

Retention Policy for Oldbury Park Primary School – May 2018

| <u>Governors</u> | | |
|--|---|---|
| Record | Retention Period | Action at the end of the Retention Period |
| Governors' personal data | Term of Office | Shredded and secure disposal |
| Agendas for all meetings | One copy should be retained with the master set of minutes permanently. | |
| Minutes of GB meetings | Permanent | |
| Reports presented to GB | Six years minimum, or permanently if referred to in minutes | Shredded and secure disposal |
| Instruments of Government including Articles of Association | Permanent | |
| Governor action plans / logs / policy documents | Life of the action plan / log / policy document plus three years | Shredded and secure disposal |
| Records relating to complaints dealt with by the Governing Body | Resolution date plus six years / longer if contentious | Shredded and secure disposal |
| Proposals concerning the change of status of a maintained school | Date proposal accepted or declined plus three years | Shredded and secure disposal |
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| <u>Children</u> | | |
|--------------------------------|--|---|
| Record | Retention Period | Action at the end of the Retention Period |
| Centrally stored - electronic | SIMs – includes all information – seven years | Deleted |
| Centrally stored - hard copies | Annual reports, important information – until they leave | Passed on to next school |
| Attainment data only | Three years for data analysis | Deleted |
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| <u>Staff</u> | | |
|--------------------------------|--|---|
| Record | Retention Period | Action at the end of the Retention Period |
| Centrally stored - electronic | SIMs – includes all information – seven years | Deleted |
| Centrally stored - hard copies | Personal data including next of kin, address, etc - for the duration of employment | Shredded and secure disposal |
| Performance Management data | For duration of employment | Deleted, shredded and secure disposal |
| Contracts and HR information | For one year following end of employment | Deleted, shredded and secure disposal |
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Recruitment of Staff

| Record | Retention Period | Action at the end of the Retention Period |
|---|--|---|
| Application | If successful, duration of employment | Deleted, shredded and secure disposal |
| | If unsuccessful, for one year after shortlisting | Deleted, shredded and secure disposal |
| Referee information | If successful, duration of employment | Deleted, shredded and secure disposal |
| | If unsuccessful, for one year after shortlisting | Deleted, shredded and secure disposal |
| Appointment procedure, including notes taken during interviews, etc | If successful, duration of employment | Deleted, shredded and secure disposal |
| | If unsuccessful, for one year after shortlisting | Deleted, shredded and secure disposal |
| Contracts – please see staff retention table | For duration of employment | Deleted, shredded and secure disposal |