooms	
STAFF			
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
SUPPLIERS			

THE BARN (ASC)			
Registers	Y	Current academic year + 6	Secure disposal
Accident records	Y	To be handed to Headteacher at the end of the academic year.	Secure disposal at the end of Autumn term unless needed to be kept as an evidence trail
Bumped head record	Y	To be filed with Historical Bumped Head Records at the end of each full term	Secure disposal