

Retention Schedule for Mundy C of E Junior School

Pupil Records

Record Type	Retention Period	Notes
Pupil admission register	Permanent	Offer to Derbyshire Record Office when no longer required
Pupil attendance records	DOB + 25 years	For safeguarding and legal claims
Pupil educational record	Transfer to next school or DOB + 25 years	If not transferred, retain until 25 years after birth
Special educational needs (SEN) files	DOB + 35 years	Extended due to potential legal claims
Child protection records	ACTION + 100 years	If subject to a child protection plan; otherwise ACTION + 75

Personnel Records

Record Type	Retention Period	Notes
Staff personnel files	Termination + 6 years	For employment claims
Staff training records	ACTION + 6 years	Especially for safeguarding training
Disclosure and Barring Service (DBS) checks	Up to 6 months	Certificate number and date may be retained longer
Records of allegations against staff	Until normal retirement age or 10 years (whichever is longer)	Even if unfounded, per IICSA recommendations

Governance and Administration

Record Type	Retention Period	Notes
Governing body minutes	Permanent	Offer to Derbyshire Record Office
Policy documents	ACTION + 3 years	After superseded
Complaints records	CASE + 6 years	From closure of complaint
Health and safety records	ACTION + 6 years	Risk assessments, accident logs, etc.

Financial Records

Record Type	Retention Period	Notes
Budget reports and accounts	Financial year + 6 years	Standard financial retention
Invoices and receipts	Financial year + 6 years	For audit purposes
Payroll records	Financial year + 6 years	HMRC requirement

Curriculum and Assessment

Record Type	Retention Period	Notes
Curriculum planning	ACTION + 3 years	After superseded
SATs results (school copy)	Current year + 6 years	National results retained by DfE
Internal assessment data	ACTION + 6 years	For school improvement tracking