



DATA RETENTION POLICY

This policy applies to all academies within Bonitas Multi-Academy Trust

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Associated documents/information	<ul style="list-style-type: none">• Data Protection Policy
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Purpose

To enable the Bonitas Trust to manage records effectively and in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related legislation, this policy provides a clear framework for retention, handling, secure disposal, and potential anonymisation of information and documents.

The Trust collects, processes, and holds significant amounts of data across its schools and central services. Each Local Governing Body (LGB), Headteacher, Board of Trustees and the CEO for Central Services are responsible for ensuring their school / service and staff comply with this policy and take account of any advice provided by the CEO and/or Board of Trustees.

The Trust is committed to the principles of data protection, including that data is only retained for as long as necessary for its lawful purpose. This policy supports compliance with:

- UK GDPR
- Data Protection Act 2018
- Freedom of Information Act 2000
- Limitation Act 1980
- Relevant guidance, including the Academy Trust Handbook

This policy does not form part of any employee contract of employment but reflects statutory requirements and best practice. It may be amended by the Trust with appropriate notice to staff of the date on which the change is intended to take effect. The Trust reserves the right to vary any part of this policy, including retention periods, where necessary.

This policy ensures:

- Records are retained only as long as legally and operationally required;
- Records containing personal or sensitive data are disposed of securely and appropriately;
- A clear audit trail is maintained for all destruction and disposal activities;
- Staff understand their responsibilities regarding data retention and disposal and receive regular training;
- Measures are in place to prevent personal data breaches linked to retention and disposal.

In managing records the Trust considers:

- Efficient and secure storage methods;
- Confidentiality and sensitivity of data;
- Security of systems and media used;
- Privacy and disclosure obligations;
- Accessibility and retrievability of information.

DATA PROTECTION

This policy details retention periods for employment, pupil, and other personal data, and procedures for secure disposal, in compliance with UK GDPR and related laws. The Trust processes data lawfully, fairly, and transparently, consistent with its Data Protection Policy.

RETENTION SCHEDULE

Information (paper and electronic) will be retained for at least the period specified in the Trust's retention schedule which reflects statutory, regulatory, and operational needs. Schools within the Trust will adhere to the standard retention periods listed in this schedule.

- Paper records are monitored by the School Office Manager.
- Electronic records are monitored by the Head of IT.

Retention periods are based on business need and legal requirements.

DESTRUCTION OF RECORDS

When records are no longer needed, they must be destroyed securely and appropriately:

- Records should be reviewed prior to destruction to check whether there are any special circumstances such as potential litigation, complaints, or grievances, that require delayed disposal.
- Personal or sensitive paper records must be shredded or disposed of via a certified confidential waste service.
- Electronic records must be permanently and securely deleted from all systems, backups, and media.
- Other paper records should be disposed of by a certified waste disposal service
- A destruction log must be maintained, recording file reference, description, quantity, and authorising officer.

See Appendix 1 for Data Disposal Procedures.

ARCHIVING

Records identified for long-term preservation must be transferred to an appropriate archive. The School Office Manager will maintain the archive log, documenting file reference, description, quantity, and authorising officer.

TRANSFERRING INFORMATION TO OTHER MEDIA

Where long retention periods apply, information may be transferred to digital or cloud formats, with consideration for the media's lifespan, security, and future migration needs.

RESPONSIBILITY AND MONITORING

- The school-appointed Data Protection Lead oversees policy implementation.
- The DPO in conjunction with the school lead monitors compliance, addresses queries, and recommends improvements.
- Regular audits assess record management and disposal effectiveness.
- The Trust ensures all staff receive regular training on retention and disposal to prevent breaches and ensure compliance.

Data Disposal Procedures**1. Deletion of Documents**

When a document reaches the end of its retention period, it must be reviewed and securely disposed of in accordance with this procedure.

1.1 Confidential Waste

Documents containing personal or sensitive information should be treated as confidential and placed in designated confidential waste bins or sacks for collection.

- Paper records must be cross-cut shredded or destroyed by a certified confidential waste disposal service to ensure data cannot be reconstructed.
- For electronic data, the Data Protection Officer (DPO) or IT team should be consulted to ensure approved secure and permanent deletion methods such as data wiping, overwriting, or certified data erasure software are used. This includes deletion from all storage locations, including backups and cloud services.

1.2 Other Documentation

Documents not containing personal or confidential data may be deleted or recycled as appropriate following the retention schedule.

1.3 Automatic Deletion

Some data may be archived or deleted automatically by IT systems. For data requiring retention beyond the standard period due to specific circumstances, staff must notify the IT Manager or relevant data controller in advance for authorisation.

1.4 Individual Responsibility

Before deleting individuals must consider:

- Has the information reached the end of its useful life?
- Is there a legal requirement to retain it? (*Refer to the retention schedule*)
- Could it be needed for legal claims or investigations (e.g., safeguarding concerns)?
- Might it serve future purposes such as precedent or training?
- Is it of historic or statistical significance?

If retention is needed, staff must seek approval from the school or Trust-appointed lead / DPO.

1.5 Use of External Data Destruction Services

When engaging an external company to dispose of personal or sensitive data, the following must apply:

- The provider must be certified and reputable, demonstrating compliance with data protection and environmental standards.
- A formal contract or data processing agreement must be in place outlining the provider's data protection responsibilities.
- The Trust must obtain and retain certificates of destruction or equivalent proof that the data was securely destroyed.
- No personal data should be transferred to external providers without prior approval from the DPO or designated lead.

1.6 Documentation and Approval of Destruction

All destruction of personal or sensitive data must be authorised by the school or Trust-appointed lead or DPO, except where routine disposal via confidential waste has prior approval.

A record of all destroyed data must be maintained, including:

- File reference or unique identifier
- Description of the data/document
- Number of files or volume
- Date of destruction
- Name of the person authorising destruction
- Method of destruction used

This record must be securely stored and be available for audit and compliance purposes.

Retention Schedule

FILE DESCRIPTION	RETENTION PERIOD	Action at end of retention period	Guidance / Legislation
Staff Records			
Absence record (staff)	6 years after end of employment	Secure disposal	Limitation Act 1980, IRMS Toolkit
All records leading up to the appointment of a head teacher.	Date of appointment + 6 years	Secure disposal	IRMS Toolkit
All records leading up to the appointment of a member of staff or governor – unsuccessful candidates	6 months after decision (unless consent to retain is given)	Secure disposal	GDPR (data minimisation), IRMS Toolkit
Pre-employment vetting information (excluding DBS checks) – successful candidates	Up to 6 years after employment ceases	Secure disposal	IRMS Toolkit
DBS check record (e.g., certificate number, date)	Until date verified + up to 6 months max	Secure disposal	DBS Code of Practice
Copies of DBS certificates	Max 6 months from recruitment decision	Secure disposal	KCSIE, DBS Code
Right to work documentation (e.g., passport copy)	2 years after employment ends	Secure disposal	Immigration (Restrictions on Employment) Order 2007
Immigration checks	2 years after termination of employment	Secure disposal	Home Office guidance
Staff personnel files	6 years after end of employment	Secure disposal	DfE guidance, Limitation Act 1980
Job applications and interview records (successful candidates)	6 years after employment ceases	Secure disposal	Limitation Act 1980
Written particulars, contracts of employment, changes to T&Cs	6 years after employment ends	Secure disposal	Limitation Act 1980 (Section 2)
Change of personal details notifications	No longer than 6 months after update	Secure disposal	GDPR (data minimisation)
Emergency contact details	Destroyed upon termination of employment	Secure disposal	GDPR
Personnel and training records	6 years from termination	Secure disposal	Limitation Act 1980
Annual leave records	6 years after the tax year they relate to	Secure disposal	HMRC
Consent forms for processing personal/sensitive data	As long as data is processed + up to 6 years after	Secure disposal	GDPR
Working Time Regulations – opt-out forms	2 years from date entered into	Secure disposal	Working Time Regulations 1998
Working Time Regulations – records of compliance	2 years after the relevant period	Secure disposal	Working Time Regulations 1998
Disciplinary and grievance records	6 years after employment ends	Secure disposal	ACAS guidance, Limitation Act 1980

Financial and Payroll Records			
Annual accounts and audit reports	Permanent	Archive	Companies Act 2006, Academy Trust Handbook (ATH)
Annual accounts (general)	6 years	Secure disposal	Companies Act 2006, HMRC
Bank statements (school/private funds)	6 years	Secure disposal	HMRC, audit requirement
Bank reconciliations & supporting documents	6 years	Secure disposal	HMRC, IRMS Toolkit
List of authorised signatories	6 years after ceasing/signatory list superseded	Secure disposal	Internal audit requirement
School fund: cheque books, paying-in books, ledgers, invoices, receipts	6 years	Secure disposal	HMRC, IRMS Toolkit
School fund journey books (e.g., trip contributions)	6 years	Secure disposal	IRMS Toolkit, trip audit
Private school fund records	As above (same retention as main school accounts)	Secure disposal	IRMS Toolkit
VAT records (e.g. invoices, receipts, budgets)	6 years from financial year end	Secure disposal	VAT Notice 700/21
Payroll reports and pay slips (copies)	6 years from end of tax year	Secure disposal	HMRC, IRMS Toolkit
Pension payroll records	6 years	Secure disposal	The Pensions Regulator
Pension scheme and retirement benefit records	12 years	Secure disposal	Retirement Benefits Schemes (Info Powers) Regs 1995
Retirement benefits schemes – notifiable events (for example, relating to incapacity)	6 years after the end of the scheme or the date of the event	Secure disposal	Limitation Act 1980 (contractual and pension matters)
Pay records	3 years from end of tax year	Secure disposal	PAYE & payroll HMRC guidance
Maternity, paternity, adoption pay records	3 years after end of tax year in which pay ends	Secure disposal	Statutory Maternity Pay Regs 1986
Statutory Sick Pay records	3 years after end of tax year	Secure disposal	HMRC
Sickness records (pay-related)	3–6 years (see also personnel file retention)	Secure disposal	HMRC, Limitation Act 1980
Student grant applications	Current academic year + 6 years	Secure disposal	IRMS Toolkit
Pupil premium records	Current academic year + 6 years	Secure disposal	DfE, IRMS Toolkit
Loans and grants managed by school	6 years	Secure disposal	IRMS Toolkit
Records related to debt recovery	6 years from end of financial year	Secure disposal	Limitation Act 1980
Records relating to collection & banking of monies	6 years	Secure disposal	HMRC, IRMS Toolkit

Invoices, purchase orders, order books, delivery notes, requisitions	6 years	Secure disposal	HMRC, IRMS Toolkit
Budget reports, monitoring returns, outturn statements	6 years	Secure disposal	ATH, IRMS Toolkit
Budget planning and annual budget statements	6 years	Secure disposal	IRMS Toolkit
Asset register	6 years after disposal of asset	Secure disposal	ATH, IRMS Toolkit
Service level agreements	Until superseded or no longer required	Secure disposal	IRMS Toolkit
Scheme of delegation (Financial)	Until superseded	Secure disposal	ATH
Contract documentation	6 years (12 years if sealed or over £500k)	Secure disposal	Limitation Act 1980
School meal summary sheets and FSM documentation	3 years	Secure disposal	Audit/financial accountability
Staff returns (payroll, workforce census)	Current year + 6 years	Secure disposal	DfE
Collective Workforce Agreements and Past Agreements Affecting Present Employees	10 years after the agreement ceases to be effective.	Secure disposal	Employment law best practice.
Personal bank details (staff)	Until employment ends + 6 years	Secure disposal	Best practice, Limitation Act
Current bank details	No longer than necessary	Secure disposal	GDPR – data minimisation
Vehicle records (e.g. registration, insurance, maintenance, servicing, MOTs, mileage logs, disposal)	6 years from the date of disposal of the vehicle	Secure disposal	Limitation Act 1980 – Section 2 (contractual/statutory claims); IRMS Toolkit
Records of hours worked (e.g. timesheets, rotas, overtime records, holiday pay calculations) – including temporary and casual workers.	6 years from the end of the pay reference period	Secure disposal	National Minimum Wage Act 1998; Working Time Regulations 1998; HMRC guidance; Limitation Act 1980
Wage and payment records linked to timesheets	6 years (as part of payroll records)	Secure disposal	HMRC requirements, IRMS Toolkit
Records relating to the creation and management of Parent Teacher Associations (PTAs)	6 years after dissolution or last activity	Secure disposal	IRMS Toolkit, aligns with charity accounting and governance best practice
HR			
Annual appraisal/assessment records	5 years	Secure disposal	IRMS Toolkit
Sickness absence monitoring	3 years (or 6 years if in personnel file)	Secure disposal	SSP Regs, Limitation Act
Staff training – CPD-related (C01.6)	Duration of employment + 6 years	Secure disposal	IRMS Toolkit
Staff training – NOT child-related (e.g., first aid)	Until superseded + 3 years	Secure disposal	IRMS Toolkit
Staff training – safeguarding/child-related	Until superseded + 6 years OR longer	Secure disposal	KCSIE, Limitation Act

Child protection allegations against staff	Until retirement age OR 10 years (whichever is longer). Do not keep malicious allegations if no basis was found and it was clearly unfounded.	Secure disposal	KCSIE, IICSA, IRMS Toolkit
Disciplinary records linked to safeguarding	As above (safeguarding overrides)	Secure disposal	KCSIE, IRMS Toolkit
Written warnings (1, 2, final)	6 / 12 / 18 / 24 months	Secure disposal	IRMS Toolkit
Oral warning	6 months (unless superseded)	Secure disposal	IRMS Toolkit
Trade Union Agreements	10 years after agreement ends	Secure disposal	IRMS Toolkit
Health & Safety			
Accident records – Adults	6 years after the date of the incident, or 3 years after adult leaves (whichever is longer)	Secure disposal	RIDDOR, IRMS Toolkit, Limitation Act
Accident records – Children	Until age 25	Secure disposal	RIDDOR, IRMS Toolkit, Regulation 25 SSCPR 1979
RIDDOR reportable incidents (death, serious injury, disease, dangerous occurrence)	3 years from date of incident	Secure disposal	RIDDOR (Reg. 12), HSE
Any reportable accident/death/injury in connection with work	12 years	Secure disposal	Best practice for litigation / safeguarding audit
Fire safety risk assessments and logbooks	Life of assessment + 6 years	Secure disposal	Regulatory Reform (Fire Safety) Order 2005
Fire drills / evacuation records / testing logs	6 years	Secure disposal	IRMS Toolkit
Health and Safety policy statements	While current + 3 years	Secure disposal	HSE, IRMS Toolkit
Health and Safety risk assessments	While current + 3 years	Secure disposal	IRMS Toolkit, HSE
Accessibility plans	Life of plan + 6 years	Secure disposal	Limitation Act 1980
Consultations on Health and Safety matters	Permanently	Archive	HSE Guidance
Monitoring of exposure to hazardous substances (COSHH)	5 years	Secure disposal	COSHH 2002
Health surveillance records (e.g. under COSHH, noise, vibration)	40 years	Secure disposal	COSHH 2002, HSE
Medical records related to asbestos, lead, radiation exposure	40 years (asbestos/lead) or 50 years (radiation)	Secure disposal	Asbestos Regs, IRR 2017
Asbestos exposure monitoring	40 years	Secure disposal	Control of Asbestos Regulations 2012

Radiation exposure monitoring	50 years	Secure disposal	Ionising Radiations Regulations (IRR 2017)
Maintenance records for PPE / safety equipment	While equipment in use + 6 years	Secure disposal	IRMS Toolkit, HSE
Tests and examination of control systems (e.g. COSHH ventilation)	5 years from test date	Secure disposal	COSHH 2002
Health & safety building condition file (e.g. wiring, alterations)	Duration of ownership + 6 years	Transfer to new owner or archive	CDM Regulations
Risk assessments (general)	3 years after superseded	Secure disposal	HSE guidance
Other staff health records (e.g. workplace adjustments, OH referrals)	While employed	Secure disposal	IRMS Toolkit, COSHH
First aid training certification (staff)	Until superseded + 3 years		Shows compliance with H&S obligations
Manual handling / lifting training records	Until superseded + 3 years		Audit trail for training compliance
Visitors records and signing in sheets	Routine logs 6 - 12 months Relevant to incident / investigation (safeguarding) or accident – until incident resolved + 6 years statutory limitation period for civil claims	Secure disposal	Health & Safety at Work Act 1974/ Regulatory Reform (Fire Safety) Order 2005 / KCSIE
IT Systems			
Access logs (e.g. user login, system usage)	1 year	Secure disposal	Data Protection Act 2018, UK GDPR (data minimisation & security)
System backups	1 year (or per backup policy)	Secure disposal	ICO guidance: only retain for as long as necessary for disaster recovery
Emails	2 years (general) – longer if part of record set	Secure disposal	UK GDPR, IRMS Toolkit
Records of user permissions and account management	While current + 6 months	Secure disposal	Good practice for audit and security
IT asset register (e.g. hardware, licenses)	Life of asset + 6 years	Secure disposal	Audit and accountability purposes
Security incident records (e.g. breaches, alerts)	6 years	Secure disposal	ICO breach reporting requirements, Limitation Act 1980
Audit trail logs (linked to safeguarding or legal disputes)	Up to 6 years (if relevant)	Secure disposal	Limitation Act, Safeguarding best practice
System security logs (firewalls, access attempts)	12 months minimum	Secure disposal	ICO guidance on breach auditability
CCTV recordings	30 days typical, unless required for an incident	Secure disposal	UK GDPR, Surveillance Camera Code

User account management records	Lifecycle of user + 1 year	Secure disposal	Audit trail, access control policy
Data breach logs & incident reports	6 years	Secure disposal	ICO, Limitation Act (potential liability)
System backup tapes/snapshots	Retain per business continuity plan	Secure disposal	Disaster recovery & continuity obligations
Governance			
Clerk to governors – appointment records	6 years after term ends	Secure disposal	IRMS Toolkit
Governor terms of office / appointment evidence	6 years after term ends	Secure disposal	IRMS Toolkit, Limitation Act 1980
Governor declarations (disqualification criteria)	6 years after term ends	Secure disposal	Education Act 2002, IRMS Toolkit
Register of Business Interests	6 years after end of service	Secure disposal	Maintained under the Academies Financial Handbook
Governors' Code of Conduct	Until superseded	Secure disposal	Governance transparency
Governor training records	6 years after term ends	Secure disposal	Supports compliance and challenge reviews
DBS checks – Clerk and Governors	Yes/No record only: Do not retain certificate.	Secure disposal (immediately after decision)	DBS Code of Practice, IRMS Toolkit
Governor personnel files (if maintained)	6 years after appointment ends	Secure disposal	Limitation Act 1980, IRMS Toolkit
Trusts & Endowment Records	Permanent	Archive securely	IRMS Toolkit– legal/financial accountability
Records of school-to-academy conversion	Permanent	Archive securely	IRMS Toolkit, Companies Act
Scheme of Delegation & Committee Terms of Reference	Until superseded + 6 years	Secure disposal	IRMS Toolkit, ATH
Board/Committee Agendas (principal copy)	6 years	Secure disposal	IRMS Toolkit
Board Meeting Minutes (signed principal copy)	Permanent	Archive)	ATH, Companies Act, IRMS Toolkit
Governor Monitoring Visit Records	3 years	Secure disposal	IRMS Toolkit
Reports presented to governors (referenced in minutes)	6 years	Secure disposal	IRMS Toolkit
Register of Attendance at LGB meetings	6 years	Secure disposal	IRMS Toolkit, Companies Act
Records re: complaints to governors/head – general	Current year + 6 years	Secure disposal	Limitation Act, IRMS Toolkit
Records of major complaints (negligence)	Current year + 15 years	Secure disposal	Limitation Act
Records of child protection/safeguarding complaints	Current year + 40 years	Secure disposal	KCSIE, safeguarding regulations
Correspondence (governance general)	Current year + 3 years	Secure disposal	IRMS guidance
Action Plans (governor-led)	While active + 3 years)	Secure disposal	IRMS Toolkit

Policy documents (owned by Governors)	Until superseded + 3 years	Secure disposal	IRMS Toolkit
Annual Governors' Reports to DfE	10 years	Secure disposal	Education Regulations 2002
Records re: Parent/Staff Governor elections	1 year from election	Secure disposal	IRMS Toolkit
Records re: Chair/Vice-Chair elections	1 year from election	Secure disposal	IRMS Toolkit
Records of co-opted governor appointments	6 years post-term	Secure disposal	Companies Act, IRMS
Governor Terms of Office & Appointment Evidence	6 years post-term	Secure disposal	IRMS, Limitation Act
Disqualification Declarations (governors)	6 years post-term	Secure disposal	Education Act, IRMS Toolkit
Register of Business Interests (governors)	6 years post-term	Secure disposal	ATH requirement
Board/Committee Meeting Papers (support docs)	6 years	Secure disposal	ATH guidelines
Duty of Directors – Disqualification Records	15 years from date of disqualification	Secure disposal	Directors Disqualification Regs 2004
Records relating to Old Pupils Associations Governance (Alumni / Community Relations)	6 years after dissolution or last activity	Secure disposal	Best practice, supports accountability and data protection compliance
Premises and Property Records			
Title deeds of properties owned by the school	Permanent	Retain securely in archive	IRMS Toolkit; legal proof of ownership
Title deeds (not permanent ownership)	12 years from end of deed	Secure disposal	Limitation Act 1980
Site plans and building works records	Life of building + 6 years	Archive or transfer to new owner	Best practice; IRMS Toolkit
Plans of property belonging to the school	While school owns the property + 6 years	Archive or transfer to successor body	IRMS Toolkit
Leases (leased to or by the school)	6 years after lease expires	Secure disposal	Limitation Act 1980; IRMS Toolkit
Records relating to the letting of school premises	6 years	Secure disposal	IRMS Toolkit; Limitation Act (contractual claims)
Property/land sale or purchase agreements	12 years after completion	Secure disposal	Limitation Act 1980 (deeds under seal)
Licences, rights of access or wayleave agreements	6 years after expiry	Secure disposal	Limitation Act 1980 (contractual rights)
Communications & Publications			
School brochure/prospectus	Current year + 3 years	Secure disposal	IRMS Toolkit
Staff/parent/pupil circulars	Current year + 1 year	Secure disposal	IRMS Toolkit

Newsletters & similar communications	Current year + 1 year	Secure disposal	IRMS Toolkit
School privacy notice issued	Until superseded + 1 year	Secure disposal	UK GDPR
Pupil Records			
Consents for school activities (GDPR)	For duration of activity or until withdrawn	Secure disposal	Retain in line with UK GDPR lawful basis; remove if consent is withdrawn
Admissions policy documentation	Policy life + 3 years	Secure disposal	IRMS Toolkit
Successful admissions applications	Admission date + 1 year	Secure disposal	IRMS Toolkit
Unsuccessful admissions applications	Decision + 1 year	Secure disposal	IRMS Toolkit
Proofs of address	As above	Secure disposal	IRMS Toolkit
Supplementary info forms	As above	Secure disposal	IRMS Toolkit
Admissions register	6 years after the pupil's last entry	Secure disposal	IRMS Toolkit; Education (Pupil Registration) (England) Regulations 2006
Published Admission Number (PAN) reports	Report life + 6 years	Secure disposal	IRMS Toolkit
Pupil attendance registers	Entry date + 3 years	Secure disposal	Pupil Regs 2024
Pupil record			
Absence correspondence	Absence date + 3 years	Secure disposal	IRMS Toolkit
School meals registers	Current year + 3 years	Secure disposal	IRMS Toolkit
Free school meals registers	Current year + 6 years	Secure disposal	IRMS Toolkit
Secondary transfer sheets (primary) (Pupil records)	Until pupil leaves or age 25 (DOB + 25 years).	Transfer or secure disposal	IRMS Toolkit
Primary school records	Transfer to next school when pupil leaves	Transfer securely	Pupil info regs
Secondary school records	Until age 25	Secure disposal	Pupil info regs
Child protection records	Until age 25 (or 35 if LAC)	Secure disposal	DfE / KCSIE
SEND / EHCP records	Until age 25 (or 31 to cover extended limitation periods for disability discrimination and negligence claims).	Secure disposal	Limitation Act 1980; Equality Act 2010; . IRMS Toolkit
Parental trip consents (no incident)	Current year + 1 year	Secure disposal	IRMS Toolkit
Parental consents (major incident)	Until age 25 or 6 years post-incident	Secure disposal	Safeguarding / Limitation Act

Visit records (no incident)	Visit date + 10 years	Secure disposal	Health & Safety legislation
Curriculum & School Development			
School development plans	Plan life + 3 years	Secure disposal	Governance / IRMS Toolkit
Professional development plans	Plan life + 6 years	Secure disposal	HR / Audit purposes
Schemes of work	Current year + 1 year	Secure disposal	IRMS Toolkit
Timetables	As above	Secure disposal	IRMS Toolkit
Class record & mark books	As above	Secure disposal	IRMS Toolkit
Homework logs	As above)	Secure disposal	IRMS Toolkit
Pupil work samples	Return to pupil or dispose end of year	Secure disposal	Educational best practice
Exam results (internal)	6 years	Secure disposal	DfE guidance