

**Data Protection – Disposing of Records
(Appendix to Data Protection Policy)**
Retention Periods
Agreements and related correspondence

Major agreements of historical significance	permanently
Contracts with customers	6 years after expiry
Contracts with suppliers	6 years after expiry
Contracts with agents	6 years after expiry
Licensing agreements	6 years after expiry
Rental and hire purchase agreements	6 years after expiry
Indemnities and guarantees	6 years after expiry
Other agreements/contracts	6 years after expiry

Property documents

Deeds of title	permanently or until delivered to a purchaser on disposal
Leases	12 years after lease has terminated and all terminal queries (e.g. dilapidations) settled
Agreements with architects, builders, etc.	6 years after completion of the contract

Transport records

Vehicle mileage records	2 years after vehicle disposed of
Vehicle maintenance records	2 years after vehicle disposed of
MOT test records	2 years after vehicle disposed of
Registration records	2 years after vehicle disposed of

Accounting records

Complying with Companies Acts 1948, 1967 and 1976	at least 6 years (3 years if private company)
Periodic internal financial reports, eg, to Board	file copies for 5 years
Taxation returns and records	permanently

Banking Records, including GIRO

Cheques, bills of exchange and other negotiable instruments	6 years
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Bank statements	6 years
Instructions to banks	6 years
Patent and trade mark records	permanently
Reports and opinions	10 years
Personnel Records	
Staff personal records	6 years after employment ceases
Personal records of company's senior executives	6 years after employment ceases
Applications for jobs – unsuccessful	up to 1 year
Payrolls	6 years from the financial year end in which payment made
Salary registers	6 years from the financial year end in which payment made
Salary revision schedules	6 years from the financial year end in which payment made
Expenses accounts	6 years from the financial year end in which payment made
Tax returns	permanently
Staff Group minutes	permanently
Records of hours worked	3 years beginning on the day upon which the pay reference period immediately following that to which they relate ends
Salary records (including overtime details)	6 years from the financial year end in which payments made
Medical records	12 years
Training records	6 years after employment ceases
Accident books	3 years from date of report
Pension Records	
All trust deeds and rules	permanently
Trustees' minute book	permanently
Fund annual accounts and Inland Revenue approvals	permanently
Investment records	permanently
Actuarial valuation records	permanently
Contribution records	permanently
Records of ex-pensioners	6 years after cessation of benefit
Pension scheme investment policies	12 years after final cessation of any benefit payable under the policy
Group health policies	12 years after final cessation of benefit
Group personal accident policies	12 years after final cessation of benefit
Insurance	
Public liability policies	permanently
Product liability policies	permanently
Employer's liability policies	permanently

Other policies	3 years after lapse
Claims correspondence	3 years after settlement
Accident reports and related correspondence	3 years after settlement
Insurance schedules	10 years

Donation and Subscription records

Index of donations granted	6 years
Deeds of Covenant	12 years after final payment
Correspondence re donations granted (not covenanted)	1 year
Correspondence re donations refused	3 months
Subscription records	3 years after cessation of membership

General

Board Committee Minutes	permanently
Minutes of General and Class Meetings	permanently
Reports and Accounts	signed copy permanently
Trust Deeds of members	permanently Register permanently
Forms of application for shares, debentures etc.	permanently
Forms of acceptance and transfer	permanently
Share and stock transfer forms	permanently
Signed forms of nomination	permanently
Letters of indemnity for lost certificates	permanently
Powers of Attorney	copy to be retained permanently
Notification of change of address	2 years

Admission Enquiry

Date of admission + 3 years

Pupil Files Including

Parent contact and medical information	Pupil DOB + 25 Years
Special Educational Needs Files, Reviews and Individual Education Plans	DOB + 25 years of review
Statement maintained under the Education Act 1996 – Section 324	Pupil DOB + 30 Years
Advice and Information to parents regarding Educational Needs	Pupil DOB + 25 Years

Pupils' Work

Where possible pupils' work to be returned to the pupil at the end of the academic course + 1 year

Parental Permission slips for school trips:

Where there has been **no** major incident
Where there **has been** a major incident

Until conclusion of the trip
DOB of the pupil involved + 25 Years.
Permission slips for all pupils on the trip need to be retained to show that all rules have been followed for all pupils.
Current year + 3 years

Any other records created in the course
Of contact with the pupil

Alumni Files

Life of Alumni

Admission Registers

Date of last entry in the register + 6 years

Attendance Registers

Date of register + 3 years

**Correspondence Relating to
Authorised Absence and Issue**

Date of absence + 3 years

Examination Results Public

School's copies
Pupils Copies

Year of examinations + 7 years
Uncollected certificates will be returned to the Examination Board or destroyed after 7 years
Kept until any appeal/validation process is complete
Current year + 7 years

Exam papers relating to appeals

Examination results of internal exams

**Returns made to Central Government
(e.g. Census)**

Current year + 6 years

Accessibility Strategy

Pupil DOB + 25 Years

**Sponsorship Licence and
Related Permissions**

The duration of the period covered by the licence

**Copies of admission information
For students sponsored under tier 4 PBS**

If the Migrant is sponsored for one year or longer the documents must be kept for one Year or until a compliance Officer has examined and approved them, whichever is the longer period
To the end of the sponsorship + 2 years

**Reports and correspondence with
The Home Office made in relation to a
Current pupil**