



STANLEY SCHOOL
RETENTION & DESTRUCTION POLICY

**(ADHERES TO WIRRAL SCHOOLS RETENTION AND
DESTRUCTION GUIDANCE)**

Approved by: Dr Patrick Druggan
Chair of Governors, Stanley School

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Signed:

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WIRRAL SCHOOLS RETENTION AND DESTRUCTION GUIDANCE

Metadata

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Scope

The Retention and Destruction Guidance details recommended retention periods for records created and maintained by all schools in Wirral. It lists the types of records created or received by all schools, and the length of time they should be retained, in line with business need, legislative, statutory and regulatory requirements. The guidance refers to all records, regardless of their format. It includes both paper and electronic records.

The guidance is based on the Local Government Classification Scheme and the Retention Guidelines for Schools, both produced by the Records Management Society of Great Britain.

Many of the retention periods are laid down by statute, whilst others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Furthermore, the retention periods have been agreed by a period of consultation with representatives from all schools.

The Retention and Destruction Guidance should be used as a point of reference by all staff with regards to the day-to-day management of their records.

How to Use the Policy

Although the guidance is designed functionally, it should be clear for many schools, which section they need to refer to for their records. If it is unclear, a free text search can be performed in order to locate the relevant documents.

There are generally three procedures to follow with regards to the management of your records once their administrative use has been concluded:

1. *'Transfer to Wirral Archives Service' – you should transfer all records that have been identified as having long term historical value to Wirral, to Wirral Archives Service, based at the Cheshire Lines building in Birkenhead. These records will then be made available to researchers once any statutory closure periods have lapsed. Please contact the Records Manager or Archivist for further information.*
2. *'Offer to Archivist' – all records that are of potential historical value to the Council should be offered to the Archivist once their retention period has expired. These records will then be appraised and possibly selected/sampled for permanent preservation within Wirral Archives Service. Please contact the Records Manager or Archivist for further information.*

3. *'Retain in school then arrange for recycling/confidential disposal' – records that are unlikely to have any long term historical value to Wirral should be retained in the school until the end of their retention period, then recycled or confidentially disposed of, depending on their content, once they have reached the end of their retention period. If the records are held in electronic format, staff should ensure that they are deleted entirely from their systems.*

Important Notes for Consideration

If you only have a convenience copy of a document, and did not create or have responsibility for it, then you may destroy it as soon as you stop referring to it. You should not keep any copies longer than the full retention period stated.

If litigation is ongoing, some records may need to be retained for longer than is specified within the Policy in order to support any litigation process. For further advice, please contact the Records Manager.

Responsibilities

It is the responsibility of all Wirral Schools staff to retain their records in line with this guidance.

Approval and Review

This guidance was produced by Wirral Council's Records Manager, in consultation with the Primary and Secondary School Headteachers in Wirral, during Spring 2010.

This guidance will be reviewed regularly, at least every two years, in line with any changes in legislation and business practices.

Glossary

RGLA Retention Guidelines for Local Authorities
TNA The National Archives

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EDUCATIONAL SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Access and Inclusion			Activities relating to educational access and inclusion			
	Project Management	Project Files	Educational access and inclusion related projects	RETAIN – for 7 years from closure of project then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Traveller Sites	Project Files	Activities aimed at ensuring access to education for travellers	RETAIN – for 7 years from closure of project then offer to Archivist	Retain in school then offer to Wirral Archives Service	
Admissions and Exclusions			Information on school admissions and exclusions			
	Admissions	Admissions Papers	The process of admitting students to schools	DESTROY – 25 years from date of last action	Retain in school then confidentially destroy	RGLA 3.19
		Admissions Registers	Registers of school admissions	PERMANENT	Retain for 6 years then transfer to Wirral Archives Service	
	Appeals	Correspondence	The process to question a decision or allocation which has been given	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
	Applications	Successful	Application forms for entry to a school that have been accepted	DESTROY – 25 years from date of last action	Retain in school then confidentially destroy	RGLA 3.19
		Unsuccessful	Application forms for entry to a particular school that have not been accepted	DESTROY – 7 years from date of decision OR DESTROY – 6 years from child's 18 th birthday if there is an appeal	Retain in school then confidentially destroy	
	Exclusions	Exclusion Files	Permanent or temporary exclusions from schools	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
Arts Services			Information on education relating to the arts			
	Music Services	Classes/Tuition	Music tuition provided for individuals or groups within schools or music centres	DESTROY – 7 years from current year	Retain in school then confidentially destroy/recycle	

	Provision in Schools	Orders and Bookings	Orders and bookings made for arts services made by schools	DESTROY – 7 years from current year	Retain in school then confidentially destroy	
	Performances	Bookings	Organisation and management of bookings for arts performances	DESTROY – 7 years from current year	Retain in school then confidentially destroy	
Curriculum Development						
Information about developing the curriculum						
	Educational Achievement	Educational Achievement Assessments and Course Reports	Education history	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
	Examinations	Internal Exam Results	Documentation relating to internal exam results	DESTROY – 5 years from date of exam	Retain in school then confidentially destroy	
		Public Exam Results	Documentation relating to public exam results	DESTROY – 6 years from date of exam	Retain in school then confidentially destroy Note: retain all unclaimed certificates for 12 months then confidentially destroy	
		SATS	Documentation relating to SATS	DESTROY – 6 years from current year	Retain in school then confidentially destroy	
	Homework	Homework Records	Record of homework set	DESTROY – 1 year from current year	Retain in school then confidentially destroy/recycle	
	International Projects	Projects	Information on international projects	RETAIN – for 7 years from closure of project then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Marking	Mark Books	Mark books for pupils	DESTROY – 1 year from current year	Retain in school then confidentially destroy/recycle	
	National Curriculum	National Curriculum Information	Helping schools and teachers develop the curriculum within schools	RETAIN – for 7 years from current year then offer to Archivist	Retain in school then offer to Wirral Archives Service	The Education (School Curriculum and Related Information) Regulations 1989
	Out of Schools Projects	Projects/Outings	Data and information on out of schools projects, i.e. after school clubs, outings etc	DESTROY – 7 years from current year	Retain in school then confidentially destroy/recycle	
	Outdoor Education	Outings/Visits	Documentation on the countryside	DESTROY – 7 years from current year	Retain in school then confidentially	

					destroy/recycle	
	PANDA Reports	Performance and Assessment Reports	Ofsted's Performance and Assessment Reports, providing an overview of the schools performance in relation to other schools, using Ofsted data	DESTROY – 6 years from current year	Retain in school then recycle	
	Schemes of Work	Schemes	Non-statutory guidance to assist schools in meeting the requirements of the National Curriculum	DESTROY – 1 year from current year	Retain in school then recycle	The Education (School Curriculum and Related Information) Regulations 1989
	School Syllabus	Syllabus	Outline and summary of topics to be covered by the school in relation to the National Curriculum	DESTROY – 1 year from current year	Retain in school then /recycle	The Education (School Curriculum and Related Information) Regulations 1989
	Targets	Target Information and Returns to Wirral Council	Records relating to school targets set and information returned to Wirral Council regarding these targets	DESTROY – 6 years from current year	Retain in school then confidentially destroy/recycle	
	Timetable	School Timetable	Timetable of classes taking place in the school	DESTROY – 1 year from current year	Retain in school then recycle	
	Value Added Records	CVA Statistics	Statistics used to show a pupil's progress at a particular school	DESTROY – 6 years from current year	Retain in school then confidentially destroy/recycle	

Pupils **Pupil data collected and maintained by schools**

	Absence	Absence Books	Summary information relating to pupil absences	DESTROY – 6 years from last entry in book	Retain in school then confidentially destroy	
		Authorisation Letters	Authorisation letters for pupil absences	DESTROY – 2 years from date of absence	Retain in school then confidentially destroy	
	Attendance	Attendance Records	Attendance records of children at school	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
		Attendance Registers	Summary registers of school attendance	DESTROY – 3 years from last date in register	Retain in school then confidentially destroy	
	Continuing Care	Careers Advice	The provision of careers advice	DESTROY – 7 years from provision of advice	Retain in school then recycle	
		Student Details	Details relating to the child as a student	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989

		Student Profile	Student profile details	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
		Work Experience	Details about any work experience offered or undertaken	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	The Education (School Records) Regulations 1989
	Educational Welfare	Case Files	Case files of children who are educated at home	DESTROY – on child's 27 th birthday	Retain in school then confidentially destroy	
		Case Files (Referred)	Case files of children referred to the Educational Social Welfare Service from other agencies	DESTROY – on child's 27 th birthday	Retain in school then confidentially destroy	
		Student Welfare Service Advice	Documentation regarding student services and the support they provide	DESTROY – 7 years from closure	Retain in school then recycle	
	Hospital and Home Tuition	School Records	Tuition for sick children and pregnant schoolgirls in the home or a hospital environment	DESTROY – on child's 21 st birthday	Retain in school then confidentially destroy	
	Licensing	Licences	Details of any licences for a child to take part in performing arts, sports or modelling activities, work or similar	REVIEW – 2 years after registration lapses	Retain in school then confidentially destroy	RGLA 9.16
	Pupil Files	Primary Pupil Files	Pupil case files whilst attending primary school	DESTROY – 6 years from child's 18 th birthday	Transfer to relevant secondary school when child leaves	
		Secondary Pupil Files	Pupil case files whilst attending secondary school	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	
	Pupil Record Cards	Primary School Pupil Cards	Summary pupil data for children at primary schools	DESTROY – 6 years from child's 18 th birthday	Transfer to relevant secondary school when child leaves	
		Secondary School Pupil Cards	Summary pupil data for children at secondary schools	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	
	Target Setting	Individual Pupil Targets	Records relating to individual targets set to pupils whilst at school	DESTROY – 6 years from child's 18 th birthday	Retain in school then confidentially destroy	
Special Education Documentation relating to Special Educational Needs						
	Access	Accessibility Strategy	Strategies written by schools detailing how they will increase access for disabled pupils to the curriculum, improve access to the physical and sensory environment, improve the delivery of written information to schools.	DESTROY – 12 years from date superseded	Retain in school then recycle	Special Educational Needs and Disability Act 2001 Section 14

	Advice	Advice	Advice provided to parents regarding pupil educational needs	DESTROY – 12 years from provision of advice	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 2
	Children with Disabilities	Consultation and Working Files	Consultation and working files relating to special education services provided to children with disabilities	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of special educational needs to children with disabilities	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
	Education Plans	Individual Education Plans	Teaching and learning plans for children with statements of Special Educational Needs	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	
	Educational Psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident				
		Consultation and Working Files	Consultation and working files relating to educational psychology needs	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of educational psychology	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
	Learning Support	Educational arrangements for those with learning difficulties, and support for other special cases, e.g. talented or gifted children, or those disadvantaged by language or gender				
		Consultation and Working Files	Consultation and working files relating learning support	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of learning support	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	Special Educational Needs and Disability Act 2001 Section 1
	Pupils	Pupil Files	Special educational needs pupil case files	DESTROY - 30 years from pupil's date of birth	Retain in school then confidentially destroy (unless legal action is pending)	

	Reviews	Reviews	Reviews of special educational needs	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy	
	Statement	Statement of Special Educational Needs	Statement of Special Educational Needs, maintained under The Education Act 1996 – Section 324 (including proposed or amended Statements)	DESTROY – 30 years from pupil's date of birth	Retain in school then confidentially destroy (unless legal action is pending)	Special Educational Needs and Disability Act 2001 Section 1
Teaching						
Documentation relating to teaching staff and their development programs						
	Mentoring	Teaching Plans	The provision of learning mentors	DESTROY – 7 years from date of completion	Retain in school then confidentially destroy/recycle	
	Teacher Development	Development Plans	Professional Development Plans	DESTROY – 5 years from date of completion	Retain in school then confidentially destroy	
		Workplace Training	The process of developing the workforce skill	DESTROY – 7 years from completion	Retain in school then recycle	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION	
Financial Monitoring and Reporting		Information relating to financial monitoring and reporting					
	Accounting	Annual Accounts	Disclosure of the financial position of the school, typically including a balance sheet and profit and loss account	RETAIN – for 7 years from date accounts finalised then offer to Archivist	Retain in school then offer to Wirral Archives Service		
	Budget	Annual Budget	Annual plan of proposed expenses and revenues for the school	RETAIN – for 7 years from date budget finalised then offer to Archivist	Retain in school then offer to Wirral Archives Service		
		Background Papers	Background papers relating to the budget	RETAIN – for 7 years from date budget finalised then offer to Archivist	Retain in school then offer to Wirral Archives Service		
		Monitoring	Monitoring of the budget in schools	RETAIN – for 7 years from date budget finalised then offer to Archivist	Retain in school then offer to Wirral Archives Service		
		Reports	Reporting documentation relating to the budget	RETAIN – for 7 years from date of report then offer to Archivist	Retain in school then offer to Wirral Archives Service		
	Debt Management	Debtor Records	Records relating to debts owed to the schools and the repayment of such debts	DESTROY – 7 years from the debt being repaid	Retain in school then confidentially destroy	Limitation Act 1980	
Financial Transactions		Information on financial transactions					
	Expenditure and Income	Activities involved in the payment for goods and services by the school, including expenses claims			DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Bank Statements	Prime documents relating to and including Bank Statements				
		Cash Books	Prime documents relating to and including Cash Books	DESTROY – 7 years from the conclusion of the transaction			

				1970; Audit Commission Act 1998; RGLA 7.4
Cheque Books	Prime documents relating to and including Cheque Books	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998
Credit Card Statements	Prime documents relating to and including Credit Card Statements	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
Invoices	Prime documents relating to and including Invoices	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
Ledgers	Prime documents relating to and including ledgers	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998
Paying In Books	Prime documents relating to and including Paying In Books	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998
Petty Cash Books	Prime documents relating to and including Petty Cash Books	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit

						Commission Act 1998
	Receipts		Prime documents relating to and including Receipts	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
	Refunds		Prime documents relating to and including Refunds	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
	School Journey Books		Prime documents relating to and including School Journey Books	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998
	Travel Expenses		Prime documents relating to and including Travel Expenses	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.5

Financial Support	Information on financial support provided to pupils					
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	Awards	Student Award	Any student awards made	DESTROY – 3 years from end of financial year	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
	Grants	Applications	Applications for free school meals, clothing, travel	RETAIN – whilst child is at school	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998

		Clothing Grant	Clothing grants provided	DESTROY – 12 years from last loan payment	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
		The Young People's Partnership Support Grant	Documentation relating to The Young People's Partnership Support Grant	DESTROY – 12 years from last loan payment then offer to Archivist	Retain in school then offer to Wirral Archives Service	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
	Loans	Student Loan	Student loans provided	DESTROY – 12 years from last loan payment	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
	Meals	Registers	Summary information detailing free school meals provided	DESTROY – 7 years from date of last entry	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
		School Meals	Meals provided for pupils within schools	DESTROY – 3 years from end of financial year	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
	Travel	Travel Pass	Information relating to travel passes	DESTROY – 3 years from end of financial year	Retain in school then confidentially destroy	Accounts and Audit Regulations 1974; Limitation Act 1980; Audit Commission Act 1998
Payroll and Pensions		Information on payroll and pensions				
<p>NOTE: The following records MUST be retained until further notice due to ongoing pension claims:</p> <p>ALL Payroll Disbursement records</p> <p>ALL Employee Record Cards</p>						
	Payment of Employees	Activities involved in the administration of remuneration to school staff				
		Employee Record Cards	Cards detailing weekly hours and rates of pay for all school employees	DESTROY – 85 years from employee leaving date	Retain in school then confidentially destroy	

	Employee Taxation Records	Taxation records including P6, P9, P45 and copy pay slips	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Maternity and Paternity Pay/Leave Schemes	Documentation relating to maternity/paternity schemes	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)
	Payroll Deduction Authorities	Authorisations relating to AVC, student loans etc	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Payroll Disbursement	Records relating to the disbursement of pay, including Year End tabs, National Insurance/Pensions contributions and payroll reports	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Summary Employee Pay Reports	Non-accountable processes relating to payment of employees	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Pensions		Activities involved in the administration of pension schemes for current and former employees			
	Employee Pension Records	Individual case files for all employees within the pension scheme	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Estimates	Records relating to pension estimates	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Ill Health	Pension information for staff who have left due to ill health	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Leavers	Records relating to the payment of pensions to leavers	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Optent Out	Records relating to Council staff who have opted out of the pension scheme	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Retirements	Records relating to the payment of pensions to employees who have resigned	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
	Starters	Pension information for new starters	DESTROY – 7 years from last pension payment	Retain in school then confidentially destroy	RGLA 6.2
Procurement		Documentation relating to the procurement of goods and services			
	Contracting	Contracts Under Seal	Documentation relating to contracts awarded under seal, including agreement certificates, clarification of contracts, non-canvassing certificates, non-collusion certificates, post	DESTROY – 12 years after the term of the contract has expired	Retain in school then confidentially destroy

		tender negotiations, pricing schedules, terms and conditions, acceptances, assessments, amendments, proposals/notices, recommendations, compliance reports, contract control, contract management, performance reports, public liability, service level agreements			
	Contracts Under Signature	Documentation relating to contracts awarded under signature, including agreement certificates, clarification of contracts, non-cavassing certificates, non-collusion certificates, post tender negotiations, pricing schedules, terms and conditions, acceptances, assessments, amendments, proposals/notices, recommendations, compliance reports, contract control, contract management, performance reports, public liability, service level agreements	DESTROY – 6 years after the term of the contract has expired	Retain in school then confidentially destroy	
	Pricing Indices	Documentation relating to pricing indices	DESTROY – 2 years after the term of the contract has expired	Retain in school then confidentially destroy	
Purchasing	Copy Orders	Copies of orders placed by the school	DESTROY – 2 years from date of transaction	Retain in school then confidentially destroy	
	Order Books	Summary information relating to order placed by the school	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	
	Purchase Orders	Documentation on non tendered contracts	DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	
Quotations		Documentation relating to quotations relating to goods/services valued at less than £50,000			
	Request for Quotation (RFQ)	Documentation relating to requests for quotations	DESTROY – 2 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	
	RFQ Returns	Documentation relating to returns to requests for quotations	DESTROY – 2 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	
	Verbal Quotation	Documentation relating to verbal quotations	DESTROY – 2 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	
	Written Quotation	Documentation relating to written quotations	DESTROY – 2 years from date of contract let or not	Retain in school then confidentially destroy	

				proceeded with		
Receipting	Delivery Records	Documentation relating to the delivery and signing of goods received		DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	
	Receipts	Receipts for goods and services procured		DESTROY – 7 years from the conclusion of the transaction	Retain in school then confidentially destroy	
Tendering	Invitations to Tender – Contracts Under Seal	Documentation relating to a public request for suppliers to tender for a contract under seal, for example, adverts in a paper or journal		DESTROY – 12 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	
	Invitations to Tender – Contracts Under Signature	Documentation relating to a public request for suppliers to tender for an ordinary contract, for example, adverts in a paper or journal		DESTROY – 6 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	
	Policies	Documentation relating to tendering policies		DESTROY – once superseded	Retain in school then recycle	
	Pre-Tender Advice	The process of calling for expressions of interest		DESTROY – 2 years from date of contract let or not proceeded with	Retain in school then confidentially destroy	RGLA 4.5
	Tenders – Contracts Under Seal	The administration of any tenders for contracts under seal, including: pre qualification questionnaires, select tender lists, tender notices, acceptances, clarification, evaluations, notice of changes, post tender negotiations, appraisals, receipts, summaries		DESTROY – 12 years from the date when the term of the contract has expired	Retain in school then confidentially destroy	
	Tenders – Contracts Under Signature	The administration of any tenders for contracts under signature, including: pre qualification questionnaires, select tender lists, tender notices, acceptances, clarification, evaluations, notice of changes, post tender negotiations, appraisals, receipts, summaries		DESTROY – 6 years from the date when the term of the contract has expired	Retain in school then confidentially destroy	
	Tender Envelope	Tender issuing and return		DESTROY – 1 year from start of contract	Retain in school then confidentially destroy	RGLA 4.7
	Unsuccessful Tenders	Documentation relating to unsuccessful tenders, including quotations and rejection letters		DESTROY – 1 year from start of contract	Retain in school then confidentially destroy	RGLA 4.10

HEALTH AND SAFETY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Compliance						
Information on compliance with health and safety legislation						
	Strategy and Planning	Meetings and Minutes	Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment for employees	PERMANENT	Retain in school for 6 years then transfer to Wirral Archives Service	
		Health and Safety Policy	Health and safety policies	PERMANENT	Retain in school until superseded then transfer to Wirral Archives Service	
	Training	Course Information	Documentation relating to health and safety training	PERMANENT	Retain in school for as long as required then transfer to Wirral Archives Service	
Fire Prevention						
Activities to prevent fires occurring						
	Fire Hydrants Inspections	Fire Hydrant Inspections	Fire hydrant inspection records	DESTROY – 7 years from last action	Retain in school then confidentially destroy/recycle	RGLA 9.20
	Fire Precautions	Log Books	Log books detailing all fire precautions taken by the school	DESTROY – 6 years from current year	Retain in school then confidentially destroy/recycle	
	Fire Safety	Advisory Materials	Advice given to individuals	DESTROY – 2 years from advice being superseded	Retain in school then recycle	
	Fire Safety Inspections	Fire Safety Inspections	Fire safety inspection records	DESTROY – 7 years from last action	Retain in school then confidentially destroy/recycle	RGLA 9.20
		Inspections Reports	Details on inspections carried out within a school, specifically about dangerous structures	PERMANENT	Retain until school closure then transfer to Wirral Archives Service	
	Fire Safety Risk Assessments	Risk Assessments	Documentation relating to fire safety risk assessments	DESTROY – once superseded	Retain in school then recycle	

Investigations	Investigations Records	Fire safety investigations records	DESTROY – once all issues have been resolved/corrected	Retain in school then confidentially destroy/recycle	
Tests	Annual Fire Alarm Tests	Documentation relating to annual fire alarm tests carried out in schools	DESTROY – 7 years from last action	Retain in school then recycle	
	Weekly Fire Alarm Tests	Documentation relating to weekly fire alarm tests carried out in schools	DESTROY – 18 months from last action	Retain in school then recycle	

Monitoring **Monitoring of health and safety at work**

Accidents and Incident Reporting	Information about the reporting of individual accidents and actions resulting from them				
	Accident Reports – Adult	Reports of accidents and incidents (M13)	DESTROY – 4 years from closure school staff	Retain in school then confidentially destroy	Social Security (Claims and Payments) Regulations 1979 Social Security Administration Act 1992; Limitation Act 1980; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; RGLA 9.9
	Accident Reports – Children	Reports of accidents and incidents	DESTROY – 25 years from child’s date of birth	Retain in school then confidentially destroy	Social Security (Claims and Payments) Regulations 1979 Social Security Administration Act 1992; Limitation Act 1980; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; RGLA 9.9
	Exposure to Hazardous Substances Reports	Reports of exposure to asbestos or any other noxious substance	DESTROY – 100 years from DOB	Retain in school then confidentially destroy	Control of Substances Hazardous to Health Regulations 2002

Asbestos Inspections	Property Asbestos Files	Monitor the condition of known asbestos products within buildings	DESTROY – 40 years from last action	Retain in school then confidentially destroy	Control of Asbestos at Work Regulations 2006; RGLA 9.4
Equipment	Inventories	Inventories of equipment and furniture	DESTROY – 6 years from closure of file	Retain in school then recycle	
	Maintenance	Process of maintaining equipment to ensure it is safe	DESTROY – 6 years from decommissioning or DESTROY – 12 years from decommissioning if there is a history of accidents concerning the equipment	Retain in school then confidentially destroy/recycle	
	Safety Inspections	Process of inspecting equipment to ensure it is safe	DESTROY – 6 years from decommissioning or DESTROY – 12 years from decommissioning if there is a history of accidents concerning the equipment	Retain in school then confidentially destroy/recycle	
Hazardous Substances	COSHH Assessments	Control and monitor the use of hazardous substances at work	PERMANENT	Retain in school until closure then offer to Wirral Archives Service	Control of Substances Hazardous to Health Regulations 2002
Health and Safety Inspections and Audits	Accident Investigations	Activities relating to internal or external inspections	PERMANENT	Retain in school until closure then offer to Wirral Archives Service	
Radiation	Radon Monitoring	Monitoring of radiation	DESTROY – 50 years from last action	Retain in school then confidentially destroy/recycle	The Ionising Radiations Regulations 1995; RGLA 9.5

Risk and Insurance

Management of health and safety risks

Insurance	Liability Insurance Policies	Documentation relating to liability policies	DESTROY – 75 years from the date when the terms of the policy have expired	Retain in school then confidentially destroy	
Risk Assessments	Risk Assessments	Risk Assessment Recording	RETAIN – for life of area assessed then DESTROY - 25 years from process ceasing	Retain in school then confidentially destroy/recycle	Management of Health and Safety at Work Regulations 1999

HUMAN RESOURCES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Administering Employees						
The administration of personnel						
	Acting Up	Acting Up records	Documentation relating to employees acting up	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Capability	Capability records	Documentation relating to employee capability	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Conduct	Conduct records	Information relating to staff conduct	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Discipline	Disciplinary records	Documentation relating to the discipline of employees	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
		Violence and Aggression	Violence and Aggression reports	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
		Warnings Involving Children	Disciplinary warnings – behaviour to children	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Employee Details		Documentation relating to individuals general or specific conditions of employment			
		Employment Register	Both temporary and permanent employment registers which detail employees in summary form	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
		Personal History Cards	Personal history cards for employees, detailing information such as name, date of birth, date of appointment, work history details, position/designation, titles and dates held	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Grievances	Grievance records	Documentation relating to grievances between the employer and employees	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Induction	Induction records	Documentation relating to the process and undertaking of induction for new employees or councillors	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Leave	Leave records	Documentation related to requested employee leave: annual, study, carers, special, compassionate, unpaid etc	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Leaving Process	Leaving records	Documentation relating to the leaving process: resignation, termination other than pension	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Long Service	Long Service Award	Long Service Award	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Maternity/ Paternity	Maternity and Paternity Pay/Leave Schemes	Documentation relating to maternity/paternity schemes	DESTROY – 50 years from employee leaving date	Retain in school then recycle	
Retirement	Retirement records	Documentation relating to the retirement of employees	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Sickness	Statutory Sick Pay	Records relating to the administration of Statutory Sick Pay	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Employee Relations	Information on employee relations
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	Trade Union Liaison	Documentation relating to liaison with unions and employee representative organisations			
	Outcomes	Documentation relating to outcomes of trade union liaison	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Routine Matters	Documentation relating to routine matters, involving trade unions	DESTROY – 2 years from closure of file	Retain in school then confidentially destroy	RGLA 6.6
	Strategy	Matters relating to the relationship with recognised unions	PERMANENT	Retain school for as long as required then transfer to Wirral Archives Service	RGLA 6.5

Equal Opportunities	Information on equal opportunities
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	Equalities and Diversity	Equality and diversity documents which include information on fair treatment of employees and general guidelines			
	Monitoring	Equality and Diversity monitoring	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Investigations	Investigation and reporting on specific cases	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Monitoring Employees	Information on monitoring employees
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	Performance Appraisal	Action Plan	Documentation relating to performance action plans	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
		Probationary Reports	Documentation relating to the performance appraisal of an employee	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Reporting	Statistical Reports	Staff statistical documentation relating to performance	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Staff Directory	Contact Details	Employee/sectional contact details	DESTROY – once superseded	Retain in school then confidentially destroy	

Occupational Health	Occupational health records				
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Absence Reporting	Absence Returns	Aggregated management information on absences, for instance, working days lost to various sickness categories	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Major Injuries	Accident Reports	Documentation relating to major injuries	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg 7; Limitations Act 1980
Occupational Health Assessments	Individual Assessments	Including restrictions i.e. cannot lift or desk work only	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Sickness Monitoring	Sickness records	Documentation relating to sickness absence, including medical certificates	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Staff Health Records	Documentation relating to occupational health and safety		DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Occupational Health Report	Reports from Occupational Health	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Occupational Health Referral	Referrals to Occupational Health	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Recruitment	Process relating to the recruitment of an employee to a school				
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Advertising	Advertisements	Advertisements for a vacant position	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Applications	Successful Applicants	Applications for a vacant position	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Unsuccessful Applicants	Documents relating to unsuccessful candidates, including job applications	DESTROY – 9 months from date recruitment finalised	Retain in school then confidentially destroy	
Authorisation	Authorisation	Authorisation to recruit for a position	DESTROY – 1 year from date recruitment finalised	Retain in school then confidentially destroy	

Criminal Records Bureau		Information and documentation relating to Criminal Records Bureau checks, basic and enhanced			
	Certificate	Certificate resulting from a Criminal Records Bureau check	DESTROY – 6 months from date of issue	Retain in school then confidentially destroy	
	CRB Data Capture Forms	Criminal Records Bureau – Data Capture proforma	DESTROY – once process complete	Retain in school then confidentially destroy	
Employee Specification	Employee Specifications	Employee Specifications for vacant positions	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Interviewing	Interview records – Successful Candidates	Successful candidates reports from interviews for a vacant position	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
	Interview records – Unsuccessful Candidates	Unsuccessful candidates reports from interviews for a vacant position	DESTROY – 9 months from date recruitment finalised	Retain in school then confidentially destroy	
Job Descriptions	Job Description	The job descriptions for current posts	DESTROY – 50 years from employee leaving date Note: one copy with no personal details attached should be offered to the Archivist	Retain in school then recycle/transfer to Wirral Archives Service	
Permissions	Permission records	Documentation relating to permissions for working in the UK	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
References	References	References to support a successful candidate application for a vacant position	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Volunteers	Volunteer Files	Documentation relating to volunteers available to or used by the school, including risk assessments	DESTROY – 50 years from volunteer leaving date	Retain in school then confidentially destroy	RGLA 6.4

Terms and Conditions

Terms and conditions for employees

Appointments	Appointment Letter	Letter confirming appointment of a candidate to a position, including brief details about the conditions of employment	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Contracts	Contract of Employment	Specific contract of employment offered to a successful candidate, detailing general and specific conditions of employment	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Staff Benefits	Car Mileage	Car mileage claims	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	
Statement of Particulars	SOP	Statement of Particulars	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy	

Training		Training information				
	Training Courses	Training documentation relating to specific courses and sessions				
	Awards	Documentation relating to proof of training course completion and awards given	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy		
	Certificates	Documentation relating to proof of training course completion and certificates awarded	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy		
	Course Administration	The administration of training courses	DESTROY – 2 years from date of completion	Retain in school then confidentially destroy/recycle	RGLA 6.17	
	Courses Concerning Children	Training courses concerning children	DESTROY – 35 years from date of course completion, or last entry	Retain in school then confidentially destroy/recycle	RGLA 6.18	
	Equal Opportunities Forms	Equal Opportunities forms completed for courses attended	DESTROY – 2 years from date of completion	Retain in school then confidentially destroy		
	Exam Results	Documentation relating to exam results and proof of training course completion	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy		
	Requests	Training Request form	DESTROY – 50 years from employee leaving date	Retain in school then confidentially destroy		
	Training Course Materials	Training course materials	DESTROY – 1 year from date course is superseded	Retain in school then recycle	RGLA 6.20	
Training Plan	Corporate Training Plan	List of corporate training initiatives and forward plans, including health and safety training	DESTROY – 2 years from date of completion	Retain in school then recycle		

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Access to Information Providing access to Council information						
	Access to Records	Applications	Details of all applicants making Access to Records requests, other than CAF/CASS/OFSTED	DESTROY – 10 years from date request fulfilled or 2 years from date of request if unable to process	Retain in school then confidentially destroy	
		Actions	Details of actions taken with regards to requests made, other than CAF/CASS/OFSTED	DESTROY – 10 years from date request fulfilled or 2 years from date of request if unable to process	Retain in school then confidentially destroy	
		CAF/CASS/ OFSTED Requests	Requests made by CAF/CASS and OFSTED for access to information	DESTROY – 3 years from date request fulfilled	Retain in school then confidentially destroy	
Data Protection	Notification	Process of notifying the Information Commissioner on data held	DESTROY – 1 year from date of previous notification	Retain in school then confidentially destroy		
	Subject Access Request	Process around the request under Data Protection	DESTROY – 2 years from date request fulfilled	Retain in school then confidentially destroy		
Environmental Information	Access Status Records	Statistical data about the number of requests you answered and their outcomes etc; details of access decisions	DESTROY – 10 years from current year	Retain in school then confidentially destroy/recycle	TNA Retention and Disposal Guidance 14	
	Individual Transaction Records	Case file records detailing the EIR request, the consideration of possible exemptions and subsequent appeals	DESTROY – 3 years from date of creation	Retain in school then confidentially destroy	TNA Retention and Disposal Guidance 14	
	Information Scheduled for Destruction	Information subject to an EIR request but scheduled for destruction	DESTROY – 6 months from date of last correspondence	Retain in school then confidentially destroy	TNA Retention and Disposal Guidance 14	
	Policy Records	Procedures for handling EIR requests and other documents regarding practical implementation of EIR	DESTROY – 5 years from date when superseded	Retain in school then recycle	TNA Retention and Disposal Guidance 14	
Freedom of Information	Access Status Records	Statistical data about the number of requests you answered and their outcomes etc; details of access decisions	DESTROY – 10 years from current year	Retain in school then confidentially destroy	TNA Retention and Disposal Guidance 14	
	Individual Transaction	Case file records detailing the FOI request, the consideration of possible exemptions and	DESTROY – 2 years from date of creation	Retain in school then confidentially destroy	TNA Retention and Disposal Guidance	

	Records	subsequent appeals			14
	Information Scheduled for Destruction	Information subject to an FOI request but scheduled for destruction	DESTROY – 6 months from date of last correspondence	Retain in school then confidentially destroy	TNA Retention and Disposal Guidance 14
	Policy Records	Procedures for handling FOI requests and other documents regarding practical implementation of FOI	DESTROY – 5 years from date when superseded	Retain in school then recycle	TNA Retention and Disposal Guidance 14
	Publication Scheme	The publication scheme that is required under the Freedom of Information Act 2000	PERMANENT	Retain in school	

Administration	General administrative records relating to the running of the school				
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	Catering	Menu Plans	School meals and nutritional information	DESTROY – 7 years from date superseded	Retain in school then recycle	
	Communication	Circulars	Circulars distributed around the school	DESTROY – 1 year from current year	Retain in school then recycle	
		Correspondence Files	General correspondence created or received by head teachers, deputy head teachers, head of year / other members of staff with administrative responsibilities	DESTROY – 3 years from date of correspondence	Retain in school then confidentially destroy	
	Emergency Contacts	Contact Details	Details of emergency contacts	DESTROY – once superseded	Retain in school then confidentially destroy	
	General Information	General Information	General information involved regarding the school's holidays etc	DESTROY – 7 years from date superseded	Retain in school then recycle	
	Groups	PTA	Parent Teacher Association records	RETAIN – for 6 years from current year then offer to Archivist	Retain in school then offer to Wirral Archives Service	
		Old Pupils' Association	Old Pupils' Association records	RETAIN – for 6 years from current year then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Health and Nursing	Leaflets	School nursing and health promotion	DESTROY – once superseded	Retain in school then recycle	
	Log Books	Log Books	Day-to-day record of events at the school	PERMANENT	Retain for 6 years then transfer to Wirral Archives Service	
	Minutes	Minutes	Minutes of Senior Management Team meetings and other internal administrative bodies	PERMANENT	Retain for 6 years then transfer to Wirral Archives Service	
	Specialist Status Proposals	Proposal Reports	Documentation relating to proposals made for schools to become, or be established as Specialist Status schools	RETAIN – for 3 years then offer to Archivist	Retain in school then offer to Wirral Archives Service	

Trusts and Endowments	Trusts/ Endowments Information	Information relating to trusts and endowments	PERMANENT	Retain in school for as long as required then transfer to Wirral Archives Service	
Visitors	Visitors' Book	Summary information detailing visitors to the school	RETAIN – for 2 years from date of last entry then offer to Archivist	Retain in school then offer to Wirral Archives Service	

Department for Children, Schools and Families	Documentation received from or sent to the Department for Children, Schools and Families				
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Annual Reports	Annual Reports	Annual Reports sent to the Department for Children, Schools and Families	PERMANENT	Retain in school for 10 years then transfer to Wirral Archives Service	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171
OFSTED	Papers	Background papers and documentation relating to Ofsted	RETAIN – until administrative use is concluded then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Reports	Reports produced by Ofsted	PERMANENT	Retain in school for as long as required then transfer to Wirral Archives Service	
Returns	Returns	Returns to the Department for Children, Schools and Families	DESTROY – 6 years from current year	Retain in school then confidentially destroy/recycle	

Enquiries and Complaints	Enquiries and Complaints to the school				
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Appeals	Correspondence	Appeals to statutory/regulatory bodies regarding school responses to complaints	DESTROY – 6 years from closure of file	Retain in school then confidentially destroy	
Complaints	Complaints Book	Summary form of complaints	PERMANENT	Retain in school for 6 years then transfer to Wirral Archives Service	
	Complaint Files	Documents related to complaints; the management of routine responses on school actions, policy or procedures	DESTROY – 6 years from closure of file	Retain in school then confidentially destroy	
	Registers	Summary form of complaints	PERMANENT	Retain in school for 6 years then transfer to Wirral Archives	RGLA 2.13

					Service	
	Reports and Correspondence	Complaints which result in significant changes of policy	PERMANENT	Retain in school for 6 years then transfer to Wirral Archives Service	RGLA 2.14	
	Compliments	Letters/Emails	Compliments and comments and response received and response to them	DESTROY – 6 years from closure of file	Retain in school then confidentially destroy/recycle	
	Enquiries	Enquiries	General enquiries received by the school	DESTROY – 2 years from date enquiry completed	Retain in school then confidentially destroy	
Governors						
Documentation relating to the schools governors						
	Action Plans	Action Plan	Governors Action Plans	DESTROY – 3 years from date of action plan	Retain in school then confidentially destroy/recycle	
	Agendas	Agendas	Agendas from Governor meetings	DESTROY – 7 years from date of meeting	Retain in school then confidentially destroy/recycle	
	Contacts	Contact Details	Contact details of school governors	DESTROY – 5 years from date of governor leaving	Retain in school then confidentially destroy	
	Correspondence	Correspondence Files	Correspondence between external parties and the governors	DESTROY – 7 years from closure of file	Retain in school then confidentially destroy	
	Instruments of Government	Instruments of Government	Documentation recording the constitution of the schools governing body and the term of office for each category of governor as well as the name of the school	PERMANENT	Retain until school closure/superseded then transfer to Wirral Archives Service	
	Minutes	Principal sets (signed)	Principal sets of minutes from Governor meetings, featuring an authorised signatory	PERMANENT	Retain for 6 years then transfer to Wirral Archives Service	
		Duplicate copies	Copies of minutes distributed after Governor meetings	DESTROY – 3 years from date of meeting	Retain in school then confidentially destroy	
	Parents' Meeting	Annual Papers	Papers from the annual Parents' Meetings	RETAIN – for 6 years then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Reports	Head teacher's Report to Governors	Head teacher's termly reports to Governing Body	RETAIN – for 7 years from date of report then offer to Archivist	Retain in school then offer to Wirral Archives Service	
		Reports	Reports of the school governors	RETAIN – for 7 years from date of report then offer to Archivist	Retain in school then offer to Wirral Archives Service	

Policy, Planning and Procedure		General policy, planning and procedures for the school				
	Planning	Action Plans	Action Plans of schools	RETAIN – while policy operational then offer to Archivist	Retain in school then offer to Wirral Archives Service	
	Policy	Policies	Policies relating to the management of the school	PERMANENT	Retain whilst policy is operational then transfer to Wirral Archives Service	
	School Development Plans	Development Plan / Improvement Plan / Action Plan	High-level strategic planning document detailing all of the school's activities over a period of three to four years	PERMANENT	Retain for 6 years then transfer to Wirral Archives Service	
Promotion and Publicity		Promotion and publicity of the school				
	Promotion and Publicity	Newsletters	Newsletters created by the school	PERMANENT	Retain in school for 1 year then transfer one copy to Wirral Archives Service	
		Prospectus	School prospectus	PERMANENT	Retain in school for 3 years then transfer one copy to Wirral Archives Service	
		School Brochure	School brochures	PERMANENT	Retain in school for 3 years then transfer one copy to Wirral Archives Service	
Property		School property management				
	Burglary / Theft / Vandalism	Report Forms	Reports detailing any incidents of burglary, theft or vandalism of the school property	DESTROY – 6 years from current year	Retain in school then confidentially destroy	
	Contractors	Contractors Reports	Contractors reports for any work carried out on school property	DESTROY – 6 years from current year	Retain in school then confidentially destroy	
	Leases	Leases	Leases of school property	DESTROY – 6 years from expiry of lease	Retain in school then confidentially destroy	
	Lettings	Lettings	Lettings of any school property	DESTROY – 3 years from current year	Retain in school then confidentially destroy	
	Maintenance	General	General maintenance files of school property	DESTROY – 6 years from current year	Retain in school then confidentially destroy/recycle	
		Log Books	Summary information of maintenance carried out on school property	DESTROY – 10 years from date of last entry	Retain in school then confidentially destroy	

	Plans	Building Plans	Detailed plans of school property	PERMANENT	Retain in school until closure then transfer to Wirral Archives Service	
	Title Deeds	Deeds	Title deeds relating to school property	PERMANENT	Retain in school until closure then transfer to Wirral Archives Service	
Quality and Performance Information on quality and performance in schools						
	Assessments	Assessment Forms	The process of assessing the quality, efficiency, or performance of a school	DESTROY – 2 years from file closure	Retain in school then confidentially destroy/recycle	RGLA 2.18
	Inspections	Inspections Reports	Documentation relating to the external inspections received by the school in relation to performance management	PERMANENT	Retain in school for 7 years then transfer to Wirral Archives Service	
	Performance	Performance Attainment Data	Pupil, school and LA attainment and achievement assessment results at all stages of the National Curriculum	RETAIN – for 15 years and then offer to Archivist	Retain in school then offer to Wirral Archives Service	
Reporting Annual reporting of schools						
	Reports	Headteacher Reports	Reports made by the headteacher or management team	PERMANENT	Retain for 3 years then transfer to Wirral Archives Service	
		Other Reports	Reports written by the head teacher, deputy head teacher, heads of year / other members of staff with administrative responsibilities	DESTROY – 6 years from date of report	Retain in school then confidentially destroy	
Wirral Council Documentation sent to or received from the local education authority						
	Attendance	Attendance Returns	Attendance returns sent to Wirral Council	DESTROY – 1 year from current year	Retain in school then recycle/confidentially destroy	
	Communication	Circulars	Circulars received from Wirral Council	DESTROY – once administrative use is concluded	Retain in school then recycle	
	Transfers	Secondary Transfer Sheets (Primary)	Transfer sheets sent to Wirral Council	DESTROY – 2 years from current year	Retain in school then confidentially destroy	