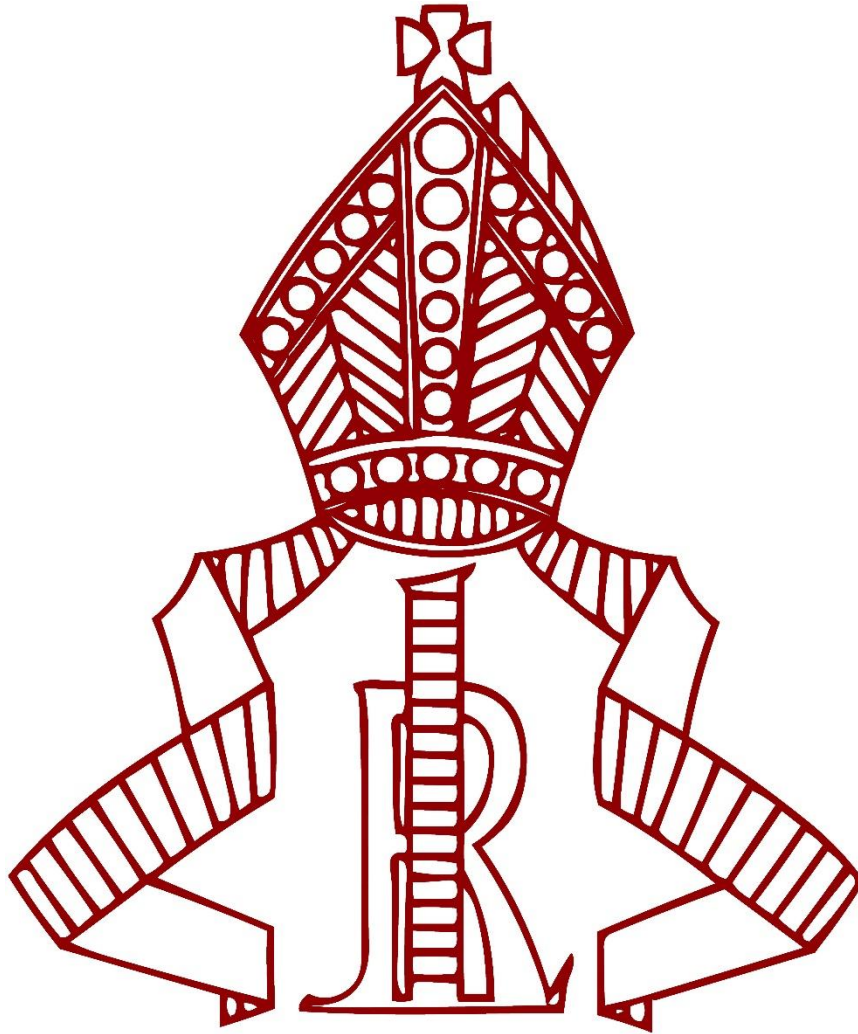


Retention Schedule



Bishop Luffa School

Introduction

This retention schedule details how long data items should be retained for within school and is based on the [IRMS data toolkit for schools](#). This schedule is supported by procedures that are in place for key data processors within the school to ensure that is periodically and accurately applied. As well as detailing retention policies as laid out by the IRMS we have including some elements of 'data blurring' within the attached schedule and provide justification for this where it is not present within the IRMS toolkit.

1. Management of the School

This section contains retention periods connected to the general management of the school. This covers the work of the Board of Directors, the Head Teacher and the senior management team, the admissions process and operational administration.

1.1 Board of Directors					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.1.1	Agendas for Board of Directors meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of	IRMS toolkit For Schools
1.1.2	Minutes of Board of Directors meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff			IRMS toolkit For Schools
	Principal Set (signed)			PERMANENT	IRMS toolkit For Schools
	Inspection Copies			Date of meeting + 3 years	IRMS toolkit For Schools
1.1.3	Reports presented to the Board of Directors	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently	IRMS toolkit For Schools
1.1.4	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	No	Education Act 2002, Section 33	Date of the meeting + a minimum of 6 years	IRMS toolkit For Schools
1.1.5	Instrument of Government including Articles of Association	No		PERMANENT	IRMS toolkit For Schools
1.1.6	Trusts and Endowments managed by the Board of Directors	No		PERMANENT	IRMS toolkit For Schools

1.1 Board of Directors					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.1.7	Action plans created and administered by the Board of Directors	No		Life of the Action Plan + 3 years	IRMS toolkit For Schools
1.1.8	Policy documents created and administered by the Board of Directors	No		Life of the policy + 3 years	IRMS toolkit For Schools
1.1.9	Records relating to complaints dealt with by the Board of Directors	Yes		Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes	IRMS toolkit For Schools
1.1.10	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	No	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	Date of report + 10 years	IRMS toolkit For Schools
1.1.11	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No		Date proposal accepted or declined + 3 years	IRMS toolkit For Schools

1.2 Head Teacher and Senior Management Team					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.2.1	Log books of activity in the school maintained by the Head Teacher	There may be data protection issues if the log book refers to individual pupils, or members of staff		Data of last entry in the book + a minimum of 6 years then review	IRMS toolkit For Schools
1.2.2	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of meeting + 3 years then review	IRMS toolkit For Schools
1.2.3	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the report refers to individual pupils or members of staff		Date of report + a minimum of 3 years then review	IRMS toolkit For Schools
1.2.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	There may be data protection issues if the report refers to individual pupils or members of staff		Current academic year + 6 years then review	IRMS toolkit For Schools
1.2.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities	There may be data protection issues if the report refers to individual pupils or members of staff		Date of correspondence + 3 years then review	IRMS toolkit For Schools
1.2.6	Professional Development Plans	Yes		Life of the plan + 6 years	IRMS toolkit For Schools
1.2.7	School Development Plans	No		Life of the plan + 3 years	IRMS toolkit For Schools

1.3 Admissions Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.3.1	All records relating to the creation and implementation of the School Admissions' Policy	No	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Life of the policy + 3 years then review	IRMS toolkit For Schools
1.3.2	Admissions – if the admission is successful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Date of admission + 1 year	IRMS toolkit For Schools
1.3.3	Admissions – if the appeal is unsuccessful	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Resolution of case + 1 year	IRMS toolkit For Schools
1.3.4	Register of Admissions	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014	Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made	IRMS toolkit For Schools

1.3 Admissions Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.3.5	Admissions – Secondary Schools – Casual	Yes		Current year + 1 year	IRMS toolkit For Schools
1.3.6	Proofs of address supplied by parents as part of the admission process	Yes	School Admissions Code Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels December 2014	Current year + 1 year	IRMS toolkit For Schools
1.3.7	Supplementary Information form including additional information such as religion, medical conditions, etc.	Yes			
	For successful admissions			This information should be added to the pupil file	IRMS toolkit For Schools
	For unsuccessful admissions			Until appeals process completed	IRMS toolkit For Schools

1.4 Operational Administration					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
1.4.1	General file series	No		Current year + 5 years then REVIEW	IRMS toolkit For Schools
1.4.2	Records relating to the creation and publication of the school brochure or prospectus	No		Current year + 3 years	IRMS toolkit For Schools
1.4.3	Records relating to the creation and distribution of circulars to staff, parents or pupils	No		Current year + 1 year	IRMS toolkit For Schools
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	IRMS toolkit For Schools
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then REVIEW	IRMS toolkit For Schools
1.4.6	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No		Current year + 6 years then REVIEW	IRMS toolkit For Schools
1.4.7	Information held on the third party systems used to support the effective management of the curriculum, delivery of the curriculum and provision of services in support of the schools normal operation.	Yes		Max 6 month from date of pupil leaving where the school is the administrator of the data.	It may take a maximum of 6 th months for closure of the account particularly if there are outstanding balances that need to be repaid, under normal circumstances this will happen once the individual has been reorded as having left.

2. Human Resources

This section deals with the matters of Human Resources management within the school.

2.1 Recruitment					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.1.1	All records leading up to the appointment of a new Head Teacher	Yes		Date of appointment + 6 years	IRMS toolkit For Schools
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful candidates	Yes		Date of appointment of successful candidate + 6 months	IRMS toolkit For Schools
2.1.3	All records leading up to the appointment of a new member of staff – successful candidate	Yes		All the relevant information should be added to the staff personal file (see below) and all other information retained for 6 months	IRMS toolkit For Schools
2.1.4	Pre-employment vetting information – DBS Checks	No	DBS Update Service Employer Guide June 2014: Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Sections 73, 74	The school does not have to keep copies of DBS certificates. If the school does so the copy must NOT be retained for more than 6 months	IRMS toolkit For Schools
2.1.5	Proof of identity collected as part of the process of checking ‘portable’ enhanced DBS disclosure	Yes		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff’s personal file.	IRMS toolkit For Schools

2.1 Recruitment					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.1.6	Pre-employment vetting information – evidence proving the right to work in the United Kingdom	Yes	An employer’s guide to right to work checks (Home Office May 2015)	Where possible these documents should be added to the Staff Personal File (see below), but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	IRMS toolkit For Schools

2.2 Operational Staff Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.2.1	Staff Personal File	Yes	Limitation Act 1980 (Section 2)	Termination of Employment + 6 years	IRMS toolkit For Schools
2.2.2	Timesheets	Yes		Current year + 6 years	IRMS toolkit For Schools
2.2.3	Annual appraisal/assessment records	Yes		Current year + 5 years	IRMS toolkit For Schools

2.3 Management of Disciplinary and Grievance Processes					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded.	Yes	“Keeping children safe in Education Statutory guidance for schools and colleges March 2015”, “Working together to safeguard children. A Guide to inter-agency working to safeguard and promote the welfare of children March 2015”	Until the person’s normal retirement age or 10 years from the date of the allegation which is the longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned.	IRMS toolkit For Schools
2.3.2	Disciplinary Proceedings	Yes			
	<i>Oral warning</i>			Date of warning + 6 months	IRMS toolkit For Schools
	<i>Written warning – Level 1</i>			Date of warning + 6 months	IRMS toolkit For Schools
	<i>Written warning – Level 2</i>			Date of warning + 12 months	IRMS toolkit For Schools
	<i>Final warning</i>			Date of warning + 18 months	IRMS toolkit For Schools
	<i>Case not found</i>			If the incident is child protection related then see above, otherwise dispose of at the conclusion of the case	IRMS toolkit For Schools

2.4 Health and Safety					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	IRMS toolkit For Schools
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	IRMS toolkit For Schools
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied.	IRMS toolkit For Schools
2.4.4	Accident Reporting	Yes	Social Security (Claims & Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
	<i>Adults</i>			Date of incident + 6 years	IRMS toolkit For Schools
	<i>Children</i>			Date of Birth of the child + 25 years	IRMS toolkit For Schools
2.4.5	Control of Substances Hazardous to Health (COSH)	No	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)		IRMS toolkit For Schools
2.4.6	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	No	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19	Last action + 40 years	IRMS toolkit For Schools
2.4.7	Process of monitoring of areas where employees and persons are likely to have become in contact with radiation	No		Last action + 50 years	IRMS toolkit For Schools
2.4.8	Fire Precautions log books	No		Current year + 6 years	IRMS toolkit For Schools

2.5 Payroll and Pensions					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3 years	IRMS toolkit For Schools
2.5.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	IRMS toolkit For Schools

3. Financial Management of the School

This section deals with all aspects of the financial management of the school including the administration of school meals.

3.1 Risk Management and Insurance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.1.1	Employer's Liability Insurance	No		Closure of the school + 40 years	IRMS toolkit For Schools

3.2 Asset Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	IRMS toolkit For Schools
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	IRMS toolkit For Schools

3.3 Accounts and Statements including Budget Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.3.1	Annual Accounts	No		Current year + 6 years	IRMS toolkit For Schools
3.3.2	Loans and grants managed by the school	No		Date of last payment on the loan + 12 years then REVIEW	IRMS toolkit For Schools
3.3.3	Student Grant applications	Yes		Current year + 3 years	IRMS toolkit For Schools
3.3.4	All records relating to the creation and management of budgets including the Annual Budget statement and background papers	No		Life of budget + 3 years	IRMS toolkit For Schools
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	IRMS toolkit For Schools
3.3.6	Records relating to the collection and banking of monies	No		Current financial year + 6 years	IRMS toolkit For Schools
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	IRMS toolkit For Schools

3.4 Contract Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	IRMS toolkit For Schools
3.4.2	All records relating to the management of contracts under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	IRMS toolkit For Schools
3.4.3	Records relating to the monitoring of contracts	No		Current year + 2 years	IRMS toolkit For Schools

3.5 School Fund					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.5.1	School Fund – Cheque books	No		Current year + 6 years	IRMS toolkit For Schools
3.5.2	School Fund – Paying in books	No		Current year + 6 years	IRMS toolkit For Schools
3.5.3	School Fund – Ledger	No		Current year + 6 years	IRMS toolkit For Schools
3.5.4	School Fund – Invoices	No		Current year + 6 years	IRMS toolkit For Schools
3.5.5	School Fund – Receipts	No		Current year + 6 years	IRMS toolkit For Schools
3.5.6	School Fund – Bank statements	No		Current year + 6 years	IRMS toolkit For Schools
3.5.7	School Fund – Journey Books	No		Current year + 6 years	IRMS toolkit For Schools

3.6 Schools Meals management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	IRMS toolkit For Schools
3.6.2	School Meals Registers	Yes		Current year + 3 years	IRMS toolkit For Schools
3.6.3	School Meals Summary Sheets	No		Current year + 3 years	IRMS toolkit For Schools

4. Property Management

This section covers the management of buildings and property.

4.1 Property Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
4.1.1	Title deeds of properties belonging to the school	No		PERMANENT These should follow the property unless the property has been registered with the Land Registry.	IRMS toolkit For Schools
4.1.2	Plans of property belong to the school	No		These should be retained whilst the building belongs to the school and should be passed onto any new owners if the building is leased or sold.	IRMS toolkit For Schools
4.1.3	Leases of property leased by or to the school	No		Expiry of lease + 6 years	IRMS toolkit For Schools
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	IRMS toolkit For Schools

4.2 Maintenance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
4.2.1	All records relating to the maintenance of the school carried out by contractors	No		Current year + 6 years	IRMS toolkit For Schools
4.2.2	All records relating to the maintenance of the school carried out by school employees including maintenance log books	No		Current year + 6 years	IRMS toolkit For Schools

5. Pupil Management

This section includes all records which are created during the time a pupil spends at the school. For information about accident reporting see under Health & Safety above.

5.1 Pupil's Educational Records					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
5.1.1	Pupil's Educational Record required by The Education (Pupil Information) (England) Regulations 2005	Yes	The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437		
	Secondary		Limitation Act 1980 (Section 2)	Date of birth of the pupil + 25 years	IRMS toolkit For Schools
	Pupil Photos for identification purposes	Yes		2 years after date of leaving	Pupil photos are not required as part of the pupil record but may be used during the retention period to support identification for references.
5.1.2	Examination Results – Pupil Copies	Yes			
	Public			This information should be added to the pupil file	IRMS toolkit For Schools
	Internal			This information should be added to the pupil file	IRMS toolkit For Schools
This review took place as the Independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will then be reviewed again to take into account any recommendations the Inquiry might make concerning record retention.					
5.1.3	Child Protection Information held on pupil file	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	IRMS toolkit For Schools

5.1 Pupil's Educational Records					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
5.1.4	Child protection information held in separate files	Yes	“Keeping children safe in education Statutory guidance for schools and colleges March 2015”; “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015”	DOB of child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the Local Authority Social Services record	IRMS toolkit For Schools

Retention periods relating to allegations made against adults can be found in the Human Resources section of this retention schedule.

5.2 Attendance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
5.2.1	Attendance Registers	Yes	School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities. October 2014	Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made	IRMS toolkit For Schools
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	IRMS toolkit For Schools

5.3 Special Educational Needs					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
5.3.1	Special Educational Needs files, reviews and individual Education Plans	Yes	Limitation Act 1980 (Section 2)	Date of Birth of the pupil + 25 years	IRMS toolkit For Schools
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years (this should normally be retained on the pupil file)	IRMS toolkit For Schools
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years (this should normally be retained on the pupil file)	IRMS toolkit For Schools
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years (this should normally be retained on the pupil file)	IRMS toolkit For Schools

6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
6.1.1	Curriculum returns	No		Current year + 3 years	IRMS toolkit For Schools
6.1.2	Examination Results (Schools Copy)	Yes		Current year + 6 years	IRMS toolkit For Schools
	SATS records - Results	Yes		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	IRMS toolkit For Schools
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete	IRMS toolkit For Schools
6.1.3	Published Admission Number (PAN) Reports	Yes		Current year + 6 years	IRMS toolkit For Schools
6.1.4	Value Added and Contextual Data	Yes		Current year + 6 years	IRMS toolkit For Schools
6.1.5	Self Evaluation Forms	Yes		Current year + 6 years	IRMS toolkit For Schools

6.2 Implementation of Curriculum					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
6.2.1	Schemes of Work	No		Current year + 1 year	IRMS toolkit For Schools
6.2.2	Timetable	No		Current year + 1 year	IRMS toolkit For Schools
6.2.3	Class Record Books	No		Current year + 1 year	IRMS toolkit For Schools
6.2.4	Mark Books	No		Current year + 1 year	IRMS toolkit For Schools
6.2.5	Record of homework set	No		Current year + 1 year	IRMS toolkit For Schools
6.2.6	Pupils' Work	No		Where possible pupil's work should be returned to the pupil at the end of the academic year if this is not the school's policy then current year + 1 year	IRMS toolkit For Schools

7. Extra Curricular Activities

7.1 Educational Visits outside the Classroom					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
7.1.1	Records created by schools to obtain approval to run an Educational visit outside the classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal Framework and Employer Systems” and Section 4 – “Good Practice”	Date of visit + 10 years	IRMS toolkit For Schools
7.1.2	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	IRMS toolkit For Schools
7.1.3	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 (Section 2)	DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules have been followed for all pupils	IRMS toolkit For Schools

7.2 Family Liaison Officers and Home School Liaison Assistants					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
7.2.1	Day Books	Yes		Current year + 2 years then REVIEW	IRMS toolkit For Schools
7.2.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	IRMS toolkit For Schools
7.2.3	Referral forms	Yes		While the referral is current	IRMS toolkit For Schools
7.2.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	IRMS toolkit For Schools
7.2.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	IRMS toolkit For Schools
7.2.6	Group Registers	Yes		Current year + 2 years	IRMS toolkit For Schools

8. Central Government and Local Authority

This section covers records created in the course of interaction between the school and the local authority.

8.1 Local Authority					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
8.1.1	Secondary Transfer Sheets (Primary)	Yes		Current year + 2 years	IRMS toolkit For Schools
8.1.2	Attendance Returns	Yes		Current year + 1 year	IRMS toolkit For Schools
8.1.3	School Census Returns	No		Current year + 5 years	IRMS toolkit For Schools
8.1.4	Circulars and other information sent from the Local Authority	No		Operational use	IRMS toolkit For Schools

8.2 Central Government					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period (Operational)	Justification
8.2.1	OFSTED reports and papers	No		Life of the report then REVIEW	IRMS toolkit For Schools
8.2.2	Returns made to central government	No		Current year + 6 years	IRMS toolkit For Schools
8.2.3	Circulars and other information sent from central government	No		Operational use	IRMS toolkit For Schools