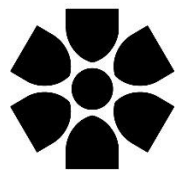


Retention Schedule

January 2024

Version 1.0



Little Way Catholic
Educational Trust

Records are a vital part of the daily life of any academy. Many of the records our academies create must be kept for specific lengths of time. These lengths of time are called **retention periods**.

Our **Retention Schedule** lists all the different types of records (**records series**) an organisation produces.

The **Retention Schedule** helps our staff and governors identify how long to keep records.

Record Series	Trigger Point	Minimum Retention period at School	Basis for keeping records	Action
Accident Reports (children)	Date of birth of child	25 years	Limitation Act 1980, Section 2	Destroy
Accident/injury at work records (staff)	Date of incident	4 years	Limitation Act 1980, Section 11	Review
Accounting records	End of financial year	6 years	HMRC - Compliance Handbook Manual CH15400	Review: Archive annual accounts
Administrative files (routine)	End of administrative use	6 years	Limitation Act 1980, Section 2	Review
Admission registers	Date of last entry	6 years	Limitation Act 1980, Section 2	Archive
Attendance registers	End of academic year	3 years		Destroy
Contracts under seal	End of contract	12 years	Limitation Act 1980, Section 8	Destroy
Contracts under hand	End of contract	6 years	Limitation Act 1980, Section 2	Destroy
Contract monitoring records	End of Current year	2 years		Destroy
Development plans (School)	End of administrative use	6 years	Limitation Act 1980, Section 2	Archive
Examination certificates (public)				Any certificates left unclaimed should be returned to the appropriate Examination Board
Examination results - internal	End of academic year	5 years		Destroy
Examination results - public	End of academic year	6 years	Limitation Act 1980, Section 2	Destroy
Free School Meal Registers	End of current year	6 years	Limitation Act 1980, Section 2	Destroy
Governors' reports	Date of meeting	6 years	Limitation Act 1980, Section 2	Archive
Instruments of Government	Date Instruments	Retain permanently		Archive

	drawn up	until closure of school		
Log book	Date of last entry	6 years		Archive
Maintenance logs	Date of last entry	10 years	Limitation Act 1980, Section 2	Destroy
Minutes of governors, staff and PTA meetings	End of academic year	6 years	Limitation Act 1980, Section 2	Archive
OFSTED reports and papers	Superseded by new report	Review on replacement by new inspection report		Archive
Policies	Superseded by new policy			
Property title deeds and architect's plans	No longer used regularly	Permanent		Archive
Pupil files and record cards (primary)	Pupil leaves school	Immediate	Transfer records to secondary (or other primary) school	
Pupil files and record cards (secondary)	Date of birth of pupil	25 years	Limitation Act 1980, Section 2	Destroy
SATs/PAN/Value added records	End of academic year	6 years		Destroy
School Prospectus	End of academic year	3 years		
Special Educational Needs (SEN) files	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Review. 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
Special Educational Needs and Disability Act 2001 Section 1: statements	Date of birth of pupil	31 years	Children and Families Act 2014; Limitation Act 1980, Section 2	Review
Staff - personnel files	End of employment	6 years	Limitation Act 1980, Section 2	Destroy