

ANNEX A - SAMPLE RETENTION SCHEDULE

Document description	Data Protection Issues	Retention Period	Action at the end of the administrative life of the record	
Admission Register	Yes	Date of last entry in book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry	Transfer to the Archives
Attendance Register	Yes	Date of register + 3 years	SECURE DISPOSAL (paper copy records MUST be shredded) (if these records are retained electronically any back-up copies should be destroyed at the same time)	
Pupil files/records: <ul style="list-style-type: none"> Primary schools Secondary schools 	Yes	Retain for the time which the pupil remains at the primary school DOB of the pupil + 25 years	Transfer to the secondary school (or other primary school) when the pupil leaves the school SECURE DISPOSAL (paper copy records MUST be shredded)	
Communications authorising absence	No	Date of absence + 2 years	SECURE DISPOSAL (paper copy records MUST be shredded)	
External examinations and qualifications	Yes	Year of examinations + 6 years	SECURE DISPOSAL (paper copy records MUST be shredded)	Any certificates left unclaimed should be returned to the appropriate Examination Board

Document description	Data Protection Issues	Retention Period	Action at the end of the administrative life of the record
Internal assessment results	Yes	Current year + 5 years	SECURE DISPOSAL (paper copy records MUST be shredded)
Any other records created in the course of contact with pupils	Yes/No	Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or arrange SECURE DISPOSAL (paper copy records MUST be shredded)

Document Description	Data Protection Issues	Retention Period	Action at the end of the administrative life of the record
Additional Learning Needs documentation, including reviews and Individual Learning Plans	Yes	DOB of the pupil +25 years	SECURE DISPOSAL (paper copy records MUST be shredded)
Statement maintained under the Education Act 1996 - Section 324	Yes	DOB + 30 years	SECURE DISPOSAL (paper copy records MUST be shredded)unless legal action is pending
Proposed statement or amended statement	YES	DOB + 30 years	SECURE DISPOSAL (paper copy records MUST be shredded)unless legal action is pending

Document Description	Data Protection Issues	Retention Period	Action at the end of the administrative life of the record	
Advice and information to parents regarding Additional Learning Needs	YES	Closure + 12 years	SECURE DISPOSAL (paper copy records MUST be shredded) unless legal action is pending	
Children Additional Learning Needs Files	Yes	Closure + 35 years	SECURE DISPOSAL (paper copy records MUST be shredded) unless legal action is pending	

Document Description	Data Protection Issues	Retention Period	Action at the end of the administrative life of the record	
Management Information created by all school based staff with administrative responsibility (except child protection records)	Yes	Closure of file + 6 years	SECURE DISPOSAL (paper copy records MUST be shredded). If the records contain sensitive information they should be shredded	
CHILD PROTECTION – The Safeguarding children in education: handling allegations of abuse against teachers and other staff guidance provides information on record keeping relating to child protection matters concerning pupils and child protection allegations of abuse against teachers and other staff.				
Child Protection Files		DOB + 25 years	SECURE DISPOSAL – these records MUST be shredded	Child protection information must be copied and sent under separate cover to new school/ college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be copied to the local authority.