

Quwwat-ul-Islam Girls' School



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Together we can achieve more

Data Retention and Destruction Policy

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Policy Links	Confidentiality Policy Data Protection Policy Equal opportunities Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Introduction

This record retention and destruction policy contains recommended retention periods for the different record series created and maintained by Quwwat Ul Islam Girls' School.

The Retention Schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice.

Great effort has been made by the school to ensure that these retention periods are compliant with the requirements of the General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA) and the Freedom of Information Act 2000 (FOI).

Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This policy will be reviewed at intervals of no less than 2 years, or exceptionally, if required by changes in Data Protection, Freedom of Information or other relevant legislation.

Records and Record keeping System

The school has a responsibility to maintain its records and record keeping systems. When doing this, the school will take account of the following factors:

- ☐ The most efficient and effective way of storing records and information;
- ☐ The confidential nature of the records and information stored;
- ☐ The security of the record systems used; privacy and disclosure; and their accessibility.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It does, however, reflect the school's current practice, the requirements of current legislation and best practice and guidance. It may be amended by the school from time to time and any changes will be notified to employees within one month of the date on which the change is intended to take effect. The school may also vary any parts of this procedure, including any time limits, as appropriate in any case.

Data Protection

This policy sets out how long employment-related and pupil data will normally be held by us and when that information will be confidentially destroyed in compliance with the terms of the General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000.

Data will be stored and processed to allow for the efficient operation of the school. The School's Data Protection Policy outlines its duties and obligations under the GDPR.

Retention Schedule

Information (hard copy and electronic) will be retained for at least the period specified in the attached retention schedule. When managing records, the school will adhere to the standard retention times listed within that schedule. Paper/electronic records will be regularly monitored by the Office Manager. The schedule is a relatively lengthy document listing the many types of records used by the school and the applicable retention periods for each record type. The retention periods are based on legal requirements.

The purpose of the retention schedule

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to all information, regardless of the media in which they are stored.

Benefits of a retention schedule

There are a number of benefits which arise from the use of a complete retention schedule:

- ☐ Managing records against the retention schedule is deemed to be "normal processing" under the General Data Protection Regulations, Data Protection Act 2018 and the Freedom of Information Act 2000. Provided members of staff are managing records using the retention schedule they cannot be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.

- ☐ Members of staff can be confident about destroying information at the appropriate time.
- ☐ Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- ☐ The school is not maintaining and storing information unnecessarily.

Maintaining and amending the retention schedule

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

Destruction of Records

Where records have been identified for destruction, they should be disposed of in an appropriate way. All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

All paper records containing personal information, or sensitive policy information should be **shredded** before disposal where possible. All other paper records should be disposed of by an appropriate waste paper merchant. All electronic information will be deleted.

The school maintains a database of records which have been destroyed and who authorised their destruction. When destroying documents, the appropriate staff member should record

- ☐ File reference (or another unique identifier);
- ☐ File title/description
- ☐ Number of files; and
- ☐ Name of the authorising officer

Archiving

Where records have been identified as being worthy of preservation over the longer term, arrangements should be made to transfer the records to the archives. A database of the records sent to the archives is maintained by the School Office Manager. The appropriate staff member, when archiving documents should record in the following information on the Archiving Log Form

- ☐ File reference (or other unique identifier);
- ☐ File title/description.
- ☐ Number of files; and
- ☐ Name of the authorising officer.

Transfer of records to the Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

Transfer of information to other media

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

Transfer of information to other media (Child data)

When a child leaves the school all records for the child should be transferred in a secure manner to the child's new school. If the records contain sensitive information (e.g. child protection records) proof of receipt should be obtained. All data held by the school should then be deleted including all paper records and data stored electronically. A record should be kept for tracking and auditing purposes only.

Responsibility and Monitoring

The Headteacher has primary and day-to-day responsibility for implementing this Policy. The Officer Manager, in conjunction with the School is responsible for monitoring its use and effectiveness and dealing with any queries on its interpretation. The Officer Manager will consider the suitability and adequacy of this policy and report improvements directly to management.

Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in creating, maintaining and removing records. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

Governors

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes				
Principal set (signed)	No	Retain in school for 6 years from the date of meeting and then destroy	Permanent	Retain in school for 6 years from the date of meeting and then destroy.
Inspection copies	No		Date of meeting + 3 years	Retain in school from the date of meeting + 3 years and then destroy.
Agendas	No		Date of meeting	Retain in school from the date of meeting + 3 years and then destroy.
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting
Instruments of Government	No		Permanent	Retain in school whilst school is open
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required
Action Plans	No		Date of action plan + 3 years	DESTROY
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision- making process)
Complaints files	Yes		Date of resolution of complaint + 3 years	Retain in school for the first three years Review for further retention in the case of contentious disputes Destroy routine complaints

Annual Reports required by the Department for Education and Skills	No	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	
Proposals for schools to become, or be established as Specialist Status schools	No		Current year + 3 years	

Management

Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Minutes of the Senior Management Team and other internal administrative bodies	Yes		Date of meeting + 3 years	Retain in the school for 3 years from meeting
Reports made by the head teacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting
Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	Yes		Closure of file + 3 years	DESTROY
Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	DESTROY
Professional development plans	Yes		Closure + 3 years	DESTROY
School development plans	No		Closure + 3 years	Review

Pupils				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Admission Registers	Yes		Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry.

Attendance registers	Yes		Date of register + 3 years	DESTROY [If these records are retained electronically any backup copies should be destroyed at the same time]
Pupil files	Yes			
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.
Secondary			DOB of the pupil + 25 years	DESTROY
Special Educational Needs files, reviews and Individual Education Plans	Yes		Closure + 35 years	DESTROY
Child Protection files	Yes	Education Act 2002 S175, related guidance Safeguarding Children in Education, September 2004	DOB + 25 years	DESTROY
Letters authorising absence	No		Date of absence + 2 years	DESTROY

Examination results	Yes			
• Public	No		Year of examinations + 6 years	DESTROY
• Internal examination results	Yes		Current year + 5 years	DESTROY
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or DESTROY
Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Proposed statement or amended statement	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	DESTROY unless legal action is pending
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	DESTROY unless legal action is pending
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	DESTROY unless legal action is pending

Curriculum				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Curriculum development	No		Current year + 3 years	DESTROY
Curriculum returns	No		Current year + 3 years	DESTROY
School syllabus	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
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 new retention period or DESTROY
Timetable	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or DESTROY

Examination results	Yes		Current year + 3 years	DESTROY
SATS records	Yes		Current year + 3 years	DESTROY

Personnel				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Timesheets, sick pay	Yes	Financial Regulations	Current year	DESTROY
Staff Personal files	Yes		Termination + 7 years	DESTROY
Interview notes and recruitment records	Yes		Date of interview + 6 months	DESTROY
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check	DESTROY
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002	Until the person's normal retirement age, or 10 years from the date of the allegation if that is longer.	DESTROY
Disciplinary proceedings:	Yes			
• Oral warning			Date of warning + 6 months	DESTROY If this is placed on a personal file, it

				must be weeded from the file.
• written warning – level one			Date of warning + 6 months	DESTROY If this is placed on a personal file, it must be weeded from the file.
• written warning – level two			Date of warning + 12 months	DESTROY If this is placed on a personal file, it must be weeded from the file.
• final warning			Date of warning + 18 months	DESTROY If this is placed on a personal file, it must be weeded from the file.
• case not found			DESTROY immediately at the conclusion of the case	
Records relating to accident/injury at work	Yes		Date of incident + 12 years	Review at the end of this period. In the case of serious accidents, a further retention period will need to be applied
Annual appraisal/assessment records	No		Current year + 5 years	DESTROY
Maternity pay records	Yes	Statutory Maternity Pay (General)	Current year, +3yrs	DESTROY
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995	Yes		Current year + 6 years	DESTROY

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
Accessibility Plans		Disability Discrimination Act	Current year + 3 years	DESTROY
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
• Adults	Yes		Current year + 3 years	DESTROY

• Children	Yes		DOB + 25 years ¹	DESTROY
COSHH			Current year + 10 years	Review [where appropriate an additional retention period may be allocated]
Incident reports	Yes		Current year + 20 years	DESTROY
Policy Statements			Date of expiry + 1 year	DESTROY
Risk Assessments			Current year + 3 years	DESTROY
Process of monitoring of areas where employees and persons are likely to have		HASAWA 1974 The Control of Asbestos Regulations 2012 (CAR),	Last action + 40 years	DESTROY

come in contact with asbestos				
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Ionising Radiations Regulations 2017 (IRR)	Last action + 30 years	DESTROY
Fire Precautions log books			Current year + 6 years	DESTROY

Administrative				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Employer's Liability certificate		Employers' Liability (Compulsory Insurance) Act 1969	Permanent whilst the school is open	DESTROY once the school has closed
Inventories of equipment and furniture			Current year + 6 years	DESTROY
General file series			Current year + 5 years	Retain in school for 5 years
School brochure/prospectus			Current year + 3 years	
Circulars (staff/parents/pupils)			Current year + 1 year	DESTROY
Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required
Visitors' book			Current year + 2 years	Review to see whether a further retention period is required

Site Transition Register			End of each term	Secure disposal (shredded or destroyed securely)
Primary Attendance Records			6 years from the date of entry	Secure disposal (shredded or destroyed securely)
Pupil Files/Records			Until the pupil leaves, then kept for 2 terms after (or transferred)	Pupil files must be destroyed (Shredded) or securely deleted once the retention period (2 terms after leaving, or when transferred) has expired
Special Educational Needs (SEN)			Retained until the student reaches age 25, then plus another 6 years	Files must be destroyed (Shredded) or securely deleted
Admissions/Records			6 years after the student leaves, or until the child reaches 24 or 25	Files must be destroyed (Shredded) or securely deleted or Review to see whether a further retention period is required

¹ A child may make a claim for negligence for 7 years from their 18th birthday. To ensure that all records are kept until the pupil reaches the age of 25 this retention period has been applied.

Finance				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Annual Accounts		Financial Regulations	Current year + 10 years	

Loans and grants		Financial Regulations	Date of last payment on loan	Review to see whether a further retention period is required
Contracts				
Copy orders			Current year	DESTROY

Budget reports, budget monitoring etc.			Current year	DESTROY
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year	An external confidential waste company will be contracted for this.
Annual Budget and background papers			Current year	DESTROY
Debtors' Records		Limitation Act 1980	Current year	DESTROY
Petty cash books		Financial Regulations	Current year	DESTROY

Property				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
Title Deeds			Permanent	These should follow the property

Plans			Permanent	Retain in school whilst operational then
Maintenance and contractors		Financial Regulations	Current year + 6 years	DESTROY
Leases			Expiry of lease + 6 years	DESTROY
Lettings			Current year + 3 years	DESTROY
Burglary, theft and vandalism report forms			Current year + 6 years	DESTROY
Maintenance log books			Last entry + 10 years	DESTROY
Contractors' Reports			Current year + 6 years	DESTROY

DfE				
Basic file description	Data Protection Issues	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record

OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required
Returns			Current year + 6 years	DESTROY
Circulars from DfE			Whilst operationally required	Review to see whether a further retention period is required