



Disposal of school and/or Pupil Records

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Signatures:

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1. Introduction

Schools are responsible for the safe disposal of all manual and electronic school and/or pupil records.

The Data Protection Act 1998 stipulates that records should be kept for no longer than necessary.

The Freedom of Information Act 2000 requires a school to maintain a list of records which have been destroyed and who authorised their destruction. Schools should record at least:

- File reference (or other unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising officer
- Date action taken

This information should be kept in a spreadsheet or other database format.

2. Evaluating Records for Storage or Destruction

Once records cease to be current, a decision has to be taken to either destroy or store them. The amount of time for which a record needs to be kept before it is either destroyed or archived is called the retention period.

The following information is intended to give guidance on which records to place in secure storage and which records to destroy. A more comprehensive list is provided in the Powys County Council Corporate Retention Schedule, Chapter 9: Education and Skills – see page 331 of the Intranet or seek advice from the Information Management Service (information.management@powys.gov.uk) and Powys Archives (archives@powys.gov.uk).

Information Management accepts records from schools that are closing. A school that is open has a legal obligation to manage their own paperwork and to retain it for the defined periods.

Powys Archives accepts records identified for permanent preservation at any time.

A. Records which should be retained for a period of years as determined by the Information and Records Management Society of Great Britain (in compliance with local government legislation)

Records which have reached the end of their operational or administrative use should be destroyed (refer to retention schedule). Destruction should be carried out onsite by an approved shredding company or in a cross shredder.

School admission registers	Permanent
School log books	Permanent
Any records, documents, maps, plans, deeds, photographs, programmes (e.g. Eisteddfod, school opening) etc. which are of historic value	Permanent

Governors' minutes (original signed set)	Permanent
Names and addresses of children attending school	50 years
Asbestos surveys	40 years
Pupil files	DoB of the pupil plus 25 years
Records relating to exclusions	DoB of the pupil plus 25 years
Accident / incident records	25 years
Personnel information (all staff having contact with pupils)	25 years
Record of any medicines given	25 years
Records of work experience placements	DoB of the pupil plus 18 years
Records of school trips	10 years
Maintenance, H&S files, fire safety	7 years
Finance: paying-in books, bank books, cheque books, petty cash school accounts, budget, income, expenditure, requisition etc	7 years
General correspondence (including complaints)	6 years
School management/ development plans	6 years
Attendance registers/summaries (in the absence of admission registers attendance registers to be sampled and kept permanently)	3 years
School meal/breakfast club registers	3 years

B. Disposal of confidential waste

Under the Data Protection Act 1998 schools are responsible for the disposal of personal and/or sensitive data in a secure and confidential manner.

All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder. Alternatively arrangements can be made for the records to be removed via the following centrally procured contract:

Restore Datashred
Unit 14b
Greenway
Bedwas House Industrial Estate
Caerphilly
CF83 8DW

Tel No: 0808 2736410 / 0808 1634566
E-mail: datashredcorporate@restore.co.uk
Website: <http://www.shredding.info/>

Confidential waste sacks are supplied by the contractor and the material is destroyed on the same day as it is collected and a Destruction Certificate provided for your records. Alternatively, bulk waste can be destroyed on site by arrangement. There is a charge for these services.

C. Paperwork which does not require to be retained and can be disposed of:

Other records should be placed in sacks or bins and disposed of via normal waste disposal arrangements

Duplicates of material which is preserved elsewhere (including in electronic form)	For example copies of invoices and timesheets; financial reports; reports which can be accessed online
Out-of-date periodicals, trade literature and other commercial printed matter	For example magazines, company brochures, reports, flyers and catalogues, advertisements for conferences and training events
Working papers, notes and drafts	For example copies and duplication of any paperwork; personal notes or paperwork
Records which no longer meet any legal requirements or organisational needs	For example records at the end of their retention period; records of no archival value

3. Transfer of information to other media

Where lengthy retention periods have been allocated to records, schools may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.