



## Lamberhurst St Mary's CEP (VC) School

# Records Management Policy

(Taken from the KCC Information Management Toolkit for Schools, July 2016)

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

2<sup>nd</sup> Edition

This policy will be reviewed every two years and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body.

Date of approval by Governing Body	May 2020
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Summer 2022

## **Statement of Intent**

Lamberhurst St Mary's 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 Mrs Caroline Bromley, Headteacher.

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 in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

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.

The school follows the records management guidelines set out in the KCC Information Management Toolkit. Appendix 1, the KCC Record Retention Schedule for Schools, sets out how long we keep information about pupils:

## **Relationship with existing policies**

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

**Disposal of Records**

It is important that schools dispose of records in a way that minimises the possibility of an information security breach. For example, all records containing personal information, or sensitive policy information should be made either unreadable or disposed of in a way that they could not be reconstructed (i.e. it should not be possible to reconstruct shreds to make the document).

**Monitoring and Review**

This policy has been reviewed and approved by the governing body. The Records Management Policy will be reviewed and updated as necessary every two years.

## Appendix 1: Recommended Retention Periods

### IMTKS1      **Governors**

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Info Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS1.1	Minutes - Principal set (signed)		Permanent				YES	OFFICIAL	
IMTKS1.2	Minutes - Inspection copies		Date of meeting + 3 years				NO	NOT PROTECTIVELY MARKED	
IMTKS1.3	Agendas – Principal copy		Permanent				YES	NOT PROTECTIVELY MARKED	
IMTKS1.4	Agendas – Additional Copies		Date of meeting				NO	NOT PROTECTIVELY MARKED	
IMTKS1.5	Reports		Date of report + 6 years				YES	OFFICIAL	
IMTKS1.6	Annual Parents' meeting papers		Date of meeting + 6 years				YES	NOT PROTECTIVELY MARKED	
IMTKS1.7	Instruments of Government		Permanent				YES	NOT PROTECTIVELY MARKED	
IMTKS1.8	Trusts and Endowments		Permanent				YES	NOT PROTECTIVELY MARKED	
IMTKS1.9	Action Plans		Date of action plan + 3 years				YES	NOT PROTECTIVELY MARKED	

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS1.10	Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)				YES	NOT PROTECTIVELY MARKED	
IMTKS1.11	Complaints files		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes				YES	OFFICIAL SENSITIVE	
IMTKS1.12	Annual Reports required by the Department for Education and Skills	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI	Date of report + 10 years				YES	NOT PROTECTIVELY MARKED	
IMTKS1.13	Proposals for schools to become, or be established as Specialist Status schools		Current year + 3 years				YES	NOT PROTECTIVELY MARKED	

## IMTKS2 Management

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Info Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS2.1	Log Books		Date of last entry in the book + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS2.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years				Yes	OFFICIAL	
IMTKS2.3	Reports made by the Head Teacher or the management team		Date of report + 3 years				Yes	OFFICIAL	
IMTKS2.4	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	OFFICIAL	
IMTKS2.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years				Yes	OFFICIAL	
IMTKS2.6	Professional development plans		Closure + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS2.7	School development plans		Closure + 6 years then review				Yes	NOT PROTECTIVELY MARKED	
IMTKS2.8	Admissions – if the admission is successful		Admission + 1 year				Yes	OFFICIAL SENSITIVE	
IMTKS2.9	Admissions – if the appeal is unsuccessful		Resolution of case + 1 year				Yes	OFFICIAL SENSITIVE	
IMTKS2.10	Admissions – Secondary Schools – Casual		Current year + 1 year				Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS2.11	Proofs of address supplied by parents as part of the admissions process		Current year + 1 year				Yes	OFFICIAL SENSITIVE	

### IMTKS3 Pupils

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS3.1	Admission Registers		Permanent				Yes	OFFICIAL SENSITIVE	
IMTKS3.2	Attendance registers		Date of register + 3 years				Yes	OFFICIAL SENSITIVE	
IMTKS3.3	Pupil record cards - Primary		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 <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.4	Pupil record cards - Secondary		DOB of the pupil + 25 years <sup>1</sup>				Yes	OFFICIAL SENSITIVE	

<sup>1</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Info Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS3.5	Pupil Files - Primary		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 <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.6	Pupil Files - Secondary		DOB of the pupil + 25 years <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.7	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 year <sup>1</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.8	Letters authorising absence		Date of absence + 2 years				Yes	OFFICIAL SENSITIVE	
IMTKS3.9	Absence books		Current year + 6 years				Yes	OFFICIAL SENSITIVE	
IMTKS3.10	Examination results - Public		Year of examinations + 6 years <sup>2</sup>				No	NOT PROTECTIVELY MARKED	
IMTKS3.11	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	NOT PROTECTIVELY MARKED	

<sup>2</sup> Any certificates left unclaimed should be returned to the appropriate Examination Board



				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS3.12	Any other records created in the course of contact with pupils		Current year + 3 years then review				Yes	OFFICIAL SENSITIVE	
IMTKS3.13	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	OFFICIAL SENSITIVE	
IMTKS3.14	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years Unless legal action is pending				Yes	OFFICIAL SENSITIVE	
IMTKS3.15	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	OFFICIAL SENSITIVE	
IMTKS3.16	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending				Yes	OFFICIAL SENSITIVE	
IMTKS3.17	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	OFFICIAL SENSITIVE	
	Please note that IMTKS3.18 relates only to one day trips								
IMTKS3.18a	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip				Yes	OFFICIAL SENSITIVE	

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS3.18b	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	OFFICIAL SENSITIVE	
IMTKS3.19	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	OFFICIAL SENSITIVE	
IMTKS3.20	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom <sup>3</sup>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 14 years <sup>4</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.21	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom <sup>3</sup>	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	Date of visit + 10 years <sup>4</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS3.22	Walking Bus registers		Date of register + 3 years <sup>5</sup>				Yes	OFFICIAL SENSITIVE	

<sup>3</sup> including GOF1 and GOF2 and data entered on the e-go system

<sup>4</sup> This retention period has been set in agreement with the Safeguarding Children's Officer

<sup>5</sup> 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

## IMTKS 4 Alternative Curriculum

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS4.1	Curriculum development		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
IMTKS4.2	Curriculum returns		Current year + 3 years				No	NOT PROTECTIVELY MARKED	
IMTKS4.3	School syllabus		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.4	Schemes of work		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.5	Timetable		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.6	Class record books		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.7	Mark Books		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.8	Record of homework set		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.9	Pupils' work		Current year then review				No	NOT PROTECTIVELY MARKED	
IMTKS4.10	SATS records including examination results. Exam papers should only be retained if they are required to evidence the results		Current year + 6 years				Yes	OFFICIAL SENSITIVE	

## IMTKS5 Personnel Records Held in Schools

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS5.1	Timesheets, sick pay	Financial Regulations	Current year + 6 years				Yes	OFFICIAL SENSITIVE	
IMTKS5.2	Staff Personal files		Termination + 7 years <sup>6</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS5.3	Interview notes and recruitment records		Date of interview + 6 months				Yes	OFFICIAL SENSITIVE	
IMTKS5.4a	Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months				Yes	OFFICIAL SENSITIVE	
	Please note that schools must not keep copies of the documents which are checked for DBS purposes.								
IMTKS5.4b	Right to Work in the UK checks	<a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a>	Termination of employment + 2 years				Yes	OFFICIAL SENSITIVE	
IMTKS5.5	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	OFFICIAL SENSITIVE	
IMTKS5.6	Disciplinary proceedings: written warning – level two		Date of warning + 12 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS5.7	Disciplinary proceedings: written warning – level one		Date of warning + 6 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS5.8	Disciplinary proceedings: oral warning		Date of warning + 6 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	

<sup>6</sup> These files should be subject to KCC's open file policy where the employees are employed by Kent County Council as the Local Authority

<sup>7</sup> 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					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS5.9	Disciplinary proceedings: final warning		Date of warning + 18 months <sup>7</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS5.10	Records relating to accident/injury at work		Date of incident + 12 years <sup>8</sup>				Yes	OFFICIAL SENSITIVE	
IMTKS5.11	Annual appraisal or assessment records		Current year + 5 years				Yes	OFFICIAL SENSITIVE	
IMTKS5.12	Salary cards		Last date of employment + 85 years				Yes	OFFICIAL SENSITIVE	
IMTKS5.13	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs				Yes	OFFICIAL SENSITIVE	
IMTKS5.14	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years				Yes	OFFICIAL SENSITIVE	
IMTKS5.15	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	OFFICIAL SENSITIVE	

<sup>8</sup> In the case of serious accidents a further retention period will need to be applied

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS5.16	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 <sup>9</sup> .				Yes	OFFICIAL SENSITIVE	
IMTKS5.17	Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer				Yes	OFFICIAL SENSITIVE	

## IMTKS6 Health and Safety

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS6.1	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years				Yes	OFFICIAL SENSITIVE	

<sup>9</sup> 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

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Info Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS6.2	Accident Reporting – Children	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident				Yes	OFFICIAL SENSITIVE	
IMTKS6.3	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	OFFICIAL SENSITIVE	
IMTKS6.4	COSHH Risk Assessments		Date of creation + 40 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS6.5	Incident reports		Current year + 20 years				Yes	OFFICIAL SENSITIVE	
IMTKS6.6	Policy Statements		Date of expiry + 1 year				Yes	NOT PROTECTIVELY MARKED	
IMTKS6.7	Risk Assessments		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS6.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS6.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years				Yes	NOT PROTECTIVELY MARKED	

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS6.10	Fire Precautions log books		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	



**IMTKS7 Administrative**

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS7.1	Employer's Liability certificate		Closure of the school + 40 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS7.2	Inventories of equipment and furniture		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
IMTKS7.3	School brochure/prospectus		Current year + 3 years				No	NOT PROTECTIVELY MARKED	
IMTKS7.4	General file series		Current year + 5 years				No	NOT PROTECTIVELY MARKED	
IMTKS7.5	Circulars (staff/parents/pupils)		Current year + 1 year				No	NOT PROTECTIVELY MARKED	
IMTKS7.6	Newsletters, ephemera		Current year + 1 year				No	NOT PROTECTIVELY MARKED	
IMTKS7.7	Visitors book		Current year + 2 years				No	NOT PROTECTIVELY MARKED	
IMTKS7.8	PTA/Old Pupils Associations		Current year + 6 years				No	NOT PROTECTIVELY MARKED	

**IMTKS8 Financial Records Held in Schools**

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS8.1	Annual Accounts	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.2	Loans and grants	Financial Regulations	Date of last payment on loan + 12 years then review to see whether a further retention period is required				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.3	Contracts - under seal		Contract completion date + 12 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.4	Contracts - under signature		Contract completion date + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.5	Contracts - monitoring records		Current year + 2 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.6	Copy orders		Current year + 2 years				No	NOT PROTECTIVELY MARKED	
IMTKS8.7	Budget reports, budget monitoring etc		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.8	Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.9	Annual Budget and background papers		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.10	Order books and requisitions		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS8.11	Delivery Documentation		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.12	Debtors' Records	Limitation Act 1980	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.13	School Fund Records <sup>10</sup>		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.14	Applications for free school meals, travel, uniforms etc		Whilst child is at school				No	NOT PROTECTIVELY MARKED	
IMTKS8.15	Student grant applications		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.16	Free school meals registers	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS8.17	Petty cash books	Financial Regulations	Indefinitely				Yes	NOT PROTECTIVELY MARKED	

<sup>10</sup> including cheque books, paying in books, ledgers, invoices, receipts, bank statements, school journey books

## IMTKS9 Property Records Held in Schools

	Basic file description	Statutory Provisions	Retention Period	Information Asset Register Information					Info Risk Register Information
				Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS9.1	Title Deeds		Permanent <sup>11</sup>				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.2	Plans		Permanent Retain in school whilst operational				Yes	OFFICIAL <sup>12</sup>	
IMTKS9.3	Maintenance and contractors	Financial Regulations	Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.4	Leases		Expiry of lease + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.5	Lettings		Current year + 3 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.6	Burglary, theft and vandalism report forms		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.7	Maintenance log books		Last entry + 10 years				Yes	NOT PROTECTIVELY MARKED	
IMTKS9.8	Contractors' Reports		Current year + 6 years				Yes	NOT PROTECTIVELY MARKED	

<sup>11</sup> these should follow the property unless the property has been registered at the Land Registry

<sup>12</sup> 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

**IMTKS10 Local Authority**

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS10.1	Secondary transfer sheets (Primary)		Current year + 2 years				No	OFFICIAL SENSITIVE	
IMTKS10.2	Attendance returns		Current year + 1 year				No	NOT PROTECTIVELY MARKED	
IMTKS10.3	Circulars from LA		Whilst required operationally then review to see whether a further retention period is required				No	NOT PROTECTIVELY MARKED	

**IMTKS11 DfE**

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS11.1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required				No	NOT PROTECTIVELY MARKED	
IMTKS11.2	Returns		Current year + 6 years				No	NOT PROTECTIVELY MARKED	
IMTKS11.3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required				No	NOT PROTECTIVELY MARKED	

## IMTKS12 School Meals

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS12.1	Dinner Register		Current year + 3 years				Yes	OFFICIAL SENSITIVE	
IMTKS12.2	School Meals Summary Sheets		Current year + 3 years				No	NOT PROTECTIVELY MARKED	

## IMTKS13 Family Liaison Officers and Parent Support Assistants

				Information Asset Register Information					Info Risk Register Information
	Basic file description	Statutory Provisions	Retention Period	Information Asset Owner	Principal Copy	Principal Record Keeper	Business Critical	Protective Marking	Information Risk Category
IMTKS13.1	Day Books		Current year + 2 years then review				No	OFFICIAL SENSITIVE	
IMTKS13.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst the child is attending the school then destroy				No	OFFICIAL SENSITIVE	
IMTKS13.3	Referral forms		While the referral is current then add to child's file				No	OFFICIAL SENSITIVE	
IMTKS13.4	Contact data sheets		Current year then review, if contact is no longer active then destroy				No	OFFICIAL SENSITIVE	
IMTKS13.5	Contact database entries		Current year then review, if contact is no longer active then destroy				No	OFFICIAL SENSITIVE	
IMTKS13.6	Group Registers		Current year + 2 years				No	OFFICIAL SENSITIVE	

Please note the Family Liaison Officer records will not normally be shared with the head teacher without the consent of the parents. For more information contact Michelle Hunt, KCC