



Lenham Primary School

Take Pride; Be Proud

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Headteacher: Mrs Andrea McCluskey

Record Management Policy

February 2019

Document history: Written by Reviewed by Andrea McCluskey	
Agreed by the governing body on:	18/3/19
Review date:	February 2022
Signed:  Chair of Governors	

The School recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited. It covers scope, responsibilities and relationships with existing policies

Scope of the Policy

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically

A small percentage of the school's records will be selected for permanent preservation as part of the institution's archives and for historical research

Responsibilities

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

The person responsible for records management in the school will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

Relationship with other policies

This policy has been drawn up within the context of the Freedom of Information policy, GDPR Policy and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the school.

Record Retention- following guidance from KCC

IMTKS1 Governing Body

For further information about governing body records please see: [“The constitution of governing bodies of maintained schools Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017”](#)

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS 1A	Management of Governing Body									
IMTKS1 A.1	Instruments of Government		Permanent				YES	No		
IMTKS1 A.2	Trusts and Endowments		Permanent				YES	No		
IMTKS1 A.3	Records relating to the election of parent and staff governors not appointed by the governors		Date of election + 6 months				YES	Yes	OFFICIAL	

				Information Asset Register Information						Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS1 A.4	Records relating to the appointment of co-opted governors		Provided that the decision has been recorded in the minutes the records relating to the appointment can be destroyed once the co-opted governor has finished their term of office				YES	Yes	OFFICIAL	
IMTKS1 A.5	Records relating to the election of chair and vice chair		Once the decision has been recorded in the minutes, the records relating to the election can be destroyed				YES	Yes	OFFICIAL	

				Information Asset Register Information						Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS1 A.6	Scheme of Delegation and Terms of Reference for Committees		PERMANENT				YES	No		
IMTKS1 A.7	Meetings Schedule		Current year				YES	No		
IMTKS1 A.8	Agendas – Principal copy	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	Permanent				YES	No		
IMTKS1 A.9	Minutes - Principal set (signed)	As above	Permanent				YES	Yes	OFFICIAL	
IMTKS1 A.10	Reports made to the Governors' Meeting which are referred to in the minutes	As above	Permanent				YES	Yes	OFFICIAL	
IMTKS1 A.11	Register of attendance at Full Governing Board meetings	As above	Date of last meeting in the book + 6 years				YES	Yes	OFFICIAL	

				Information Asset Register Information						Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS1 A.12	Papers relating to the management of the Annual Parents' Meeting	The Education (Annual Parents' Meetings) (England) Regulations 1999 ¹	Date of meeting + 6 years				YES	Yes		
IMTKS1 A.13	Agendas – Additional Copies		Date of meeting				NO	No		
IMTKS1 A.14	Minutes - Inspection copies		Date of meeting + 3 years				NO	Yes		
IMTKS1 A.15	Records relating to Governor Monitoring Visits		Date of the visit + 3 years				YES	Yes	OFFICIAL	
IMTKS1 A.16	Annual Reports required by the Department for Education	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years				YES	No		
IMTKS1 A.17	All records relating to the conversion of schools to Academy status		PERMANENT				YES	No		

¹ Statutory Instruments 1999 No 2014

				Information Asset Register Information						Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS1 A.18	Records relating to complaints made to and investigated by the Governing Body		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes				YES	Yes	OFFICIAL SENSITIVE	
IMTKS1 A.19	Correspondence sent and received by the Governing Body		Current year + 6 years				YES	Yes	OFFICIAL	
IMTKS 1B	Management of Governors									
IMTKS1 B.1	Records relating to the appointment of a clerk to the Governing Body		Date appointment as clerk ceases + 6 years				YES	Yes	OFFICIAL	
IMTKS1 B.2	Records relating to the terms of office of serving governors including evidence of appointment		PERMANENT				YES	Yes	OFFICIAL	
IMTKS1 B.3	Records relating to Governor Declaration against disqualification criteria		Until the Governor steps down				YES	Yes	OFFICIAL	

				Information Asset Register Information						Information Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information Risk Category
IMTKS1 B.4	Register of Business Interests		PERMANENT				YES	Yes		
IMTKS1 B.5	Governors Code of Conduct		This is expected to be a dynamic document, one copy of each version should be kept permanently				YES	Yes		
IMTKS1 B.6	Records relating to the training required and received by Governors		Until the Governor steps down				YES	Yes	OFFICIAL	
IMTKS1 B.7	Records relating to the induction programme for new governors		Until the Governor steps down				YES	Yes	OFFICIAL	
IMTKS1 B.8	Records relating to DBS checks carried out on clerk and members of the governing body		Date of DBS check + 6 months				YES	Yes	OFFICIAL	

IMTKS2 Pupil Management

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS2A	Admissions and Attendance									
IMTKS2A .1	Admission Registers		Permanent				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .2	Records relating to the admissions process – if the admission is successful		Admission + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .3	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .4	Admissions – Secondary Schools – Casual		Current year + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .5	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .6	Attendance registers		Date of register + 3 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2A .7	Letters authorising absence		Date of absence + 2 years				Yes	Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS2B	Pupil Educational Record									
IMTKS2B .1	Pupil Files and/or record cards - Primary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	Retain for the time which the pupil remains at the Primary School Transfer to the Secondary School (or other Primary School) when the child leaves the school ²				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2B .2	Pupil Files and/or record cards - Secondary	Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)	DOB of the pupil + 25 years ¹				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2B .3	Examination results - Public		Year of examinations + 6 years ³				No	Yes		

² In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service. If the pupil has left the primary school and there is no information about which school that the pupil has moved onto, or they have moved onto elective home education, or the pupil has moved abroad or to an independent school, then the records can be sent to Elizabeth Barber, Room 2.89 Sessions House, Maidstone for archiving.

³ Any certificates left unclaimed should be returned to the appropriate Examination Board

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS2B .4	Examination results - Internal examination results		Current year + 5 years If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary				No	Yes		
IMTKS2B .5	Any other records created in the course of contact with pupils		Current year + 3 years then review				Yes	Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS2B.6	Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
IMTKS2C	Special Educational Needs									
IMTKS2C.1	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2C.2	Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information on Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS2C .3	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS2C .4	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years Unless legal action is pending				No	Yes	OFFICIAL SENSITIVE	
IMTKS2C .5	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending				Yes	No	OFFICIAL SENSITIVE	
IMTKS2C .6	Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.				Yes	Yes	OFFICIAL SENSITIVE	

IMTKS3 School Trips and Extra Curricular Activities

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS3A	Educational Visits outside the Classroom									
IMTKS3A .1	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ⁴	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years ⁵				Yes	No	OFFICIAL SENSITIVE	
IMTKS3A .2	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom ³	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years ⁴				Yes	No	OFFICIAL SENSITIVE	
IMTKS3B	Day Trips									
IMTKS3B .1	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip				Yes	Yes	OFFICIAL SENSITIVE	

⁴ including GOF1 and GOF2 and data entered on the e-go system

⁵ This retention period has been set in agreement with the Safeguarding Children's Officer

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information on Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS3B .2	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS3C	Residential Trips									
IMTKS3C .1	All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS3D	Walking Bus									
IMTKS3D .1	Walking Bus registers		Date of register + 3 years ⁶				Yes	Yes	OFFICIAL SENSITIVE	

IMTKS4 School Management – Teaching and Curriculum

⁶ This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS4A	Senior Management Team									
IMTKS4A.1	Log Books		Date of last entry in the book + 6 years				Yes	No		
IMTKS4A.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years				Yes	Yes	OFFICIAL	
IMTKS4A.3	Reports made by the Head Teacher or the management team		Date of report + 3 years				Yes	Yes	OFFICIAL	
IMTKS4A.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Closure of file + 6 years				Yes	Yes	OFFICIAL	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS4B.1	Timetable		Current year then review				No	No		
IMTKS4B.2	Curriculum development		Current year + 6 years				No	No		
IMTKS4B.3	Curriculum returns		Current year + 3 years				No	No		
IMTKS4B.4	School syllabus		Current year then review				No	No		
IMTKS4B.5	Schemes of work		Current year then review				No	No		
IMTKS4B.6	Class record books		Current year then review				No	No		
IMTKS4B.7	Mark Books		Current year then review				No	No		
IMTKS4B.8	Record of homework set		Current year then review				No	No		
IMTKS4B.9	Pupils' work		Current year then review				No	No		
IMTKS4B.10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	

IMTKS5 Management of Schools - Administration

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information						Information on Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5A	Personnel Management									
IMTKS5A.1	Employer's Liability certificate		Closure of the school + 40 years				Yes			
IMTKS5A.2	Staff Personal files		Termination + 6 years ⁷				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5A.3	Interview notes and recruitment records		Date of interview + 6 months				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5A.4	Pre-employment vetting information (including DBS checks) ⁸	DBS guidelines	Date of check + 6 months				Yes	Yes	OFFICIAL SENSITIVE	

⁷ These files should be subject to KCC's open file policy where the employees are employed by Kent County Council as the Local Authority

⁸ Please note that schools must not keep copies of the documents which are checked for DBS purposes.

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5A.5	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		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.				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5A.6	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years				Yes	Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5A.7	Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5A.8	Disciplinary proceedings: written warnings		The duration of the warning ⁹				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5A.9	Annual appraisal or assessment records		Current year + 5 years				Yes	Yes	OFFICIAL SENSITIVE	

⁹ If this information has been added to an individual's personnel file, it must be weeded from the file once the retention period has elapsed

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5A.10	Images held of members of staff together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
IMTKS5B	Health and Safety									
IMTKS5B.1	Policy Statements		Date of expiry + 1 year [it may be necessary to keep one copy of each policy so that a history of what policies were in place at any time]				Yes	No		

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5B.2	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5B.3	Records relating to accident/injury at work	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of incident + 12 years ¹⁰				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5B.4	Accident Reporting – Children	Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5B.5	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;				Yes	Yes	OFFICIAL SENSITIVE	

¹⁰ In the case of serious accidents a further retention period will need to be applied

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5B.6	Risk Assessments	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Current year + 3 years				Yes	No		
IMTKS5B.7	COSHH Risk Assessments	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Date of creation + 40 years				Yes	No		
IMTKS5B.8	Incident reports		Current year + 20 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5B.9	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos	Control of Asbestos Regulations 2012	Last action + 40 years				Yes	No		
IMTKS5B.10	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Ionising Radiations Regulations 2017	Last action + 50 years				Yes	No		

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5B.11	Fire Safety Records including Fire Safety Audits	Regulatory Reform (Fire Safety) Order 2005	Current year + 6 years				Yes	No		
IMTKS5B.12	Fire Risk Assessments	Regulatory Reform (Fire Safety) Order 2005	Date the fire risk assessment expires + 6 years							
IMTKS5B.13	Fire Drill records	Regulatory Reform (Fire Safety) Order 2005	Date of fire drill + 6 years				Yes	No		
IMTKS5C	Payroll and Pensions									
IMTKS5C.1	Records relating to the management of the payroll	HMRC - Compliance Handbook Manual CH15400	Financial year to which the payroll is run + 6 years							
IMTKS5C.2	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Retirement Benefits Schemes (Information Powers) Regulations 1995	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5C.3	Salary cards		Last date of employment + 85 years				Yes	Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5C.4	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5C.5	Timesheets, sick pay	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5D	Financial Records									
IMTKS5D.1	Annual Accounts	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
IMTKS5D.2	Loans and grants	HMRC - Compliance Handbook Manual CH15400	Date of last payment on loan + 12 years then review to see whether a further retention period is required				Yes	No	NOT PROTECTIVELY MARKED	
IMTKS5D.3	Inventories of equipment and furniture		Current year + 6 years				No	No		

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5D.4	Annual Budget and background papers		Current year + 6 years				Yes	No		
IMTKS5D.5	Budget reports, budget monitoring etc		Current year + 3 years				Yes	No		
IMTKS5D.6	Contracts - under seal	Limitation Act 1980 (Section 12)	Contract completion date + 12 years				Yes	No		
IMTKS5D.7	Contracts - under signature	Limitation Act 1980 (Section 2)	Contract completion date + 6 years				Yes	No		
IMTKS5D.8	Contracts - monitoring records		Current year + 2 years				Yes	No		
IMTKS5D.9	Order books and requisitions		Current year + 6 years				Yes	No		
IMTKS5D.10	Copy orders		Current year + 2 years				No	No		
IMTKS5D.11	Delivery Documentation		Current year + 6 years				Yes	No		

				Information Asset Register Information						Information on Risk Register Information
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IMTKS5D.12	Invoice, receipts and other records covered by the HMRC - Compliance Handbook Manual CH15400	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
IMTKS5D.13	Petty cash books	HMRC - Compliance Handbook Manual CH15400	Current financial year + 6 years				Yes	No		
IMTKS5D.14	Debtors' Records	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes		
IMTKS5D.15	Applications for free school meals, travel, uniforms etc		Whilst child is at school				No	Yes	OFFICIAL	
IMTKS5D.16	Student grant applications		Current year + 3 years				Yes	Yes	OFFICIAL	
IMTKS5D.17	School Fund Records ¹¹	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
IMTKS5E	Building Management									

¹¹ including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

				Information Asset Register Information						Information on Risk Register Information
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IMTKS5E.1	Title Deeds		Permanent ¹²				Yes	No		
IMTKS5E.2	Plans		Permanent Retain in school whilst operational				Yes	No	OFFICIAL ¹³	
IMTKS5E.3	Records relating to maintenance and contractors	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	No		
IMTKS5E.4	Maintenance log books		Last entry + 10 years				Yes	No		
IMTKS5E.5	Contractors' Reports		Current year + 6 years				Yes	No		
IMTKS5E.6	Leases		Expiry of lease + 6 years				Yes	No		
IMTKS5E.7	Lettings		Current year + 3 years				Yes	No		
IMTKS5E.8	Burglary, theft and vandalism report forms		Current year + 6 years				Yes	No		

¹² these should follow the property unless the property has been registered at the Land Registry

¹³ These records carry an OFFICIAL marking as there can be security issues about allowing access to the plans of buildings to people who may be looking to burgle the premises

				Information Asset Register Information						Information on Risk Register Information
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IMTKS5E.9	Records relating to legionella and water checks	The Management of Health & Safety at Work Regulations 1999 Health and Safety at Work Act 1974	Date of check + 3 years				Yes	No		
IMTKS5F	School Meals									
IMTKS5F.1	Dinner Register		Current year + 3 years				Yes	Yes	OFFICIAL SENSITIVE	
IMTKS5F.2	School Meals Summary Sheets		Current year + 3 years				No	No		
IMTKS5F.3	Free school meals registers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years				Yes	Yes	OFFICIAL	
IMTKS5G	General Administration									
IMTKS5G.1	School brochure/prospectus		Current year + 3 years				No	No		
IMTKS5G.2	General file series or correspondence files		Current year + 5 years				No	No		
IMTKS5G.3	Circulars (staff/parents/pupils)		Current year + 1 year				No	No		
IMTKS5G.4	Newsletters, ephemera		Current year + 1 year				No	No		

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS5G .5	Visitors book		Current year + 2 years				No	Yes	OFFICIAL	
IMTKS5G .6	Images held of pupils together with any consents and permissions to publish		All records relating to the image should be retained for the life of the image. The length of time the image is to be retained should be included on the privacy statement				Yes	Yes	OFFICIAL	
IMTKS5G .7	Records relating to the management of PTA/Old Pupils Associations		Current year + 6 years				No	Yes	OFFICIAL	
IMTKS5G .8	Records relating to the management of data subject access requests		Current year + 3 years				No	Yes	OFFICIAL	

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS6A.1	Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed ¹⁴ .				Yes	Yes	OFFICIAL SENSITIVE	

¹⁴ There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS7A .1	Secondary transfer sheets (Primary)		Current year + 2 years				No	Yes	OFFICIAL SENSITIVE	
IMTKS7A .2	Attendance returns		Current year + 1 year				No	No		
IMTKS7A .3	Circulars from LA		Whilst required operationally then review to see whether a further retention period is required				No	No		
IMTKS7B	Central Government									
IMTKS7B .1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required				No	No		
IMTKS7B .2	Returns		Current year + 6 years				No	No		

				Information Asset Register Information						Information on Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Personal Information	Protective Marking	Information on Risk Category
IMTKS7B .3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required				No	No		

Updated by KCC August 2018

<https://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information/records-management>