WOODLANDS SCHOOL RETENTION POLICY (INCLUDING INFORMATION ASSET REGISTER)

REVIEWED: October 2025

HEADTEACHER/CHAIR OF GOVERNORS: K. Haworth, K. Penny

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Recommended Retention Periods

1. Governors

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
1.1	Minutes - Principal set (signed)		Permanent	Headteacher	Governorhub	Clerk to Governors	YES	OFFICIAL	High
1.2	Minutes - Inspection copies		Date of meeting + 3 years	Headteacher	Governorhub	Clerk to governors	NO	NOT PROTECTIVELY MARKED	Medium
1.3	Agendas – Principal copy		Permanent	Headteacher	Governorhub	Clerk to governors	YES	NOT PROTECTIVELY MARKED	High
1.4	Agendas – Additional Copies		Date of meeting	Headteacher	Governorhub	Clerk to governors	NO	NOT PROTECTIVELY MARKED	Medium
1.5	Reports		Date of report + 6 years	Headteacher	Governorhub	Headteacher	YES	OFFICIAL	High
1.7	Instruments of Government		Permanent	Chair of Governors	Governorhub	Clerk to Governors	YES	NOT PROTECTIVELY MARKED	High
1.9	Action Plans		Date of action plan + 3 years	Headteacher	Governorhub	Headteacher	YES	NOT PROTECTIVELY MARKED	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
1.10	Policy documents		Expiry of policy Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Chair of Governors	Governorhub until approved and then stored on OneDrive and school website	Headteacher	YES	NOT PROTECTIVELY MARKED	High
1.11	Complaints files		Date of resolution of complaint + 6 years then review for further retention in the case of contentious disputes	Chair of Governors	Unresolved complaints on OneDrive. Resolved in archive	Headteacher	YES	OFFICIAL SENSITIVE	High

2 Management

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
2.2	Minutes of the Senior Management Team and other internal administrative bodies		Date of meeting + 5 years	Headteacher	OneNote	Headteacher	Yes	OFFICIAL	High
2.3	Reports made by the Head Teacher or the management team		Date of report + 3 years	Headteacher	OneNote Perspective OneDrive – SLT area	Headteacher	Yes	OFFICIAL	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
2.4	Records created by Head Teachers, Deputy Head Teachers, Heads of Departments and other members of staff with administrative responsibilities		Closure of file + 6 years	Headteacher	OneDrive Current year Previous years archived	Headteacher	Yes	OFFICIAL	High
2.5	Correspondence created by Head Teachers, Deputy Head Teachers, Heads of Year and other members of staff with administrative responsibilities		Date of correspondence + 3 years	Headteacher	Leadership Drive Current year Previous years archived	Headteacher	Yes	OFFICIAL	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
2.6	Professional development plans		Closure + 6 years	Headteacher	Perspective OneDrive Current year Previous years stored in evidence files and archived	Headteacher	Yes	NOT PROTECTIVELY MARKED	High
2.7	School development plans		Closure + 6 years then review	Headteacher	Perspective. OneDrive Previous years stored in evidence files and archived	Headteacher	Yes	NOT PROTECTIVELY MARKED	High

3 Students

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
3.1	Admission Registers		Permanent	Business Manager	SIMS	Admin Officer	Yes	OFFICIAL SENSITIVE	High
3.2	Attendance registers		Date of register + 3 years	Business Manager	SIMS	Admin Officer responsible for attendance	Yes	OFFICIAL SENSITIVE	High
3.3	Pupil Information Sheets		Retain for the time the students remains at the school	Business Manager	SIMS Main office – locked cupboard	Admin Officer responsible for collation	Yes	OFFICIAL SENSITIVE	High
3.5	Pupil Files		Retain for the time the student remains at the school then pass to next school if relevant	Business Manager	SIMS drive Student folder on OneDrive	Admin Officer	Yes	OFFICIAL SENSITIVE	High
3.7	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 25 year[1]	Business Manager	Student folder OneDrive	Admin Officer for reviews	Yes	OFFICIAL SENSITIVE	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
3.8	Letters authorising absence		2 years	Headteacher	Paper copy in folder in the office	Admin Officer responsible for attendance	Yes	OFFICIAL SENSITIVE	High
3.11	Internal school assessments - including Behaviour Support Plans, One Page Profiles		As long as operationally necessary.		OneDrive Class (Paper copy)	Class Teacher	Yes	OFFICIAL SENSITIVE	High
3.12	Any other records created in the course of contact with Students		Current year + 3 years then review	Headteacher	CPOMs	Class teacher or leader within school	Yes	OFFICIAL SENSITIVE	High
3.15	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	DOB of the pupil + 25 year[1]Unless legal action is pending	Headteacher	One Drive Individual student folder	Admin Officer	No	OFFICIAL SENSITIVE	High
3.16	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years Unless legal action is pending	Headteacher	OneDrive	Business Manager	Yes	OFFICIAL SENSITIVE	High

				Information Asset Register Information					Information Risk Register Information
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3.17	Pupil SEN Files		DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.	Headteacher	OneDrive Student folder	Admin Officer	Yes	OFFICIAL SENSITIVE	High
	Please note that 3.18 relates only to one day trips								
3.18a	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	Business Manager	Office Folder	Admin Officer	Yes	OFFICIAL SENSITIVE	Medium
3.18b	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all Students on the trip need to be retained to show that the rules had	Headteacher	OneDrive Critical incident folder	Headteacher	Yes	OFFICIAL SENSITIVE	High

				Information Asset Register Information					Information Risk Register Information
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			been followed for all Students						
3.19	All records relating to the organization of school residential trips	Limitation Act 1980	Date of the residential visit + a minimum of 6 years then review	Business Manager	Electronic copy on Evolve OneDrive	Leader of trip	Yes	OFFICIAL SENSITIVE	High
3.20	Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Students on Educational Visits (HASPEV) (1998)	Date of visit + 14 years	Business Manager	Electronic copy on Evolve	Leader of trip	Yes	OFFICIAL SENSITIVE	High

4 Curriculum

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
4.1	Curriculum development		Current year + 6 years	Headteacher	OneDrive Teaching and Learning Folder: Evidence folder: Head teacher's room	Headteacher	No	NOT PROTECTIVELY MARKED	Medium
4.4	Schemes of work		Current year then review	Headteacher	OneDrive – Teaching and Learning Folder Evidence folder: Head teacher's room	Headteacher	No	NOT PROTECTIVELY MARKED	Medium

				Information Asset Register Information					Information Risk Register Information
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4.5	Timetable		Current year then review	Headteacher	OneDrive Teaching and Learning Folder SLT Folder	Deputy Headteacher	No	NOT PROTECTIVELY MARKED	Medium
4.6	Class records		Current year then review	Headteacher	OneDrive SLT Staff	Headteacher	No	NOT PROTECTIVELY MARKED	Medium
4.9	Students' work		Current year then review	Class teacher	Evidence for Learning Class Theme Books	Class teacher	No	NOT PROTECTIVELY MARKED	Medium

5 Personnel Records

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
5.1	Timesheets, sick pay	Financial Regulations	Current year + 6 years	Headteacher	Business Manager: Timesheets folder Sickness records: Selima	Business Manager	Yes	OFFICIAL SENSITIVE	High
5.2	Staff Personal files		Termination + 7 years[1]	Headteacher	OneDrive – Leadership Folder- shared with member of staff	Business Manager	Yes	OFFICIAL SENSITIVE	High
5.3	Interview notes and recruitment records		Date of interview + 6 months	Headteacher	OneDrive – Leadership Folder	Business Manager	Yes	OFFICIAL SENSITIVE	High

[1] These files should be subject to NCC's open file policy where the employees are employed by Nottingham City Council as the Local Authority

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5.4a	Pre-employment vetting information (including DBS checks)	DBS guidelines	Date of check + 6 months	Business Manager	OneDrive – Leadership Folder	Business Manager	Yes	OFFICIAL SENSITIVE	High
	Please note that schools must not keep copies of the documents which are checked for DBS purposes.								
5.4b	Right to Work in the UK checks	https://www.gov.uk/check-job-applicant-right-to-work	Termination of employment + 2 years	Business Manager	Personnel Files and SCR	Business Manager	Yes	OFFICIAL SENSITIVE	High
5.5	Disciplinary proceedings: case not found		Take advice from Personnel if the proceedings were child protection related otherwise destroy immediately at the conclusion of the case	Headteacher	Not recorded	Headteacher	Yes	OFFICIAL SENSITIVE	High
5.6	Disciplinary proceedings: written warning – level two		Date of warning + 12 months [2]	Headteacher	Personnel file	Headteacher	Yes	OFFICIAL SENSITIVE	High

[2] If this information has been added to an individual's personnel file, it should be weeded from the file once the retention period has elapsed

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5.7	Disciplinary proceedings: written warning – level one		Date of warning + 6 months[7]	Headteacher	Personnel file	Headteacher	Yes	OFFICIAL SENSITIVE	High
5.8	Disciplinary proceedings: oral warning		Date of warning + 6 months[7]	Headteacher	Personnel file	Headteacher	Yes	OFFICIAL SENSITIVE	High
5.9	Disciplinary proceedings: final warning		Date of warning + 18 months[7]	Headteacher	Personnel file	Headteacher	Yes	OFFICIAL SENSITIVE	High
5.10	Records relating to accident/injury at work		Date of incident + 12 years [3]	Headteacher	OneDrive Personnel File Copies with H&S	Business Manager	Yes	OFFICIAL SENSITIVE	High
5.11	Annual appraisal or assessment records		Current year + 5 years	Headteacher	Personnel File	Headteacher	Yes	OFFICIAL SENSITIVE	High
5.13	Maternity pay records	Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567)	Current year + 3yrs	Business Manager	SELIMA	HR and Payroll	Yes	OFFICIAL SENSITIVE	High

[3] In the case of serious accidents a further retention period should to be applied

				Information Asset Register Information					Information Risk Register Information
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5.14	Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995		Current year + 6 years	Business Manager	SELIMA	Hr and Payroll	Yes	OFFICIAL SENSITIVE	High
5.15	Proofs of identity collected as part of the process of checking "portable" enhanced DBS disclosure		Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file.	Business Manager	OneDrive DBS Database	Business Manager	Yes	OFFICIAL SENSITIVE	High

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	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
5.16	Records of allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002 - "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed[4].	Headteacher	OneDrive Personnel file	Business Manager	Yes	OFFICIAL SENSITIVE	High
5.17	Outcome of an allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer	Headteacher	OneDrive - Personnel file	Business Manager	Yes	OFFICIAL SENSITIVE	High

[4] There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults

6 Health and Safety

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
6.1	Accessibility Plans	Disability Discrimination Act 1995	Current year + 6 years	Headteacher	OneDrive	Headteacher and Business Manager	Yes	OFFICIAL SENSITIVE	High
6.2	Accident Reporting – Children	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of birth + 22 years where the injured person is a minor at the time of the accident	Headteacher	CPOMS H&S	Headteacher	Yes	OFFICIAL SENSITIVE	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
6.3	Accident Reporting – Adults	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980	Date of the accident + 4 years where the injured person is an adult at the time of the accident;	Headteacher	CPOMS H&S	Headteacher and Business Manager	Yes	OFFICIAL SENSITIVE	High
6.4	COSHH Risk Assessments		Date of creation + 40 years	Business Manager	OneDrive COSSH Site Supervisor's office	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
6.5	Incident reports		Current year + 20 years	Business Manager	OneDrive	Business Manager	Yes	OFFICIAL SENSITIVE	High
6.6	Policy Statements		Date of expiry + 1 year	Headteacher	OneDrive	Headteacher	Yes	NOT PROTECTIVELY MARKED	High
6.7	Risk Assessments		Current year + 3 years	Headteacher	OneDrive	Business Manager	Yes	NOT PROTECTIVELY MARKED	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
6.8	Process of monitoring areas where employees and persons are likely to have become in contact with asbestos		Last action + 40 years	Business Manager	Asbestos Folder – Business Manager	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
6.9	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation		Last action + 50 years	Business Manager	Business Manager Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
6.10	Fire Precautions log books		Current year + 6 years	Business Manager	Fire Log Book Site Supervisor Room	Site Supervisors	Yes	NOT PROTECTIVELY MARKED	High

7 Administrative

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
7.1	Employer's Liability certificate		Closure of the school + 40 years	Headteacher	Main office	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
7.2	Inventories of equipment and furniture		Current year + 6 years	Headteacher	Cedar records Asset Management Software	Business Manager and ICT Technician	No	NOT PROTECTIVELY MARKED	Medium
7.3	School brochure/prospectus		Current year + 3 years	Headteacher	Website	Headteacher	No	NOT PROTECTIVELY MARKED	Low
7.4	General file series		Current year + 5 years	Business Manager	OneDrive	Business Manager and admin officers	No	NOT PROTECTIVELY MARKED	Medium
7.5	Notices (staff/parents/Students)		Current year + 1 year	Business Manager	OneDrive	Business Manager and admin officers	No	NOT PROTECTIVELY MARKED	Low
7.6	Newsletters, ephemera		Current year + 1 year	Headteacher	OneDrive	Headteacher	No	NOT PROTECTIVELY MARKED	Low

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
7.7	Visitors book		Current year + 2 years	Business Manager	Signin Software		No	NOT PROTECTIVELY MARKED	Low

8 Financial Records

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
8.1	Annual Accounts	Financial Regulations	Current year + 6 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
8.2	Loans and grants	Financial Regulations	Date of last payment on loan + 12 years then review to see whether a further retention period is required	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
8.3	Contracts - under seal		Contract completion date + 12 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
8.4	Contracts - under signature		Contract completion date + 6 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
8.5	Contracts - monitoring records		Current year + 2 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
8.6	Copy orders		Current year + 2 years	Business Manager	Current year – School Order folders - office. Other years – archived space	Admin Officer Finance	No	NOT PROTECTIVELY MARKED	Medium
8.7	Budget reports, budget monitoring etc.		Current year + 3 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
8.8	Invoice, receipts and other records covered by the Financial Regulations	Financial Regulations	Current year + 6 years	Business Manager	Current year – School Invoice folders - office. Electronic copy CEDAR Other years – archived room	Admin Officer Finance	Yes	NOT PROTECTIVELY MARKED	High
8.9	Annual Budget and background papers		Current year + 6 years	Headteacher	OneDrive – Current and Archived	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
8.10	Order books and requisitions		Current year + 6 years	Business Manager	CEDAR	Admin Officer Finance	Yes	NOT PROTECTIVELY MARKED	High

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
8.11	Delivery Documentation		Current year + 6 years	Business Manager	Current year – School Order folders - office. Other years – archived room	Admin Officer Finance	Yes	NOT PROTECTIVELY MARKED	High
8.12	Debtors' Records	Limitation Act 1980	Current year + 6 years	Business Manager	OneDrive – Current and Archived	Admin Officer Finance	Yes	NOT PROTECTIVELY MARKED	High
8.16	Free school meals registers	Financial Regulations	Current year + 6 years	Business Manager	OneDrive Current and Archived	Admin Officer	Yes	NOT PROTECTIVELY MARKED	High

9 Property Records

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
9.1	Title Deeds		Permanent [5]	Local Authority	Local Authority	Local Authority	Yes	NOT PROTECTIVELY MARKED	High
9.2	Plans		Permanent Retain in school whilst operational	Business Manager	OneDrive Premises File	Business Manager	Yes	OFFICIAL [6]	High
9.3	Maintenance and contractors	Financial Regulations	Current year + 6 years	Business Manager	OneDrive Premises File	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
9.4	Leases		Expiry of lease + 6 years	Business Manager	OneDrive Finance Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
9.5	Lettings		Current year + 3 years	Business Manager	OneDrive Finance Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
9.6	Burglary, theft and vandalism report forms		Current year + 6 years	Business Manager	OneDrive Premises Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High

[5] these should follow the property unless the property has been registered at the Land Registry
[6] These records carry an OFFICIAL marking as there can be security issues about allowing access to the plans of buildings to people who may be looking to burgle the premises

				Information Asset Register Information					Information Risk Register Information
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9.7	Maintenance log books		Last entry + 10 years	Business Manager	OneDrive Premises Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High
9.8	Contractors' Reports		Current year + 6 years	Business Manager	OneDrive Premises Folder	Business Manager	Yes	NOT PROTECTIVELY MARKED	High

10 Local Authority

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
10.1	School transfer record		Current year + 2 years	Headteacher	SIMS	Admin Officer	No	OFFICIAL SENSITIVE	High
10.2	Attendance returns		Current year + 1 year	Headteacher	SIMS	Admin Officer	No	NOT PROTECTIVELY MARKED	Medium

11 DfE

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
11.1	OFSTED reports and papers		Replace former report with any new inspection report then review to see whether a further retention period is required	Headteacher	OneDrive	Headteacher	No	NOT PROTECTIVELY MARKED	Low

				Information Asset Register Information					Information Risk Register Information
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11.2	Returns		Current year + 6 years	Headteacher	SIMS	Headteacher	No	NOT PROTECTIVELY MARKED	Medium
11.3	Circulars from DfE		Whilst operationally required then review to see whether a further retention period is required	Headteacher	OneDrive	Headteacher	No	NOT PROTECTIVELY MARKED	Low

12 School Meals

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
12.1	Dinner Register		Current year + 3 years	Business Manager	School Office - Tucasi	Admin officer	Yes	OFFICIAL SENSITIVE	High

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12.2	School Meals Summary Sheets		Current year + 3 years	Business Manager	School office - file	Admin officer	No	NOT PROTECTIVELY MARKED	Medium

13 Parental Support

				Information Asset Register Information					Information Risk Register Information
	Basic file description	**Statutory Provisions**	**Retention Period**	**Information Asset Owner**	**Principal Copy**	**Principal Record Keeper**	**Business Critical**	**Protective Category**	**Information Risk Category**
13.1	Record of activity/incidents		Whilst the child is attending the school then destroy	Headteacher	CPOMS	Admin officer	No	OFFICIAL SENSITIVE	High
13.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency		Whilst the child is attending the school then destroy	Headteacher	CPOMS	Admin officer	No	OFFICIAL SENSITIVE	High
13.3	Referral forms		Whilst the child is attending the school then destroy	Headteacher	CPOMS	Admin officer	No	OFFICIAL SENSITIVE	High
13.4	Contact data logs		Whilst the child is attending the school then destroy	Headteacher	CPOMS	Admin officer	No	OFFICIAL SENSITIVE	High