



Spencer Academies Trust Information and Records Retention 2019

The Spencer Academies Trust is committed to responsible data management, observing best practice on the retention and destruction of information.

The retention periods below are based on 2019 guidance from the Information and Records Management Society (IRMS). While this is a summary document, further information and a more extensive set of retention protocols can be found at: <https://irms.org.uk/page/SchoolsToolkit>

In the information below, Y denotes the year of record creation. Y+1 therefore signifies year of creation plus one school year. DoM signifies date of meeting and DLE date of last entry. For accident reporting for example, DLE+3 therefore means date of last entry in the record book plus three years. For health and safety reporting DoI signals date of incident. DoD is date of departure and DoA is date of admission.

Processes for recording the destruction of data including keeping a record or brief description of file contents, reference to the applicable retention period, date of approval for disposal and method and place of disposal should be observed. A format for this is available from the Trust Head of Governance.

Retention guidance

Category	Document type	Retention period
Governance	LGB Attendance registers	DoM+6
Governance	Governor induction, checks and training records	DoD +6
Governance	Records relating to governor monitoring visits	Y+3
Governance	Governor training records	As governor file
Governance	Annual reports publishable or disclosed to partners including DfE	Y+10
Governance	Previous or amended policy drafts	On replacement
Conversion	Academy conversion records	In perpetuity
Admissions	Records relating to creation/change of admissions policy	Life of policy +3
Admissions	Where application is successful	DoA +1
Admissions	Where appeal is unsuccessful	Resolution +1
Admissions	Register of admissions	Date of record +3
Complaints	Complaints investigated by governing body or principal	Y+6
	If pertaining to concerns of negligence involved, year +15	Y+15
	If pertaining to concerns relating to safeguarding or CP	Y+40
Operations	Log books of school activity	Y+6

Operations	SEN records	Transfer to onward destination or DOB + 31
Operations	Safeguarding records	Transfer to onward destination or DOB + 25
Operations	Child protection information held on the pupil file	As pupil file
Operations	Pupil educational records Primary Secondary	File follows pupil Follows pupil or DOB +25
Operations	Summary examination results	Y+6
Operations	SLT minutes	Y+3
Operations	General records created by staff and not subject to other specific requirements	Y+6
Operations	Academy development plans	Y+3
Operations	GDPR and information consents	DoD
Operations	Newsletters and most school communications	Y+1
Operations	Visitor logs inc electronic visitor records	Y+6
Operations	Health and safety risk assessments	Y+3
Operations	Accident log books	DLE+3
Operations	RIDDOR reportable	Date of incident +3
HR	Candidate application information	Date of appointment +0.5
HR	Annual appraisal records	Y+6
HR	Staff training records Staff safeguarding training records	As personnel file Date of training +40
HR	Records of any CP allegation against a staff member	To date of ordinary retirement +10
HR	Disciplinary and grievance records	See IRMS guidance
HR	Staff absence records	Y+3