



Cotswold Beacon Academy Trust - Record Retention Schedule

Purpose - Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing records which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule lays down the basis for normal processing under both the General Protection Regulation 2018 and the Freedom of Information Act 2000.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

Benefits - There are a number of benefits which arise from the use of a complete retention schedule;

- 1) Managing records against the retention schedule is deemed to be “normal processing” under the General Protection Regulation 2018 and the Freedom of Information Act 2000. Members of staff should be aware that once a Freedom of Information request is received or a legal hold imposed, then records disposal relating to the request or legal hold must be stopped.
- 2) Members of staff can be confident about safe disposal information at the appropriate time.
- 3) Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- 4) The school will not be maintaining and storing information unnecessarily.

Maintaining the retention schedule - Where appropriate the retention schedule should be reviewed and amended to include any new records created and remove any obsolete records. This retention schedule contains recommended retention periods for the different records created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the General Protection Regulation 2018 and the Freedom of Information Act 2000.

Managing records using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If records are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented. This schedule should be reviewed on a regular basis.

Using the retention schedule – The retention schedule is divided into 5 sections:

- 1) Management of the School
- 2) Human Resources
- 3) Financial Management of the School
- 4) Property Management
- 5) Pupil Management
- 6) Curriculum Management
- 7) Extra-Curricular Activities
- 8) Central Government and Local Authority



1. Management of the School

This section covers the work of the Trustees, Local Governing Bodies, Headteachers, Senior Leadership Teams, the admissions process and operational administration

1.1 Trustees and Local Governing Bodies (LGB)					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
1.1.1	Agendas for Trustees and LGB meetings (including committees)	Confidential issues relating to staff		One copy to be retained with master set of minutes. All others disposed of	Secure disposal ¹ .
1.1.2	Principal set of signed minutes of Trustees and LGB meetings	Confidential issues relating to staff		Permanent	Not applicable
1.1.3	Inspection copies of minutes of Trustees and LGB meetings ²			Date of Meeting + 3 years	Secure disposal
1.1.4	Reports presented to Trustees and LGB	Confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the report should be kept permanently with the permanent set of minutes	Secure disposal or retain with signed set of minutes
1.1.5	Articles of Association and Instruments of Government	No		Permanent	Not applicable
1.1.6	Trusts and Endowments managed by Trustees or LGB	No		Permanent	Not applicable
1.1.7	Action plans created and administered by Trustees or LGB	No		Life of the action plan + 3 years	Secure disposal
1.1.8	Policy documents created and administered by Trustees or LGB	No		Life of the policy + 3 years	Secure disposal



1.1.9	Records relating to complaints dealt with by Trustees or LGB	Yes		Date of the resolution of the complaint + minimum 6 years with further review in case of contentious disputes	Secure disposal
1.1.10	Proposals concerning change of status of school	No		Date proposal accepted or declined + 3 years	Secure disposal
<ol style="list-style-type: none"> Secure disposal should be taken to mean disposal using confidential waste bins or shredding using a cross cut shredder Copies which the Clerk may wish to retain so that requestors can view all the appropriate information without the need to print off and collate each time a request is made. 					
1.2 Headteacher and Senior Leadership Team					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
1.2.1	Log books of activity in the school maintained by the Headteacher	Confidential issues relating to individual students or staff members		Date of last entry in book + minimum of 6 years with further review	Consider if possible permanent historical value. Archive or secure disposal.
1.2.2	Minutes of SLT meetings and meetings of other internal administrative bodies	Confidential issues relating to individual students or staff members		Date of meeting + 3 years with further review.	Secure disposal
1.2.3	Reports created by the Headteacher or SLT	Confidential issues relating to individual students or staff members		Date of meeting + 3 years with further review.	Secure disposal
1.2.4	Records created by senior staff with administrative responsibilities (eg HT, DHT, AHT, SBM, HoY, HoD)	Confidential issues relating to individual students or staff members		Current academic year + 6 years then review	Secure disposal
1.2.5	Correspondence created by senior staff with administrative	Confidential issues relating to individual		Date of correspondence + 3 years then review	Secure disposal



	responsibilities (eg HT, DHT, AHT, SBM, HoY, HoD)	students or staff members			
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	Secure disposal
1.2.7	School Development Plans	No		Life of the plan + 3 years	Secure disposal
1.3 Admissions Process					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels. December 2014	Life of the Policy + 3 years then review	Secure disposal
1.3.2	Admissions Data	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels. December 2014	Year of Entrance Test + 5 years ³	Secure disposal
1.3.3	Admissions – if appeal undertaken	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels. December 2014	Resolution of case + 2 years ⁴	Secure disposal

1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities. October 2014	Every entry in the admissions register must be preserved for a period of 3 years after the date on which the entry was made. ⁵	Review. Schools may wish to consider keeping the admissions register permanently.
1.3.5	Admissions – Secondary Schools – In Year	Yes		Current year + up to 4 years ⁶	Secure disposal
1.3.6	Proofs of address supplied by parents as part of the admissions process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels. December 2014	Current year + 1 year	Secure disposal
1.3.7	Supplementary information form including additional information such as religion, medical conditions etc.	Yes			
	For successful admissions			This information should be added to the students file	Secure disposal
	For appeal cases			Resolution of case + 2 years ⁴	Secure disposal

3. 5 years to keep records of second attempts at Admissions Test
4. 2 years as per School Admission Appeals Code – Feb 2012
5. School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 p6
6. Up to 4 years to keep records of 2nd applications (disposal when candidate finishes Year 11).



1.4 Operations Administration					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
1.4.1	General Files	No		Current year + 5 years then review	Secure disposal
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	Standard disposal
1.4.3	Records relating to the creation and distribution of circulars to staff, parents and students	No		Current year + 1 year	Standard disposal
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	Standard disposal
1.4.5	Visitors books and signing in books	Yes		Current year + 6 years then review	Secure disposal
1.4.6	Records relating to the creation and management of PTAs and Old Students Associations	No		Current year + 6 years then review	Secure disposal

2. Human Resources

This section deals with all matters of Human Resources Management within the school.

2.1 Recruitment					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
2.1.1	All records leading up to the appointment of a new Headteacher	Yes		Date of appointment + 6 years	Secure disposal
2.1.2	All records leading up to the appointment of a	Yes		Date of appointment of successful candidate + 6 months	Secure disposal



	new member of staff – unsuccessful candidates				
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff file (see below) and all other information retained for 6 months	Secure disposal
2.1.4	Pre-employment vetting information – DBS checks	No	DBS Update Service Employer Guide. June 2014 Keeping children safe in Education. July 2015 Section 73,74	The school does not have to keep copies of DBS certificates. If the school does so, the copy must NOT be retained for more than 6 months	Secure disposal
2.1.5	Proofs of identity collected as part of the process of checking portable enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and checked. If it is felt necessary to keep copy documentation this should be placed on the staff member’s personal file.	Secure disposal
2.1.6	Pre-employment vetting information – Evidence proving right to work in the UK ⁶	Yes	An employer’s guide to right to work checks. Home Office May 2015	Where possible these documents should be added to the Staff Personal File (see below) but if they are kept separately the Home Office requires that documents are kept from termination of employment + 2 years	Secure disposal

1. Employers are required to take a clear copy of the documents which they are shown as part of this process

2.2 Operational Staff Management

	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (section 2)	Termination of employment + 6 years	Secure disposal
2.2.2	Timesheets	Yes		Current year + 6 years	Secure disposal



2.2.3	Annual appraisal/assessment records	Yes		Current year + 5 years	Secure disposal
2.3 Management of Disciplinary and Grievance Processes					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ⁵	Yes	Keeping children safe in education. Statutory guidance for schools and colleges. March 2015 Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children. March 2015	Until the persons normal retirement age or 10 years from the date of the allegation whichever is longer, then review. Note: Allegations which are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	Secure disposal by shredding
2.3.2	Disciplinary Proceedings	Yes			
	Oral warning			Date of warning ⁶ + 6 months	Secure disposal (If warnings are placed on personal files then they must be weeded from the file)
	Written warning – level 1			Date of warning + 6 months	
	Written warning – level 2			Date of warning + 12 months	
	Final warning			Date of warning + 18 months	
	Case not found			If the incident is child protection related the see above, otherwise dispose of at the conclusion of the case	Secure disposal
2.4 Health and Safety					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of Policy + 3 years	Secure disposal
2.4.2	Health and Safety Risk Assessments	No		Life of Risk Assessments + 3 years	Secure disposal
2.4.3	Records relating to accident/ injury at work	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security		



			Administration Act 1992 Section 8. Limitation Act 1980		
	Adults			Date of incident + 6 years	Secure disposal
	Children			DOB of the child + 25 years	Secure disposal
2.4.5	Control of Substances Hazardous to Health (COSHH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11. Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulation had not been made. Regulation 18 (2)	Current year + 40 years	Secure disposal
2.4.6	Process of monitoring areas where employees and persons are likely to have come in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	Secure disposal
2.4.7	Process of monitoring areas where employees and persons are likely to have come in contact with radiation	No		Last action + 50 years	Secure disposal
2.4.8	Fire Precautions Log Book	No		Current year + 6 years	Secure disposal
2.5 Payroll and Pensions					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 SI 1986/1960, revised 1999 SI 1999/567	Current year + 3 years	Secure disposal
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	Secure disposal

3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

3.1 Risk Management and Insurance					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the School + 40 years	Secure disposal
3.2 Asset Management					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	Secure disposal
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	Secure disposal
3.3 Accounts and Statements including Budget Management					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.3.1	Annual Accounts	No		Current year + 6 years	Standard disposal
3.3.2	Loans and grants managed by the school	No		Date of last payment + 12 years then review	Secure disposal
3.3.3	Student Grant applications	Yes		Current year + 3 years	Secure disposal
3.3.4	All records relating to the creation and management of budgets including the Annual Budget Statement and background papers	No		Life of the Budget + 3 years	Secure disposal



3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	Secure disposal
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	Secure disposal
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure disposal
3.4 Contract Management					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	Secure disposal
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on contract + 6 years	Secure disposal
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	Secure disposal
3.5 School and Private Fund					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.5.1	All records relating to historic 'school fund' including cheque and paying in books, ledgers and bank statements	No		Current year + 6 years	Secure disposal



3.6 School Meals Management					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	Secure disposal
3.6.2	School Meals Registers	Yes		Current year + 3 years	Secure disposal
3.6.3	School Meals Summary Sheets	No		Current year + 3 years	Secure disposal

4. Property Management

This section covers the management of buildings and property

4.1 Property Management					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
4.1.1	Title deeds of properties belonging to the school	No		Permanent. These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belonging to the school	No		These should be retained whilst the building belongs to the school and should be passed on to any new owners if the building is leased or sold.	
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	Secure disposal
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	Secure disposal



4.2 Maintenance					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
4.2.1	All records relating to the maintenance of school carried out by contractors	No		Current year + 6 years	Secure disposal
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	Secure disposal

5. Pupil Management

This section includes all records which are created during the time a student spends at the school. For information about accident reporting, see under Health and Safety above.

5.1 Student's Educational Record					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
5.1.1	Student's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No.1437		
	Primary			Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> • to another primary school • to a secondary school • to a pupil referral unit • If the pupil dies whilst at primary school the file should be returned to the Local



					<p>Authority to be retained for the statutory retention period.</p> <p>If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be returned to the Local Authority to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the Local Authority as it is more likely that the pupil will request the record from the Local Authority</p>
	Secondary		Limitation Act 1980 (Section 2)	Date of birth of the student + 25 years	Secure disposal
5.1.2	Examination Results – Student copies	Yes			
	Public			This information should be added to the student file	All uncollected certificates should be returned to the examination board.
	Internal			This information should be added to the student file	
5.1.3	Child Protection information held on student file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the student file, it should be in a sealed envelope and then retained for the same period of time as the student file.	Secure disposal – MUST be shredded
5.1.4	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working	DOB of the child + 25 years then review This retention period was agreed in consultation	Secure disposal – MUST be shredded



			together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	
5.2 Attendance					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.	Secure disposal
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	Secure disposal
5.3 Special Educational Needs					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
5.3.1	Special Educational Needs files, reviews and Individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the student +25 years	Review NOTE: This retention period is the minimum retention period that any student file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented.



5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the student + 25 years [This would normally be retained on the student file]	Secure disposal - unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the student + 25 years [This would normally be retained on the student file]	Secure disposal - unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the student + 25 years [This would normally be retained on the student file]	Secure disposal - unless the document is subject to a legal hold

6. Curriculum Management

6.1 Statistics and Management Information					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	Secure disposal
6.1.2	Examination Results (schools copy)	Yes		Current year + 6 years	Secure disposal
	SATS records	Yes			Secure disposal
	Results			The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	Secure disposal
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete	Secure disposal

6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	Secure disposal
6.1.4	Value added and contextual data	Yes		Current year + 6 years	Secure disposal
6.1.5	Self evaluation forms	Yes		Current year + 6 years	Secure disposal
6.2 Implementation of Curriculum					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
6.2.1	Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure disposal
6.2.2	Timetable	No		Current year + 1 year	
6.2.3	Class Record books	No		Current year + 1 year	
6.2.4	Mark books	No		Current year + 1 year	
6.2.5	Record of Homework set	No		Current year + 1 year	
6.2.6	Students' work	No		Where possible pupils' work should be returned to the student at the end of the academic year if this is not the school's policy then current year + 1 year	Secure disposal

7. Extra Curricular Activities

7.1 Educational Visits outside the classroom					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
7.1.1	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 14 years	Secure disposal

7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 - "Legal Framework and Employer Systems" and Section 4 - "Good Practice".	Date of visit + 10 years	Secure disposal
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time.
7.1.4	Parental consent forms for school trips where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years The permission slips for all the students on the trip need to be retained to show that the rules had been followed for all students	

7.2 Walking Bus

	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
7.2.1	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Secure disposal



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7.3 Family Liaison Officers and Home School Liaison Assistants					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
7.3.1	Day books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school then destroy	
7.3.3	Referral Forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review. If contact is no longer active, then destroy	
7.3.5	Contact database entries	Yes		Current year then review. If contact is no longer active, then destroy	
7.3.6	Group registers	Yes		Current year + 2 years	

8. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority

8.1 Local Authority					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	Secure disposal
8.1.2	Attendance returns	Yes		Current year + 1 year	Secure disposal
8.1.3	School Census returns	No		Current year + 5 years	Secure disposal
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	Secure disposal
8.2 Central Government					
	Record Description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Action at the end of administrative life of the record



8.2.1	OFSTED reports and papers	No		Life of the report the review	Secure disposal
8.2.2	Returns made to Central Government	No		Current year + 6 years	Secure disposal
8.2.3	Circulars and other information sent from Central Government	No		Operational use	Secure disposal

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