

GLC Records Management Policy

The GLC recognises that by efficiently managing its records, it will be able to comply with its legal and regulatory obligations and to contribute to the effective overall management its academies. This document provides the policy framework through which this effective management can be achieved and audited.

1. Scope of the policy

- This policy applies to all records created, received or maintained by staff of the GLC in the course of carrying out its functions;
- Records are defined as all those documents which facilitate the business carried out by the GLC 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;

2. Responsibilities

- The GLC has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment.
- The person responsible for records management within each GLC academy [usually the Support Services Manager] 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;
- 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 GLC's Document Management Guidelines.
- You **MUST** not store business information on a personal drive or on equipment not provided by the GLC.

3. Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
 - GLC Data Protection policy
- and with other legislation or regulations [including audit, equal opportunities and ethics] affecting the GLC.

4. Managing Pupil Records

The pupil record should be seen as the core record charting an individual pupil's progress through the education system. The pupil record will accompany the pupil to every school they attend and will contain information that is accurate, objective and easy to access. These guidelines are based on the assumption that the pupil record is a principal record and that all information relating to the pupil will be found in the file.

1. Recording information

Pupils have a right of access to their educational record and so do their parents [up to the age of 13 when the pupil is deemed to be the data subject] This right exists until the point that the file is destroyed. Therefore, it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.

2. Opening a file

These guidelines apply to information created and stored in both physical and electronic format. The pupil record starts its life when a file is opened for each new pupil as they begin school. This is the file which will follow the pupil for the rest of his/her school career. If pre-printed file covers are not being used then the following information should appear on the front of the paper file:

- Surname
- Forename
- DOB
- Unique Pupil Number

The file cover should also contain a note of the date when the file was opened and the date when the file is closed if it is felt to be appropriate. Inside the front cover the following information should be easily accessible:

- The name of the pupil's doctor
- Emergency contact details
- Gender
- Preferred name
- Position in family
- Ethnic origin
- Language of home [if other than English]
- Religion
- Any allergies or other medical conditions that it is important to be aware of
- Names of adults who hold parental responsibility with home address and telephone number [and any additional relevant carers and their relationship to the child]

- Name of the school, admission number and the date of admission and the date of leaving.
- Any other agency involvement e.g. speech and language therapist, paediatrician

3. Items which should be included on the pupil record

- If the pupil has attended an early years setting, then the record of transfer should be included on the pupil file
- Admission form [application form]
- Privacy Notice [if these are issued annually only the most recent need be on the file]
- Photography Consents
- Years Record
- Annual Written Report to Parents
- Any information relating to a major incident involving the child [either an accident or other incident]
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement • Any relevant medical information [should be stored in the file in a sealed envelope clearly marked as such]
- Child protection reports/disclosures [should be stored in the file in a sealed envelope clearly marked as such]
- Any information relating to exclusions [fixed or permanent]
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the pupil
- records from previous schools;

The following records should be stored separately to the pupil record as they are subject to shorter retention periods and if they are placed on the file then it will involve a lot of unnecessary weeding of the files before they are transferred on to another school.

- Absence notes
- Parental consent forms for trips/outings [in the event of a major incident all the parental consent forms should be retained with the incident report not in the pupil record]
- Correspondence with parents about minor issues
- Accident forms [these should be stored separately and retained on the school premises until their statutory retention period is reached. A copy could be placed on the pupil file in the event of a major incident]

4. Transferring the pupil record to the secondary school

- The pupil record should not be weeded before transfer to the secondary school unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.

- Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.
 - Files should not be sent by post unless absolutely necessary. If files are sent by post, they should be sent by registered post with an accompanying list of the files. The secondary school should sign a copy of the list to say that they have received the files and return that to the primary school. Where appropriate, records can be delivered by hand with signed confirmation for tracking and auditing purposes.
 - Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.
5. Safe destruction of the pupil record
The pupil record should be disposed of in accordance with the safe disposal of records guidelines.
6. Transfer of a pupil record outside the EU area
If you are requested to transfer a pupil le outside the EU area because a pupil has moved into that area, please contact the Local Authority for further advice.
7. Storage of pupil records
All pupil records should be kept securely at all times. Paper records, for example, should be kept in lockable storage areas with restricted access, and the contents should be secure within the le. Equally, electronic records should have appropriate security.
Access arrangements for pupil records should ensure that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

Information Audits

An information audit is a form of records survey encompassing:

- Paper documents and records
- Electronic documents and records
- Databases (proprietary or developed in-house)
- Microfilm/microfiche
- Sound recordings
- Video/photographic records (including those records taken on traditional magnetic tape and photographic paper but increasingly digital sound, video and photo les)

The information audit is designed to help the GLC comply fully with the requirements of General Data Protection Regulation [GDPR]. The information audit will be completed annually in each GLC academy during July and August.

The audit will be carried out in-line with the following retention periods.

Management of the GLC Documents

This section contains retention periods connected to the general management of the school. This covers the work of the Governing Body, the Headteacher and the senior management team, the admissions process and operational administration.

1.1 GLC Board of Directors / Members/ Local Governing Bodies and sub-committees of the GLC Board					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.1.1	Agendas for Meetings	There may be data protection issues if the meeting is dealing with confidential relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of.	Secure Disposal
1.1.2	Minutes of Meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff		A principal set [signed] must be kept permanently All other copies can be disposed of	Secure Disposal
1.1.3	Reports	There may be data protection issues if the report deals with confidential issues relating to staff		One copy should be retained with the master set of minutes. All other copies can be disposed of.	Secure Disposal
1.1.4	Instruments of Governing including Articles of Association	No		Permanent	These should be retained by the GLC whilst it exists.
1.1.5	Trusts and Endowments managed by the GLC Board	No		Permanent	These should be retained by the GLC whilst it exists.
1.1.6	Development plans	No		Life of the action plan + 3 years	Secure Disposal
1.1.7	Policy documents	No		Date of the resolution of the complaint + a minimum of 6 years the review for further retention in case of contentious disputes	Secure Disposal
1.1.8	Proposal concerning the change of status of a GLC academy	No		Date proposal accepted or declined + 3 years	Secure Disposal

Please note that all information about the retention of records concerning the recruitment of Head Teachers can be found in the Human Resources section below.

1.2 Senior Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.2.1	Minutes of meetings	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the meeting + 3 years then review	Secure Disposal
1.2.2	Reports	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of the report + a minimum of 3 years then review	Secure Disposal
1.2.3	Correspondence created by senior leaders	There may be data protection issues if the minutes refers to individual pupils or members of staff		Date of correspondence + 3 years then review	Secure Disposal
1.2.4	Professional Development Plans	Yes		Life of the plan + 6 years	Secure Disposal
1.2.5	Academy Development Plans	No		Life of the plan + 3 years	Secure Disposal

1.3 Admission Process					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.3.1	All records relating to the creation of the GLC admissions policies	No	School Admissions Code	Life of the policy + 3 years then review	Secure Disposal
1.3.2	Successful admission	Yes	School Admissions Code	Date of Admission + 1 year	Secure Disposal
1.3.3	Unsuccessful admissions –	Yes	School Admissions Code	Resolution of case + 1 year	Secure Disposal
1.3.4	Register of Admissions	Yes	School attendance: DfE advice for academies October 2014	Permanent	
1.3.5	Parents proofs of address	Yes	School attendance: DfE advice for academies October 2014	Current year + 1 year	Secure Disposal
1.3.7	Supplementary Information such as religion etc for successful admissions	Yes	School attendance: DfE advice for academies October 2014	This information should be added to the pupil file	
	Supplementary Information such as religion etc for successful admissions	Yes		Until appeals process completed	Secure Disposal

1.4 Operational Administration					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
1.4.1	General files	No		Current year + 5 years then review	Secure Disposal
1.4.2	Records relating to the creation and publication brochures and prospectuses	No		Current year + 1 year	Standard Disposal
1.4.4	Newsletters and other items with a short operational use	No		Current year + 1 year	Standard Disposal
1.4.5	Visitors' Books and Signing in Sheets	Yes		Current year + 6 years then review	Secure Disposal

2. Human Resources. This section deals with all matters of Human Resources management within the GLC.

2.1 Recruitment					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.1.1	All records leading up to the appointment of a new GLC senior leadership	Yes		Date of appointment + 6 years	Secure Disposal
2.1.2	All records leading up to the appointment of a new member of staff – unsuccessful	Yes		Date of appointment of unsuccessful candidate + 6 months	Secure Disposal
2.1.3	All records leading up to the appointment of a new member of staff – successful	Yes		All the relevant information should be added to the staff personal file [see below] and all other information retained for 6 months	Secure Disposal
2.1.4	Pre-employment vetting information – DBS Checks	No	Keeping Children Safe in Education.	The GLC does not have to keep copies of DBS certificates.	

2.1.5	Proof of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		These will be checked and a note kept of what was seen and by whom. If it is necessary to keep a copy documentation then this should be placed on a member of staff’s personal file	
2.1.6	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom ¹	Yes	An employer’s guide to right to work checks [Home Office May 2015]	Where possible these documents should be added to the staff personal file [see below], but if they are kept separately then the Home Office requires that the documents are kept for termination of Employment plus not less than two years	Secure Disposal

2.2 Operational Staff Management

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.2.1	Staff Personal File	Yes	Limitation Act 1980	Termination of Employment + 6 years	Secure Disposal
2.2.2	Timesheets	Yes		Current year + 6 years	Secure Disposal
2.2.3	Annual appraisal/assessment records	Yes		Current year + 5 years	Secure Disposal

2.3 Management of Disciplinary and Grievance Processes

	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.3.1	Allegation of a child protection nature against a member of staff including where the allegation is unfounded ²		Keeping children safe in education Working together to safeguard children.	Until the person’s normal retirement age or 10 years from the date of the allegation whichever is the longer then review. Note allegations that are found to be malicious should be removed from personnel files. If found, they are to be kept on the file and a copy provided to the person concerned	Secure Disposal These records must be shredded
2.3.2	Disciplinary Proceedings	Yes			
	oral warning			Date of warning ³ + 6 months	Secure Disposal [If warnings are placed on personal files then they must be weeded from the file]
	written warning – level 1			Date of warning + 6 months	
	written warning – level 2			Date of warning + 12 months	
	final warning			Date of warning + 18 months	
case not found		If the incident is child protection related then see above otherwise dispose of at the conclusion of the case	Secure Disposal		

² This review took place as the independent Inquiry on Child Sexual Abuse was beginning. In light of this, it is recommended that all records relating to child abuse are retained until the Inquiry is completed. This section will be reviewed again to take into account any recommendations the Inquiry might make concerning record retention

³ Where the warning relates to child protection issues see above. If the disciplinary proceedings relate to a child protection matter please contact your Safeguarding Children Officer for further advice.

2.4 Health and Safety					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.4.1	Health and Safety Policy Statements	No		Life of policy + 3 years	Secure Disposal
2.4.2	Health and Safety Risk Assessments	No		Life of risk assessment + 3 years	Secure Disposal
2.4.3	Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	Secure Disposal

2.5 Payroll and Pensions					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
2.5.1	Maternity pay records	Yes	Statutory Maternity Pay General] Regulations	Current year + 3 years	Secure Disposal
2.5.2	Records held under Retirement Benefits Schemes	Yes		Current year + 6 years	Secure Disposal

3. Financial Management of the School. This section deals with all aspects of the financial management of the GLC

3.1 Risk Management and Insurance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.1.1	Employer's Liability Insurance Certificate	No		Closure of the school + 40 years	Secure Disposal

3.2 Asset Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.2.1	Inventories of furniture and equipment	No		Current year + 6 years	Secure Disposal
3.2.2	Burglary, theft and vandalism report forms	No		Current year + 6 years	Secure Disposal

3.3 Accounts and Statements including Budget Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.3.1	Annual Accounts	No		Current year + 6 years	Standard Disposal
3.3.2	Loans and grants managed by the GLC	No		Date of last payment on the loan + 12 years then REVIEW	Secure Disposal
3.3.3	Student Grant applications	Yes		Current year + 3 years	Secure Disposal
3.3.4	All records relating to the creation and management of budgets	No		Life of the budget + 3 years	Secure Disposal
3.3.5	Invoices, receipts, order books and requisitions, delivery notices	No		Current financial year + 6 years	Secure Disposal
3.3.6	Records relating to the collection and banking monies	No		Current financial year + 6 years	Secure Disposal
3.3.7	Records relating to the identification and collection of debt	No		Current financial year + 6 years	Secure Disposal

3.4 Contract Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.4.1	All records relating to the management of contracts under seal	No	Limitation Act 1980	Last payment on the contract + 12 years	Secure Disposal
3.4.2	All records relating to the management of contract under signature	No	Limitation Act 1980	Last payment on the contract + 6 years	Secure Disposal
3.4.	Records relating to the monitoring of contracts	No		Current year + 2 years	Secure Disposal

3.5 School Fund					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.5.1	School Fund – Cheque books	No		Current year + 6 years	Secure Disposal
3.5.2	School Fund – Paying in books	No		Current year + 6 years	Secure Disposal
3.5.3	School Fund – Ledger	No		Current year + 6 years	Secure Disposal
3.5.4	School Fund – Invoices	No		Current year + 6 years	Secure Disposal
3.5.5	School Fund – Receipts	No		Current year + 6 years	Secure Disposal
3.5.6	School Fund – Bank Statements	No		Current year + 6 years	Secure Disposal
3.5.7	School Fund – Journey Books	No		Current year + 6 years	Secure Disposal

3.6 School Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
3.6.1	Free School Meals Registers	Yes		Current year + 6 years	Secure Disposal
3.6.2	School Meals Registers	Yes		Current year + 3 years	Secure Disposal
3.6.3	School Meals Summary Sheets	No		Current year + 3 years	Secure Disposal

4. Property Management

This section covers the management of buildings and property.

4.1 Property Management					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
4.1.1	Title deeds of properties belonging to the GLC	No		Permanent. These should follow the property unless the property has been registered with the Land Registry	
4.1.2	Plans of property belong to the GLC	No		These should be retained whilst the building belongs to the GLC and should be passed onto any new owners if the building is leased or sold	
4.1.3	Leases of property leased by or to the GLC	No		Expiry of lease + 6 years	Secure Disposal
4.1.4	Records relating to the letting of school premises	No		Current financial year + 6 years	Secure Disposal]

4.2 Maintenance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
4.2.1	All records relating to the maintenance of the GLC carried out by contractors	No		Current year + 6 years	Secure Disposal
4.2.2	All records relating to the maintenance of the GLC carried out by GLC employees including maintenance log books	No		Current year + 6 years	Secure Disposal

5. Pupil Management This section includes all records created during a pupil's time at the GLC. For information about accident reporting see under Health and Safety above.

5.1 Pupil's Educational Record					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.1.1	Pupil's Educational Record	Yes	The Education [Pupil Information] Regulations 2005		
	Primary			Retain whilst the child remains at the primary school	The file should follow the pupil when he/she leaves the primary. This will include: <ul style="list-style-type: none"> - To another primary school - To a secondary school - To a pupil referral unit - If the pupil dies whilst at primary school the file should be retained for the statutory retention period If the pupil transfers to an independent school, transfers to home schooling or leaves the country the file should be retained for the statutory retention period.
	Secondary		Limitation Act 1980 [Section 2]	Date of Birth of the pupil + 25 years	Secure Disposal
5.1.2	Examination Results – Pupil Copies	Yes			
	Public			This information will be added to the SIMs data base and held until the pupil is 25 years of age	All uncollected certificates and paper records will be destroyed after 2 years.
	Internal			This information should be added to the pupil file	
5.1.3	Child Protection Information held on pupil file	Yes	Keeping children safe in education Working together to safeguard children.	If any records relating to child protection issue are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file.	Secure Disposal – these records MUST be shredded
5.1.4	Child Protection Information held in Separate files	Yes	Keeping children safe in education Statutory Working together to safeguard children.	DOB of the child + 25 years then review This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the	Secure Disposal – these records MUST be shredded

				principal copy of this information will be found on the Local Authority Services record	
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5.2 Attendance					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.2.1	Attendance Data	Yes	School attendance: DfE advice for academies	Retain whilst the child remains at the primary school Date of Birth of the pupil + 25 years	Secure Disposal
5.2.2	Correspondence relating to authorised absence		Education Act 1996 Section 7	Current academic year + 2 years	Secure Disposal

5.3 Special Educational Needs					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
5.3.1	Special Educational Needs files, reviews and individual Education Plans	Yes	Limitation Act 1980 [Section 2]	Date of Birth of the pupil + 25 years	Secure Disposal unless the document is subject to a legal hold
5.3.2	Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement	Yes	Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold
5.3.3	Advice and information provided to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold
5.3.4	Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Date of birth of the pupil + 25 years [This would normally be retained on the pupil file]	Secure Disposal unless the document is subject to a legal hold

6. Curriculum Management

6.1 Statistics and Management Information					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
6.1.1	Curriculum returns	No		Current year + 3 years	Secure Disposal
6.1.2	Examination Results [Schools Copy]	Yes		Current year + 6 years	Secure Disposal
	SATs Results			The SATs results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years. The school may wish to keep Composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison	Secure Disposal
	Examination Papers			The examination papers should be kept until any appeals/validation process is complete	Secure Disposal
6.1.3	Published Admission Number [PAN] Reports	Yes		Current year + 6 years	Secure Disposal

6.1.4	Value Added and Contextual Data	Yes		Current year + 3 years	Secure Disposal
6.1.5	Self Evaluation Forms	Yes		Current year + 4 years	Secure Disposal

6.2 Implementation of Curriculum					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
6.2.1	Schemes of Work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or Secure Disposal
6.2.2	Timetable	No		Current year + 1 year	
6.2.3	Class Record Books	No		Current year + 1 year	
6.2.4	Mark Books	No		Current year + 1 year	
6.2.5	Record of homework	No		Current year + 1 year	
6.2.6	Pupils' Work	No		Where possible pupils' work should be returned to the pupil at the end of the academic year	Secure Disposal
6.2.7	Recorded Online Lessons	No		Current year + 1 year	Deletion by individual members of staff.

7. Extra-Curricular Activities

7.1 Educational Visits outside the classroom					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.1.1	Records created by GLC to obtain approval to run an Educational Visit outside the Classroom – Primary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal Framework and Employer Systems” and section 4 – “Good Practice”	Date of visit + 14 years	Secure Disposal
7.1.2	Records created by schools to obtain approval to run an Educational Visit outside the Classroom – Secondary Schools	No	Outdoor Education Advisers' Panel National Guidance website http://oeapng.info specifically Section 3 – “Legal Framework and Employer Systems” and section 4 – “Good Practice”	Date of visit + 10 years	Secure Disposal
7.1.3	Parental consent forms for school trips where there has been no major incident	Yes		Conclusion of the trip	Secure Disposal
7.1.4	Parental permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980 [Section 2]	DOB of the pupil involved in the incident + 25 years	

7.2 Walking Bus					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.2.1	Walking Bus Registers	Yes		Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report and kept for the period of time required for accident reporting	Secure Disposal

7.3 Family Liaison Officers and Home School Liaison Assistants					
	Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record
7.3.1	Day Books	Yes		Current year + 2 years then review	
7.3.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Yes		Whilst child is attending school and then destroy	
7.3.3	Referral forms	Yes		While the referral is current	
7.3.4	Contact data sheets	Yes		Current year then review, if contact is no longer active then destroy	
7.3.5	Contact database entries	Yes		Current year then review, if contact is no longer active then destroy	
7.3.6	Group Registers	Yes		Current year + 2 years	