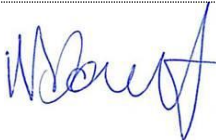




# Records Retention Policy

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**November 2018**

<b>Signed (Chair of Trustees) :</b>	
<b>Date:</b>	<b>November 2018</b>
<b>Date of Review:</b>	November 2019

## 1. INTRODUCTION

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

- 1.1. The main aim of this policy is to enable Arbor Academy Trust to manage our records effectively and in compliance with data protection and other regulation. As an organisation we collect, hold, store and create significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and documents.
- 1.2. Arbor Academy Trust is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3. The table below sets out the main categories of information that we hold, the length of time that we intend to hold them, and the reason for this.
- 1.4. For information, the Appendix sets out the legal requirements for certain categories of document. Where we have decided to keep information longer than the statutory requirement, this has been explained in the table at Section 2.
- 1.5. Section 3 of this policy sets out the destruction procedure for documents at the end of their retention period. The office manager shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this policy should be referred to them.
- 1.6. If a document or piece of information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to the office manager, who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

## 2. DOCUMENT RETENTION PERIOD

DOCUMENT CATEGORY	RETENTION PERIOD	REASON
<b>Corporate / Constitutional</b>		
Governance meeting minutes	10 years	Requirement of the Companies Act 2006 and Charities Act 2011
<b>Insurance</b>		
<b>Health &amp; Safety</b>		
Accident books and records	3 years after last entry or end of investigation	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
General Health & Safety records	3 years	Limitation Act 1970
<b>Property</b>		
<b>Pension Records</b>		
Records about employees	6 years from the end of the relevant tax year	Pensions regulator
<b>Tax and Finance</b>		
Tax and accounting records	6 years from the end of the relevant tax year	Finance Act 1998 and the Taxes Management Act 1970
Payment records, receipt books	6 years from the end of the relevant tax year	Companies Act 2006 and Charities Act 2011
<b>Employees / Administration</b>		
Payroll/ Employee/ Income Tax and NI records	6 years from the end of the relevant tax year	Taxes Management Act 1970 and IT (PAYE) regulations
Maternity pay	3 years after the end of the tax year	Statutory Maternity Pay Regulations
Sick Pay	3 years after the end of the tax year	Statutory Sick pay (General) Regulations
National Minimum wage records	3 years after the end of the tax year	National Minimum Wage Act
Foreign national ID documents	2 years from the end of employment	Immigration (Restrictions on Employment) Order 2007

HR files and training records	6 years from end of employment	Limitation Act 1070 and Data protection regulation
Working Time records	2 years	Working Time Regulations 1998
Job applications (unsuccessful applicants)	6 months	IOC Employment Practice code
Volunteer vetting	6 months from end of volunteering	IOC Employment Practice Code
Disclosure and Barring Service Checks	Record only result with DBS number	Part 4 of the Schedule to the Education Regulations 2014
Volunteer records	3 years from end of volunteering	Safeguarding to work with children
<b>Pupils</b>		
Education records	25 years from date of birth unless passed to new school	Pupil information regulations 2005
Child Protection information	Unlimited retention period	Keeping children safe in education statutory guidance for schools and colleges September 2016; Working together to safeguard children. An inter-agency working to safeguard and promote the welfare of children February 2017
SEN files	25 years from date of birth	Limitation Act 1980
Education Health and Care Plans	25 years from date of birth	Special Educational needs and Disability Regulations 2014; Children and Families Act 2014, part 3
Statements of Special educational Needs (Historic)	25 years from date of birth unless passed to new school	Special Educational needs and disability regulations 2001
Attendance Registers	3 years	Pupil Registrations Regulations 2006
<b>Parents</b>		
Name and contact details	Duration the parent has a pupil at the school	Pupil Registration Regulations 2006
<b>Alumni / Alumnae</b>		

### **3. DELETION OF DOCUMENTS**

- 3.1. When a document is at the end of its retention period, it should be dealt with in accordance with this policy.

#### **Confidential waste**

- 3.2. This should be shredded.
- 3.3. Anything that contains personal information should be treated as confidential.
- 3.4. Where deleting electronically, please refer to the computer technician to ensure that this is carried out effectively.

#### **Other documentation**

- 3.5. Other documentation can be deleted or placed in recycling bins where appropriate.

#### **Automatic deletion**

- 3.6. Certain information will be automatically archived by the computer systems, details of which are set out below. Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact the computer technician.

#### **Individual responsibility**

- 3.7. Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:
- 3.7.1. Has the information come to the end of its useful life?
  - 3.7.2. Is there a legal requirement to keep this information or document for a set period? (Refer to Appendix 1 for more information)
  - 3.7.3. Would the information be likely to be needed in the case of any legal proceedings? In particular, is it potentially relevant to an historic child abuse enquiry? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)
  - 3.7.4. Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?
  - 3.7.5. Is the document of historic or statistical significance?
- 3.8. If the decision is made to keep the document, this should be referred to the office manager and reasons given.