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|  **THE SCHOOL AT THE HEART OF WALES** |  |



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| **Date adopted** | **December 2022** |
| **Signature of Headteacher** |  |
| **Signature of chair of governors** |  |
| **Review Date**  |  |

**Disposal of School and / or**

**Pupil Records policy**

# 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.

# 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.

# 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.

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| School admission registers  | 10 Years |
| School log books  | 10 Years |
| Any records, documents, maps, plans, deeds, photographs, programmes (e.g. Eisteddfod, school opening) etc. which are of historic value  | 10 Year |
| Governors’ minutes (original signed set)  | Permanent  |
| Names and addresses of children attending school  | 10 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  |

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 contracts:

Reisswolf Wales and West Midlands PHS Data Shred

Severn Farm Industrial Estate Unit 14b

Welshpool Greenway

SY21 7DF Bedwas House Industrial Estate

Tel No: 01938 552185 Caerphilly

 CF83 8DW

Tel No: 02920 888731

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 this service.

**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

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| 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   |

# 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.