



## Document Retention and Destruction Policy

### Purpose

This document retention and destruction policy aims to identify the record retention responsibilities of staff, volunteers and Board members for maintaining and documenting the storage and destruction of the Company's documents and records.

The retention schedule refers to all information, regardless of the media used to store it.

### Destruction and Transfer of Records

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information or sensitive information must be confidentially disposed of by shredding or commercial destruction. Should legal action be pending on any records this will overtake the destruction policy.

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other formats such as digital media.

### Financial Record Keeping and Reporting

The Charities Act 2011 states that charities must:

- keep proper accounting records
- prepare a statement of account, including a report on its activities, at the end of each financial year
- have the statement of account independently examined or audited
- send a copy of the accounts, along with the annual return, to OSCR.

Accounting records must be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made.

## Table of Retention Periods

<b>ACCOUNTING RECORDS</b>	<b>RETENTION PERIOD</b>
Financial Statements and Annual Reports	6 years
Budget Records	Current year + 6 years
Grant Award Letters	Current year + 6 years
SAGE Transactional Records	Current year + 6 years
CRB/Impact Transactional Records	Current year + 6 years
Cheque Books/Stubs	Current year + 6 years
Pay-in Books/Stubs	Current year + 6 years
Bank Statements	Current year + 6 years
Bank Reconciliations	Current year + 6 years
Receipts/Invoices	Current year + 6 years
Vouchers	Current year + 6 years
Claim Forms	Current year + 6 years
Copy Purchase Orders	Current year + 6 years
Miscellaneous Financial	Current year + 6 years
<b>CONTRACTS AND AGREEMENTS</b>	<b>RETENTION PERIOD</b>
Signed of Final Concluded Agreements	Minimum 7 years from completion or contractual obligations or terms of agreement, whichever is later
Deeds (or contracts under seal)	Minimum 13 years from completion or contractual obligations or terms of agreement
<b>INTELLECTUAL PROPERTY RECORDS</b>	<b>RETENTION PERIOD</b>
Formal Documents of Title (trade-marks, registered design certificates etc.)	Permanent
Assignments of intellectual property to or from the School	Minimum 7 years from completion or contractual obligations ore terms of agreement or 13 years in case of deeds
IP/IT Agreements (including software licences and ancillary agreements e.g. maintenance; storage; development; consents)	Minimum 7 years from completion or contractual obligations ore terms of agreement, whichever is later
<b>EMPLOYEE RECORDS</b>	<b>RETENTION PERIOD</b>
Staff Personnel File	10 years from effective end date of contract
Contracts of Employment	10 years from effective end date of contract
Payroll, Salary, Maternity etc.	10 years from effective end date of contract
Pension Information	10 years from effective end date of contract
Appraisals	10 years from effective end date of contract
Health Records	10 years from effective end date of contract
Immigration Records	10 years from effective end date of contract
Unsuccessful Job Application and Interview/Rejection Records	Minimum 3 months but no more than 1 year
Staff Contact Details at Date of Leaving	Indefinitely held on database
<b>INSURANCE RECORDS</b>	<b>RETENTION PERIOD</b>
Insurance Policies	Permanent (or as required by policy)
Correspondence Related to Claims/Renewals/Notifications	Minimum 7 years

<b>ENVIRONMENTAL AND HEALTH RECORDS</b>	<b>RETENTION PERIOD</b>
Maintenance/Due Diligence Logs	10 years
Accidents (children)	25 years from birth (unless safeguarding incident)
Accidents at work records (staff)	4 years from date of accident but review on case by case
Staff Use of Hazardous Substances	7 years from end of date use
Risk Assessments	Current year and/or 7 years from completion of relevant project or incident, event or activity
<b>PUPIL RECORDS</b>	<b>RETENTION PERIOD</b>
Application for Admission	Current year + 7 years if not admitted
Admissions	25 years from birth
Attendance	25 years from birth
Examination Results	25 years from birth
Pupil Reports	25 years from birth
Pupil Medical Records	25 years from birth
Additional Support for Learning Records	25 years from birth
<b>SAFEGUARDING/CHILD PROTECTION</b>	<b>RETENTION PERIOD</b>
Policies and Procedures	Permanent
Disclosure Verification (numbers or certificates )	7 years from effective end date of contract
Child Protection Files	Indefinitely for majority of cases. Minimum 25 years from birth for low level concerns only.
<b>CORPORATE RECORDS</b>	<b>RETENTION PERIOD</b>
Certificates of Incorporation	Permanent
Minutes of Board Meetings	Minimum 10 years
Shareholder Resolutions	Minimum 10 years
Board Elections	Minimum 10 years
Register of Members	Permanent (minimum 10 years for ex-members/shareholders)
Policy Documents	Until the expiry of the policy (unless Safeguarding which is permanent)
Complaints Files	Destroy routine complaints. Retain complex complaints indefinitely.
School Improvement Plans	Current year + 6 years
Curricular Development Work/Syllabus	Until it expires/is overtaken

## General Basis of Suggestion

The retention periods offered will be mandatory legal requirements (under the Companies Act 2006 or the Charities Act 2011) but in the majority of these decisions are at the discretion of the School. This discretion is applied to capture considerations for retention such as limitation periods for legal claims and guidance from Courts, weighed against whether there is a reasonable argument in respect of data protection.

Retention period for tax purposes should always be made by reference to specific legal or accountancy advice.