



School Records Retention Schedule aligned with the principles and recommended minimum retention periods in the 2019 Information and Records Management Society (IRMS) Schools Toolkit. It is designed for UK schools and academies and supports compliance with the:

- UK GDPR and Data Protection Act 2018
- Freedom of Information Act 2000
- Keeping Children Safe in Education (KCSIE)
- Limitation Act 1980
- Employment and safeguarding requirements

For the official toolkit and guidance see:

- [IRMS Schools Toolkit](#)

School Records Retention Schedule

(Aligned to IRMS Toolkit for Schools 2019)

Record Category	Examples	Minimum Retention Period	Disposal Action	Notes
Governance	Governing body minutes, agendas, signed policies	Permanent	Archive	Key corporate record
Governance	Committee papers	6 years	Secure destroy	Unless historically significant
Governance	Complaints records	6 years after closure	Secure destroy	Longer if safeguarding involved
Governance	Signed contracts and agreements	6 years after expiry	Secure destroy	Limitation Act
Safeguarding & Child Protection	Child protection files	DOB + 25 years	Secure destroy	Transfer securely if pupil moves school
Safeguarding	Allegations against staff	Until retirement age or 10 years after allegation (whichever longer)	Secure destroy	In line with KCSIE
Safeguarding	DBS checks/register	6 months after employment ends	Secure destroy	Do not retain DBS certificates
Pupil Records	Admission register	Permanent	Archive	Statutory requirement
Pupil Records	Attendance registers	3 years from end of academic year	Secure destroy	Education regulations
Pupil Records	Pupil educational record	DOB + 25 years	Secure destroy	Includes SEN support
Pupil Records	SEN statements/EHCP records	DOB + 31 years	Secure destroy	Special educational needs
Pupil Records	Examination results	Permanent	Archive or retain electronically	Core academic record
Pupil Records	School trip consent forms (no incident)	End of trip + current academic year	Secure destroy	
Pupil Records	Accident reports involving pupils	DOB + 25 years	Secure destroy	Insurance/legal claims
Staff Records	Personnel files	6 years after employment ends	Secure destroy	Includes contracts and appraisals
Staff Records	Recruitment records (unsuccessful candidates)	6 months	Secure destroy	Equality Act claims
Staff Records	Payroll and salary records	7 years	Secure destroy	HMRC requirement
Staff Records	Pension records	12 years after benefit ceases	Secure destroy	Pension regulations
Staff Records	Occupational health records	40 years where exposure involved	Secure destroy	COSHH requirements
Finance	Annual accounts	Permanent	Archive	
Finance	Invoices and purchase orders	7 years	Secure destroy	HMRC requirement
Finance	VAT records	6 years	Secure destroy	
Finance	Budget reports	7 years	Secure destroy	
Health & Safety	Accident books	3 years after last entry	Secure destroy	Adults
Health & Safety	Staff accident records	Date of incident + 7 years	Secure destroy	
Health & Safety	Fire risk assessments	6 years after superseded	Secure destroy	
Health & Safety	Risk assessments	3 years after superseded	Secure destroy	
Curriculum & School Management	School development plans	6 years	Archive review	
Curriculum	Curriculum planning documents	3 years after superseded	Secure destroy	
Curriculum	Timetables	1 year	Secure destroy	
Curriculum	Routine correspondence	Current year + 1 year	Secure destroy	



Data Protection & Information Governance	FOI requests and responses	3 years after closure	Secure destroy	
Information Governance	Subject access requests	3 years after closure	Secure destroy	
Information Governance	Data breach records	6 years	Secure destroy	ICO accountability
Premises & Estates	Building plans	Lifetime of building + 6 years	Archive	
Premises	Maintenance logs	6 years	Secure destroy	
Premises	CCTV footage	30 days unless required for investigation	Secure delete	Subject to local policy
ICT & Digital Records	User access logs	12 months	Secure delete	Unless investigation ongoing
ICT	Backup data	In accordance with backup cycle	Secure overwrite/delete	
ICT	Website/social media records	Current year + 1 year	Archive review	Significant publications may be archived