

**We follow in the footsteps of Jesus as we  
live, love and learn together.**



## **RECORDS RETENTION POLICY**

**Name of Policy: RECORD RETENTION**

This policy will be reviewed regularly and re-presented to The Governing Body as appropriate if significant changes are made.

**Policy presented to Governors on: 1<sup>st</sup> Oct 2019**

Reviewed by:

Date:

Signature:

Date:

Chair/Vice of Governors Signature:

Date:

## RETENTION OF RECORDS POLICY 2019/20

- Personnel records for staff who have left within the last 6 years.
- Governing body material such as curriculum complaints records, correspondence and trust endowment papers for the previous 6 years. Annual parents meetings proceedings and OFSTED action plans should be kept for 3 years.
- School organisation records should be kept for 10 years, with 5 years for the visitors book and other documents such as prospectus, staff circulars and newsletters to parents.
- Inspection records should generally be kept for 6 years.
- Health and safety records require very long retention periods. Current guidance advises 30 years for health surveillance records, 20 years for safety incident reports and 10 years for most other records.
- Pupil records – other than records that transfer with the pupil, such as primary school pupil records, most records should be kept for 6 years. Exceptions are attendance registers – 3 years, and absence letters – 2 years.
- Material relating to teachings and the curriculum can be removed if it is no longer current. Exceptions are examination results and curriculum development papers which should be kept for 6 years.
- Finance records should be kept for 6 years where they are the prime document.
- Property records should be retained for 6 years.
- All other important and prime documentation should be retained for 6 years.