



Joseph Leckie  
Academy

# Disposal of Records Schedule

This policy is reviewed annually

History of Document

Approved by Governors: July 2020

Review date for Document: July 2021

Joseph Leckie Academy is committed to maintaining the confidentiality of its information and ensuring that all records within the Academy are only accessible to the appropriate individuals. In line with the requirements of the GDPR, the Academy also has a responsibility to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended.

The Academy has created this policy to outline how records are stored, accessed, monitored, retained and disposed of to meet the Academy's statutory requirements.

This document complies with the requirements set out in the GDPR and Data Protection Act 2018.

### **Purpose of Disposal Schedule**

This disposal schedule identifies the disposal arrangements for all manual and electronic records created by Joseph Leckie Academy. The Schedule complies with the guidelines given under the Information Management Toolkit for Schools (IRMS). It is advised schools adapt this template and it be approved by internal management/governors specifically in relation to records disposal.

### **Operation of this Records Disposal Schedule**

#### **Closing a file**

Manual records should be closed as soon as they cease to be of active use other than for reference purposes. When a file is due to be closed an appropriate member of staff should consult the disposal schedule and mark the front cover of the file, indicating the date on which the file can be destroyed, or whether it should be reviewed by a member of staff. Closing a file simply means that no further papers can be added but the file can be used for reference.

#### **Minimum Retention Period**

With the exception of Student files, the minimum retention period required for each type of record is calculated from the point the file/record is closed.

#### **Destroy**

Where the disposal action states 'Destroy' the records should be kept for the period stated and then destroyed securely. A record must be maintained of the files that have been destroyed.

#### **Commitment to preserving files/records**

**Joseph Leckie Academy** declares that it will take measures to ensure that the records it creates (including electronic records) will be well maintained and protected while they are in its custody.

#### **Roles and Responsibilities**

The Academy Board of Governors is responsible for ensuring that the Academy complies with the commitment laid out in this Policy. The Academy Principal is charged with

operational compliance and will assign any specific staff responsibilities as required in order to help fulfil the Academy's commitment to effective records management. **All members of staff** are responsible for creating and maintaining records in accordance with good records management practice.

If any Student attends the Academy until statutory Academy leaving age, the Academy will keep the Student's records until the Student reaches the age of 25 years.

### Definitions of Records held by Joseph Leckie Academy in respect of its Functional Areas.

There are six main functional areas for which Joseph Leckie Academy keeps records as follows:

1. Management and Organisation
2. Legislation & Guidance
3. Students
4. Staff
5. Finance
6. Health & Safety
7. Other

The records contained within these functional areas provide evidence and information about its business activities and are important for the efficient operation of the Academy.

#### **1. Management and Organisation**

This category comprises records held which relate to the management and organisation of the Academy. Typical records would include the minutes of the Board of Governors, the Senior Management Team and Parent/Teachers Association meetings which record the major decision making processes of the Academy. Also included are records detailing development, planning and curriculum policies as well as those that demonstrate how the Academy reports to its parents and other organisations. Records include the Academy Development Plan, the Academy Prospectus, Curriculum policies, Annual Report, Emergency Planning and Business Continuity Plan along with the records of meetings, minutes, and policies documenting the decisions and actions taken within this business function.

#### **2. Legislation and Guidance from DE, ELBs, ESA, & CCMS**

Files maintained under this heading contain papers relating to legislation e.g. the Education Act 2011, Circulars, Guidance, Bulletins from the Dept of Education and Education & Library Boards, CCMS etc, correspondence in connection with Statistical Returns and documents relating to Dept of Education Inspections and Reports.

#### **3. Students**

Student Files contain vitally important records which, not only capture the progress of the student throughout their time at the Academy, but also contain personal details and information beneficial to their well-being within the Academy environment. Such records would include admission data, attendance of the Students at the Academy, timetables and

class groupings, education/progress reports of Students, special education needs documentation, child protection information, disciplinary action taken, examination results, careers advice, Academy trip details and medical records (details of medical conditions where medicines are required to be administered at Academy).

#### **4. Staff**

Staff category refers to those records required for the Human Resources Management function within the Academy. These include staff personnel records (recruitment, interview notes, appointments, training, staff development etc), staff salary records, staff induction, sickness records, staff performance review, substitute teacher records and student teachers on teaching practice etc.

#### **5. Finance**

This business function maintains records for a range of financial activities such as annual budgets, budget monitoring, Annual Statement of Accounts, procurement, tender information and prices, reconciliation of invoices, audit reports etc.

#### **6. Health & Safety**

The health and safety of children and staff is of paramount importance in the Academy and such records to support this are kept e.g. Accident/Incident Book, legal/accident/incident forms, risk assessments, fire procedure, CCTV, security system files, health and safety policy statement.

#### **7. Other Retention Records**

The table outlines the Academy's retention periods for any records held by the Academy and the action that will be taken after the retention period, in line with any requirements.

### Electronic Records

The legal obligation to properly manage records, including compliance with Data Protection legislation, applies equally to electronic records. The main considerations for the management of electronic records are therefore the same as those for manual records. They include:

- Staff must be able to use and access electronic information effectively
- Adequate measures must be in place to ensure all information is stored securely and only available to authorised persons.
- The Academy must be able to demonstrate a record's authenticity by ensuring information cannot be altered when declared a record.
- A system must be in place for disposing of electronic records in line with policy once they are no longer needed.

In addition to the above, sufficient backup/recovery processes must be in place. There must also be a process through which links are created from electronic records to any associated manual records. This is to ensure a full record can be considered when necessary i.e. when decision making, providing access or considering a record for disposal.

The Academy Board of Governors is ultimately responsible for records management within the Academy. The decision to move towards electronic records must be taken carefully and the Board of Governors must satisfy itself that the measures identified above can be achieved. Further information and advice on electronic records can be obtained from the Information and Records Management Society (IRMS). A number of International Standards have also been established to help organisations follow best practice when implementing an electronic records strategy. They include:

ISO 15801:2009 - record authenticity and legal admissibility

ISO 27001 - information security management

BS 10008 - legal admissibility of electronic information standards

## Academy Disposal Schedule

### 1. Management & Organisation (Governing Bodies and Senior Leadership Team)

Ref	Record	Minimum Retention Period	Action After Retention
1.1	BOG Meetings Minutes (master)	Permanent	Consult local archives before disposal
1.2	Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of meeting plus three years	Reviewed annually and securely disposed of, if not needed
1.3	Action plans created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
1.4	Policy documents created and administered by the governing board	Until superseded or whilst relevant	Securely disposed of
1.5	Records relating to complaints dealt with by the governing board or Principal	Current academic year, plus six years  If negligence is involved, records are retained for the current academic year, plus 15 years  If child protection issues are involved, the records are retained for the current academic year, plus 40 years	Reviewed for further retention in case of contentious disputes, then securely disposed of
1.6	Annual reports required by the DfE	Date of report, plus 10 years	Securely disposed of
1.7	Proposals concerning changing the status of the Academy	Date proposal accepted or declined, plus three years	Securely disposed of
1.8	Records relating to the appointment of co-opted governors	Date of election, plus six months	Securely disposed of
1.9	Records relating to the election of the chair of the governing board and the vice chair	Destroyed after the decision has been recorded in the minutes	Securely disposed of
1.10	Meeting schedule	Current academic year	Standard disposal

1.11	Register of attendance at full governing board meetings	Date of last meeting in the book, plus six years	Securely disposed of
1.12	Records relating to governor monitoring visits	Date of visit, plus three years	Securely disposed of
1.13	All records relating to the conversion of the Academy to academy status	Permanent	Consult local archives before disposal
1.14	Correspondence sent and received by the governing board or Principal	Current academic year, plus three years	Securely disposed of
1.15	Board of governors;  Records relating to the terms of office of serving governors, including evidence of appointment  Records relating to governor declaration against disqualification criteria  Register of business interests	Date of which the governors appointment ends, plus six years	Securely disposed of
1.16	Governor code of conduct	Dynamic document – kept permanently	Securely disposed of
1.17	Governor training;  Records relating to the training required and received by governors  Records relating to the induction programme of new governors	Date the governor steps down, plus six years  Date on which the governors appointment ends, plus six years	Securely disposed of  Securely disposed of
1.18	Governor personnel files	Date on which the governors appointment ends, plus six years	Securely disposed of
1.19	Log books of activity in the Academy maintained by the Principal	Date of last entry, plus a minimum of six years	Reviewed and offered to the local archives if appropriate
1.20	SLT minutes and reports	Date of the meeting/report, plus three years	Reviewed annually and securely

			disposed of if not needed
1.21	Records created by Principal, Vice Principal, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed annually and securely disposed of if not needed
1.22	Correspondence created by Principal, Vice Principal, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Securely disposed of
1.23	Academy development plan	Duration of the plan, plus three years	Securely disposed of

## 2. Legislation and Guidance from DE, ELB, ESA, CCMS etc

Ref	Record	Minimum Retention Period	Action After Retention
2.1	Correspondence re: Statistical Returns to DE, ELB etc	Current financial year + 6 years	Destroy
2.2	DE Reports, Inspections	Until superseded	Destroy

## 3. Student Records

Ref	Record	Minimum Retention Period	Action After Retention
3.1	Admissions		
3.1a	Register of admissions	Every entry in the register will be preserved for a period of three years after the date on which the entry was made	Review, Academics may wish to keep permanently
3.1b	Successful admissions	Date of admission, plus one year	Securely disposed of
3.1c	Admissions appeal (where the appeal is unsuccessful)	Resolution of the case, plus one year	Securely disposed of



3.1d	Secondary Academy admissions	Whilst Student remains at the Academy, plus one year	Securely disposed of
3.2	Student files		
3.2a	Primary Academy – Student educational records	Whilst Student remains at the Academy	Transferred to the next destination – If this is an independent Academy, home schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
3.2b	Secondary Academy and sixth forms – Student educational records	25 years after Students date of birth	Review and securely disposed of if no longer needed
3.3	Examination Results		
3.3a	Public examination results	Added to Student record	All uncollected certificates should be returned to the examination board after reasonable attempts to contact the Student have failed
3.3b	Internal examination results	Added to Student record	Transferred to the next Academy where applicable
3.3c	Examination results Academy copy	Current year, plus six years	Secure disposal
3.3d	SAT's results	25 years after the Students date of birth	Secure disposal
3.3e	Examination papers	Until the appeals/validation process has been completed	Secure disposal
3.4	Child protection information held on Student file	Stored in a sealed envelope and placed in the Students file, retained for the same period as the Student file  Records also subject to any instruction given by the Independent Inquiry into Child Sex Abuse (IICSA)	Securely disposed of - shredded
3.5	Child Protection information held in a separate file	25 years after the Students date of birth  Records also subject to any instruction given by the	Securely disposed of - shredded

		Independent Inquiry into Child Sex Abuse (IICSA)	
3.6	Timetable and Class Groupings (scheme of works, timetable, class record books, mark books, record of homework set, Students work)	Current academic year, plus one year	Review at the end of each year and allocate a further retention period or securely dispose of
3.7	Curriculum returns	Current year, plus three years	Secure disposal
3.8	Attendance		
3.8a	Attendance register	Every entry is retained for a period of the years after the date on which the entry was made	Secure disposal
3.8b	Correspondence relating to any absence (authorised or unauthorised)	Current academic year, plus two years	Secure disposal
3.9	SEND files, reviews and EHC plans, including advice and information provided to parents regarding educational needs and accessibility strategy	The Students date of birth, plus 31 years	Secure disposal
3.10	Self-evaluation forms – Internal moderation	Current academic year, plus one year	Secure disposal
3.11	Self - evaluation forms – External moderation	Retained until superseded	Secure disposal
3.12	Students work	Returned to Students at the end of the academic year, or retained for the current academic year, plus one year	Secure disposal
3.13	Extra curriculum activities		
3.13a	Field file – information taken on Academy trips	Until the conclusion of the trip, plus one month  Where a minor incident occurs, field files are added to the core system as appropriate	Secure disposal
3.13b	Financial information relating to Academy trips	Whilst the Student remains at Academy, plus one year	Secure disposal

3.13c	Parental consent forms for Academy trips where no major incident occurred	Until the conclusion of the trip	Secure disposal
3.13d	Parental consent forms for Academy trips where a major incident occurred	25 years after the Students date of birth on the Students record (permission slips of all Students on the trip will also be held to show that the rules had been followed for all Students)	Secure disposal
3.14	Catering and free Academy meals administration		
3.14a	Free Academy meals registers (where the register id used as a basis for funding)	Current year, plus 6 years	Secure disposal
3.14b	Meal administration	Current year, plus 3 years	Secure disposal

#### 4. Staff Records

Ref	Record	Minimum Retention Period	Action After Retention
4.1	Operational		
4.1a	Staff members personnel files	Termination of employment, plus six years, unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file will be retained until the IICSA enquiries are complete	Secure disposal
4.1b	Annual appraisal and assessment records	Current academic year, plus six years	Secure disposal
4.1c	Sickness absence monitoring (where sickness pay is not paid)	Current academic year, plus three years	Secure disposal
4.1d	Sickness absence monitoring (where sickness pay is paid)	Current academic year, plus six years	Secure disposal
4.1e	Staff training (where training leads to CPD)	Length of time required by the CPD professional body)	Secure disposal
4.1f	Staff training (except where the training relates to dealing with Students, e.g. First	Retain in the personnel file	Secure disposal

	aid or H&S)		
4.1g	Staff training (where the training relates to Students, e.g. safeguarding or other Student related training)	Date of training, plus forty years	Secure disposal
4.2	Recruitment		
4.2a	Interview notes and recruitment records relating to the appointment of a new Principal (unsuccessful attempts)	Date of appointment, plus six months	Secure disposal
4.2b	Interview notes and recruitment records relating to the appointment of a new Principal (successful appointments)	Added to personnel file and retained until the end of appointment, plus six years, except in cases of negligence or claims of child abuse, then records are retained for at least fifteen years	Secure disposal
4.2c	Interview notes and recruitment records relating to the appointment of new members of staff or governors (unsuccessful candidates)	Date of appointment of the successful candidate, plus six months	Secure disposal
4.2d	Pre-employment vetting information (successful candidates)	For the duration of the employee's employment, plus six years	Secure disposal
4.2c	Proof of identity collected as part of the enhanced DBS check	Where necessary to keep a copy, it will be placed in the staff members personnel file	Secure disposal
4.2d	Evidence of right to work in the UK	Added to the staff personnel file or, if kept separately, termination of employment, plus no longer than two years	Secure disposal
4.3	Disciplinary and grievance procedures		
4.3a	Child protection allegations, including where the allegation is unproven	Added to staff personnel file, and until the individual's normal retirement age, or ten years from the date of the allegation – whichever is longer	Reviewed and securely disposed of

		<p>If allegations are malicious, they are removed from the personal files</p> <p>If the allegations are found, they are kept on the personnel file and a copy provided to the person concerned unless the member of staff is part of any case which falls under the terms of reference of the IICSA. If this is the case, the file is retained until IICSA enquiries are complete</p>	
4.3b	Oral warning	Date of warning, plus six months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3c	Written warning - level 1	Date of warning, plus six months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3d	Written warning – level 2	Date of warning, plus twelve months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3e	Final warning	Date of warning, plus eighteen months	Securely disposed of, if placed on staff personnel file, to be removed from the file
4.3f	Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related, then it is disposed of as per 4.3a	Secure disposal

## 5. Finance Records

Ref	Record	Minimum Retention Period	Action After Retention
5.1	Staff finance records	Current academic year, plus six years	Secure disposal
5.2	Personal bank details	Until superseded, plus three years	Secure disposal
5.3	Annual budget and budget deployment	Current financial year + 6 years	Secure disposal

5.4	Budget Monitoring	Current financial year + 6 years	Secure disposal
5.5	Annual Statement of Accounts: Outturn Statement	Current financial year + 6 years	Secure disposal
5.6	Order Books, Invoices, Bank Records, Cash Books, Till Rolls, Lodgement books etc.	Current financial year + 6 years	Secure disposal
5.7	Postage Book	Current financial year + 6 years	Secure disposal
5.8	Audit Reports	Current financial year + 6 years	Secure disposal

## 6. Health and Safety Records

Ref	Record	Minimum Retention Period	Action After Retention
6.1	Health & safety policy statement	Duration of the policy, plus three years	Secure disposal
6.2	Health & safety risk assessments	Duration of risk assessment, plus three years provided that a copy of the risk assessment is stored with the accident report if an incident has occurred	Secure disposal
6.3	Records relating to any reportable death, injury, disease or dangerous occurrence under RIDDOR	Date of incident, plus three years providing that all records relating to the incident are held on the personnel file	Secure disposal
6.4	Accident reporting – adults	Three years after the last entry in the accident book	Secure disposal
6.5	Accident reporting – Students	Three years after the last entry in the accident book	Secure disposal
6.6	Records kept under the Control of Substances Hazardous to Health Regulations	Date of incident, plus 40 years	Secure disposal
6.7	Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus forty years	Secure disposal
6.8	Information relating to areas where	Two years from the date on which the examination	Secure disposal

	employees and persons are likely to come into contact with radiation (maintenance records or controls, safety features and PPE)	was made	
6.9	Information relating to areas where employees and persons are likely to come into contact radiation (dose assessment and recording)	Until the person to whom the record relates would have reached seventy-five years old, but in any event for at least thirty years from when the record was made	Secure disposal
6.10	Fire precaution log books	Current academic year, plus three years	Secure disposal
6.11	Health and safety file to show current state of buildings, including all alterations (wiring, plumbing, building works etc.) to be passed on in the case of change of ownership	Permanent	Passed to new owner on sale or transfer of building

## 7. Retention of Other Academy Records

Ref	Record	Minimum Retention Period	Action After Retention
7.1	Property management		
7.1a	Title deeds of properties belonging to the Academy	Permanent	Transferred to new owners if the building is leased or sold
7.1b	Plans of property belonging to the Academy	For as long as the building belongs to the Academy	Transferred to new owners if the building is leased or sold
7.1c	Leases of property leased by or to the Academy	Expiry of lease, plus six years	Secure disposal
7.1d	Records relating to the letting of the Academy premises	Current financial year, plus six years	Secure disposal
7.2	Maintenance		
7.2a	All records relating to the maintenance of the Academy carried out by contractors	For as long as the Academy owns the building and then passed onto any new owners if the building is leased or sold	Secure disposal
7.2b	All records relating to the maintenance of	For as long as the Academy owns the building and	Secure disposal

	the Academy carried out by Academy employees	then passed onto any new owners if the building is leased or sold	
7.3	Operational administration		
7.3a	General files series	Current academic year, plus five years	Reviewed and securely disposed of
7.3b	Records relating to the creation and publication of the Academy brochure and/or prospectus	Current academic year, plus three years	If a copy is not preserved by the Academy, standard disposal
7.3c	Records relating to the creation and distribution of circulars to staff, parents or Students	Current academic year, plus one year	Standard disposal
7.3d	Newsletters and other items with short operational use	Current academic year, plus one year	One copy archived, other copies standard disposal
7.3e	Visitors books and signing-in sheets	Last entry in the logbook, plus six years	Reviewed then secure disposal
7.3f	Records relating to the creation and management of parent-teacher associations and/or old Student associations	Current academic year, plus six years	Reviewed then secure disposal
7.3g	Walking bus registers	Date of register, plus six years	Secure disposal
7.3h	Academy privacy notice which is sent to parents	Until superseded, plus six years	Secure disposal
7.3i	Consents relating to Academy activities	While Student attends the Academy	Secure disposal



