

TABLE OF SUGGESTED RETENTION PERIODS

Type of Record/Document	<u>Suggested</u> ¹ Retention Period
<p><u>1. SCHOOL-SPECIFIC RECORDS</u></p> <p>a) Registration documents of School</p> <p>b) Attendance Register</p> <p>c) Minutes of Governors' meetings</p> <p>d) Annual curriculum</p>	<p>Permanent (or until closure of the school)</p> <p>6 years from last date of entry, then archive.</p> <p>Permanent (or until closure of the school)</p> <p>Permanent (or until closure of the school)</p>
<p><u>2. INDIVIDUAL PUPIL RECORDS</u></p> <p>a) Admissions: application forms, assessments, records of decisions</p> <p>b) Examination results (external or internal)</p> <p>c) Pupil file including:</p> <ul style="list-style-type: none"> o Pupil reports o Pupil performance records o Pupil medical records <p>d) Special educational needs records (<i>to be risk assessed individually</i>)</p> <p>e) Archive of College Life</p> <p>f) Other pupil data</p>	<p><i>NB – this will generally be personal data</i></p> <p>7 years from pupil's cohort leaving S6 (or, if pupil not admitted, up to 1 year from that decision).</p> <p>7 years from pupil's cohort leaving S6</p> <p>ALL: 7 years from pupil's cohort leaving S6 (subject to where relevant to safeguarding considerations: any material which may be relevant to potential claims should be kept for the lifetime of the pupil).</p> <p>17 years from pupil's cohort leaving S6 (allowing for special extensions to statutory limitation period)</p> <p>Indefinite</p> <p>7 years from pupil's cohort leaving S6</p>

<p>3. <u>SAFEGUARDING</u></p> <p>a) Policies and procedures</p> <p>b) Disclosure certificates (if held)</p> <p>c) Accident / Incident reporting</p> <p>d) Child Protection files</p>	<p>Keep a permanent record of historic policies</p> <p><u>No longer than 6 months</u> from decision on recruitment, unless Disclosure Scotland specifically consulted – but a record of the checks being made must be kept, if not the certificate itself.</p> <p>Keep on record for as long as any living victim may bring a claim (NB civil claim limitation periods can be set aside in cases of abuse). Ideally, files to be reviewed from time to time if resources allow and a suitably qualified person is available. ²</p> <p>If a referral has been made / social care have been involved or child has been subject of a multi-agency plan – indefinitely.</p> <p>If low level concerns, with no multi-agency act – apply applicable school low-level concerns policy rationale 7 years from pupil’s cohort leaving S6).</p>
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<p>4. <u>CORPORATE RECORDS (where applicable)</u></p> <p>a) Certificates of Incorporation</p> <p>b) Minutes, Notes and Resolutions of Boards or Management Meetings</p> <p>c) Shareholder resolutions</p> <p>d) Register of Members/Shareholders</p> <p>e) Annual reports</p>	<p><i>eg where schools have trading arms</i></p> <p>Permanent (or until dissolution of the company)</p> <p>Minimum – 10 years</p> <p>Minimum – 10 years</p> <p>Permanent (minimum 10 years for ex-members/shareholders)</p> <p>Minimum – 6 years</p>
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<p><u>5. ACCOUNTING RECORDS</u>³</p> <p>a) Accounting records (<i>normally taken to mean records which enable a company's accurate financial position to be ascertained & which give a true and fair view of the company's financial state</i>) <u>[NB specific ambit to be advised by an accountancy expert]</u></p> <p>b) Tax returns</p> <p>c) VAT returns</p> <p>d) Budget and internal financial reports</p>	<p>Minimum – 3 years for private UK companies (except where still necessary for tax returns)</p> <p>Minimum – 6 years for UK charities (and public companies) from the end of the financial year in which the transaction took place</p> <p>Internationally: can be up to 20 years depending on local legal/accountancy requirements</p> <p>Minimum – 6 years</p> <p>Minimum – 6 years</p> <p>Minimum – 3 years</p>
<p><u>6. CONTRACTS AND AGREEMENTS</u></p> <p>a) Signed or final/concluded agreements (<i>plus any signed or final/concluded variations or amendments</i>)</p> <p>b) Deeds (or contracts under seal)</p>	<p>Minimum – 7 years from completion of contractual obligations or term of agreement, whichever is the later</p> <p>Minimum – 13 years from completion of contractual obligation or term of agreement</p>
<p><u>7. INTELLECTUAL PROPERTY RECORDS</u></p> <p>a) Formal documents of title (trade mark or registered design certificates; patent or utility model certificates)</p> <p>b) Assignments of intellectual property to or from the school</p> <p>c) IP / IT agreements (including software licences and ancillary agreements eg maintenance; storage; development; coexistence agreements; consents)</p>	<p>Permanent (in the case of any right which can be permanently extended, eg trade marks); otherwise expiry of right plus minimum of 7 years.</p> <p>As above in relation to contracts (7 years) or, where applicable, deeds (13 years).</p> <p>Minimum – 7 years from completion of contractual obligation concerned or term of agreement</p>
<p><u>8. EMPLOYEE / PERSONNEL RECORDS</u></p> <p>a) Single Central Record of employees</p>	<p><i>NB this will contain personal data</i></p> <p>Keep a permanent record of all mandatory checks that have been undertaken (but <u>not</u> Disclosure certificate itself: 6 months as above)</p>

b) Contracts of employment	7 years from effective date of end of contract
c) Employee appraisals or reviews	Duration of employment plus minimum of 7 years
d) Staff personnel file	As above, but <u>do not delete any information which may be relevant to historic safeguarding claims.</u>
e) Payroll, salary, maternity pay records	Minimum – 6 years
f) Pension or other benefit schedule records	Possibly permanent, depending on nature of scheme
g) Job application and interview/rejection records (unsuccessful applicants)	Minimum 3 months but no more than 1 year
h) Immigration records	Minimum – 4 years
i) Health records relating to employees	7 years from end of contract of employment
j) Archive of College Life	Indefinite
<u>9. INSURANCE RECORDS</u>	
a) Insurance policies (will vary – private, public, professional indemnity)	Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.
b) Correspondence related to claims/ renewals/ notification re: insurance	Minimum – 7 years
<u>10. ENVIRONMENTAL, HEALTH & DATA</u>	
a) Maintenance logs	10 years from date of last entry
b) Accidents to children ⁴	25 years from birth (longer for safeguarding)
c) Accident at work records (staff) ⁴	Minimum – 4 years from date of accident, but review case-by-case where possible
d) Staff use of hazardous substances ⁴	Minimum – 7 years from end of date of use

e) Risk assessments (carried out in respect of above) ⁴	7 years from completion of relevant project, incident, event or activity.
f) Data protection records documenting processing activity, data breaches	No limit: as long as up-to-date and relevant (as long as no personal data held)

FOOTNOTES:

1. General basis of suggestion:

Some of these periods will be mandatory legal requirements (eg under the Companies Act 2006 or the Charities Act 2011), but in the majority of cases these decisions are up to the institution concerned. The suggestions will therefore be based on practical 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.

2. The High Court has found that a retention period of 35 years was within the bracket of legitimate approaches. It also found that it would be disproportionate for most organisations to conduct regular reviews, but at the time of writing the ICO (Information Commissioner's Office) still expects to see a responsible assessment policy (eg every 6 years) in place.
3. Retention period for tax purposes should always be made by reference to specific legal or accountancy advice.
4. Be aware that latent injuries can take years to manifest, and the limitation period for claims reflects this: so keep a note of all procedures as they were at the time, and keep a record that they were followed. Also keep the relevant insurance documents.

Policy Owner: Data Compliance Lead, James Cluckie

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Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

This policy will be annually reviewed by: Data Compliance Lead