Littledean C of E Primary School
Retention and Destruction Policy
16th December 2020

Type of record	**Trigger**	**Minimum Retention period at School**	**Final action**
Accident Reports (children)	Date of birth	25 years	Destroy
Accident/injury at work records (staff)	Date of incident	12 years	Review
Accounting records (other than annual accounts)	End of financial year	6 years	Destroy
Accounts (Annual)	End of financial year	6 years	Archive - deposit at Gloucestershire Archives
Administrative files (routine) General documents and letters to parents	End of administrative use	6 years	Review to see whether a further retention period is required
Administration Medication forms (yellow)	End of treatment	Immediate	Send home to parents
Admission registers	Date of last entry	1 years	Destroy paper copy. Electronic (SIMS) copy to be retained
Attendance Data and Reports	End of Academic Year	6 Years	Destroy
Attendance registers	End of academic year	3 years	Destroy
Behaviour Logs	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school – by hand or recorded delivery postage
Child Protection / Safeguarding records	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school – by hand or recorded delivery postage
Contract monitoring records	End of current year	6 years	Destroy
Contracts under hand	End of contract	6 years	Destroy
Contracts under seal	End of contract	12 years	Destroy
Diaries Office, HT, CP, FSW, SEND	End of academic year		*Retain Office, HT, CP, FSW, SEND Diaries until outcome of Independent*

			Enquiry 2021
Diaries Other Staff	End of academic year	Immediate	Destroy
Emails	Review Termly (3)	Immediate	Destroy or File under appropriate category as an official document
Examination certificates (public)			Any certificates left unclaimed will be returned to the appropriate Examination Board
Examination results – internal – In Year Assessments and Data	End of academic year	3 years after the cohort has left the school	Destroy
Examination results – public – SATS, Phonics, EYFS	End of academic year	6 years	Destroy
Free School Meal Registers	End of current year	6 years	Destroy
FSW records	Pupil Leaves School	Immediate	Transfer records to secondary (or other primary) school – by hand or recorded delivery postage
Governor Reports and Minutes, Staff and Friends Meetings, including SDP and SEF	End of administrative use	6 years	Archive - deposit at Gloucestershire Archives
Home / School records	End of academic year		
In Year Admission Applications	Termly (3)	2 Terms	Destroy
Instruments of Government		Retain permanently until closure of school	Archive – deposit at Gloucestershire Archives
Log book	Date of last entry	6 years	Archive - deposit at Gloucestershire Archives
Lunchtime Registers	End of academic year	6 years	Destroy
Maintenance logs	Date of last entry	10 years	Destroy
Notebooks	Daily	Immediate	Destroy or File under appropriate category as an official document
OFSTED reports and papers	Superseded by new	Review on report replacement by	Archive - deposit at Gloucestershire

		new inspection report	Archives
Old Pupils' Association records	End of academic year	6 years then review to see if further retention period required	Archive - deposit at Gloucestershire Archives
PAN, Value Added Reports and Data Reports (FFT)	End of Academic Year	6 Years	Destroy
Policies	Superseded by new policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Archive - deposit at Gloucestershire Archives
Pre-School Learning Journeys	End of Academic Year	Immediate	Transfer records to Primary school (or other setting) – by hand or recorded delivery postage
Property title deeds and architect's plans	No longer used regularly	Permanent	Archive - deposit at Gloucestershire Archives
Pupil Data Collection Sheet (including Pre-School)	Pupil leaves school	Immediate	Destroy
Pupil files and record cards (primary)	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school
Pupil Work Books	End of Academic Year	1 Year	Destroy
Recruitment Applications – unsuccessful	End of Recruitment Process	6 months	Destroy
School Prospectus	End of academic year	3 years	Archive - deposit at Gloucestershire Archives
Scrap books and photograph albums	End of administrative use	Immediate	Archive - deposit at Gloucestershire Archives
Special Educational Needs (SEN) files	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school – by hand or recorded delivery postage

Special Educational Needs and Disability Act 2001 Section 1: Statements – EHCP	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school – by hand or recorded delivery postage
Staff Personnel files including Performance Management Records and Lesson Observations	End of Employment		*Retain until outcome of Independent Enquiry 2021*
Subject Leader Curriculum Files	End of Academic Year	3 Years	Destroy
Teacher Planning	End of Academic Year	2 Years	Destroy