

Data Retention Policy



Agreed by Governors	Autumn 2022
Date for Review	Autumn 2023



DATA RETENTION POLICY

Introduction

This policy sets out the obligations of Westfield Infant School, regarding retention of personal data collected, held and processed in accordance with EU Regulation 2016/679 General Data Protection Regulation (“GDPR”).

The GDPR defines “personal data” as any information relating to an identified or identifiable natural person (a “data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

The GDPR also addresses “special category” personal data (also known as “sensitive” personal data). Such data includes, but is not necessarily limited to, data concerning the data subject’s race, ethnicity, politics, religion, trade union membership, genetics, biometrics (if used for ID purposes), health, sex life, or sexual orientation.

This policy sets out the type(s) of personal data held by Westfield Infant School and period(s) for which that personal data is to be retained and reviewing such period(s), and when and how it is to be deleted or otherwise disposed of.

For further information on other aspects of data protection and compliance with the GDPR, please refer to the school’s Data Protection Policy and Privacy Policy.

Aims and Objectives

The primary aim of this Policy is to set out limits for the retention of personal data and to ensure that those limits, as well as further data subject rights to erasure, are complied with. By extension, this Policy aims to ensure that the school complies fully with its obligations and the rights of data subjects under the GDPR.

In addition to safeguarding the rights of data subjects under the GDPR, by ensuring that excessive amounts of data are not retained by the school, this Policy also aims to improve the speed and efficiency of managing data.

Legal framework

This policy has due regard to legislation including, but not limited to, the following:

- General Data Protection Regulation (2016)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended by the Limitation Amendment Act 1980).

This policy will be implemented in accordance with the following school policies:

- Data Protection Policy
- Privacy Notice
- Freedom of Information Policy
- E-Safety Policy
- Acceptable Use Policy.

Management of Pupil Records

Pupil records are specific documents that are used throughout a pupil's time in the education system – they are passed to each school a pupil attends and includes all personal information relating to them, e.g. date of birth, home address, as well as their progress and achievement.

The following information is stored on the front of a pupil record, in a locked filing cabinet:

- forename
- surname
- school year.

The following information is stored inside pupil record folders in a locked filing cabinet:

- ethnic origin, religion and first language (if not English)
- any preferred names
- position in their family, e.g. eldest sibling
- emergency contact details and the name of the pupil's doctor
- any allergies or other medical conditions that are important to be aware of
- name of the school, admission number, the date of admission and the date of leaving, where appropriate
- admissions form
- privacy notice – only the most recent notice will be included
- annual written reports to parents
- absence notes
- parent/carer consent forms for educational visits.
- notes relating to major incidents and accidents involving the pupil
- notes indicating that records of complaints made by parents or the pupil.

The following information is stored by the class teacher in a classroom cupboard:

- if the pupil has attended an early years setting, the record of transfer.

The following information is stored by the Headteacher in a securely locked filing cabinet in the school office:

- hard copies of disclosures and reports relating to child protection/safeguarding
- any notes and information indicating child protection disclosures and reports
- any information relating to exclusions
- hard copies of complaints made by parents/carers.

The following information is stored by the SENDCO/Assistant SENDCO:

- details of any SEND involvement
- any information about an education and healthcare (EHC) plan and support offered in relation to the EHC plan
- any other agency involvement, e.g. speech and language therapist
- any correspondence with parents or external agencies relating to major issues, e.g. mental health.

Accident/Incident Records

Westfield Infant School will ensure that no pupil records are altered or amended before transferring them to the next school that the pupil will attend. The only exception to this is if any records placed on the pupil's file have a shorter retention period and may need to be removed in such cases, the person responsible for disposing records, will remove these records.

Electronic records relating to a pupil's record will also be transferred to the pupil's next school.

The school will not keep any copies of information stored within a pupil's record, unless there is ongoing legal action at the time during which the pupil leaves the school. The responsibility of these records will then transfer to the next school that the pupil attends.

The school will, wherever possible, avoid sending a pupil record by post. Where a pupil record must be sent by post, it will be sent by registered post. The school it is sent to will be requested to confirm by email that they have received this information. In the case of child protection/safeguarding files the receiving school will be asked to sign and return the appropriate form confirming they have received the records.

Data Subject Rights and Data Integrity

Under the GDPR, personal data shall be kept in a form and computer systems which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. In certain cases, personal data may be stored for longer periods where that data is to be processed for archiving purposes that are in the public interest, for scientific or historical research, or for statistical purposes (subject to the implementation of the appropriate technical and organisational measures required by the GDPR to protect that data).

In addition, the GDPR includes the right to erasure or "the right to be forgotten". Data subjects have the right to have their personal data erased (and to prevent the processing of that personal data) in the following circumstances:

- Where the personal data is no longer required for the purpose for which it was originally collected or processed;
- When the data subject withdraws their consent;
- When the data subject objects to the processing of their personal data and the School has no overriding legitimate interest;
- When the personal data is processed unlawfully (i.e. in breach of the GDPR);
- When the personal data has to be erased to comply with a legal obligation; or
- Where the personal data is processed for the provision of information society services to a child.

All personnel data held by Westfield Infant School is held in accordance with the requirements of the GDPR and data subjects' rights as set out in the School's Data Protection Policy.

Data subjects are kept fully informed of their rights, of what personal data the school holds about them, how that personal data is used and how long the school will hold that personal data (or, if no fixed retention period can be determined, the criteria by which the retention of the data will be determined).

Data subjects are given control over their personal data held by the school including the right to have incorrect data rectified, the right to request that their personal data be deleted or otherwise disposed of, the right to restrict the school's use of their personal data, the

right to data portability, and further rights relating to automated decision-making and profiling.

Contents of Retention Table

1. Child Protection

Includes: Child Protection files | Allegation of a child protection nature against a member of staff, including where the allegation is unfounded

2. Governors

Includes: Minutes | Agendas | Reports | Annual Parents' meeting papers | Instruments of Government | Trusts and Endowments Action Plans | Policy documents | Complaints files | Annual Reports | Proposals for schools to become Specialist Status schools

3. Management

Includes: Log Books | Minutes of the LMT and other school bodies | Reports made by the Headteacher or the management team | Records created by Staff | Correspondence created by Staff Professional development plans | Strategic school development plans | All admission information dealt with by the LA.

4. Pupils

Includes: Official register of attendance | Pupil files | SEND files, reviews and Westfield plans | End of Key Stage results | Other records created in the course of contact with pupils | Advice and information to parents/carers regarding educational needs | Accessibility Strategy | Children's SEND Files | Parent/carer permission slips for school trips – where there has been no major incident | Parent/carer permission slips for school trips – where there has been a major incident |
N.B. Records created by Westfield Infant School to obtain approval to run an Educational Visit outside the Classroom are stored in Evolve.

5. Curriculum

Includes: Schemes of work | Timetables | Class record books | Mark Books | Record of homework set | Pupils' work | End of Key Stage SATs results | Phonic Screening Check outcomes | SATS records | Value added records.

6. Personnel Records held in schools

Includes: Timesheets | Staff Personal files | Interview notes and recruitment records | Pre-employment vetting information | DBS checks | Disciplinary proceedings | Records relating to accident/injury at work | Annual performance management records | Proof of identity collected as part of the process of checking "portable" enhanced DBS disclosure.

7. Health and Safety

Includes: Accessibility Plans | Accident Reports | COSHH | Incident reports | Policy Statements | Risk Assessments | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | Process of monitoring of areas where employees and persons are likely to have come in contact with radiation | Fire Precautions Log Books.

8. Administrative

Includes: Employer's Liability certificate | Inventories of equipment and furniture | General file series | Parent/Carer Handbook | Letters to parents/carers | Newsletters | Governing Board signing in book | Minutes of School Association meetings.

9. Finance

Includes: Annual Accounts | Loans and grants | Contracts | Copy orders | Budget reports, budget monitoring etc. | Invoice and Receipts and other records covered by the Financial Regulations | Annual Budget and background papers | Order books and requisitions | Delivery Documentation | Debtors' Records | School Fund – Cheque books, Ledger, paying in books etc. | Free school meals registers.

10. Property (the majority of this information is retained by the Local Authority)

Includes: Title Deeds | Plans | Leases | Burglary, theft and vandalism report forms | Maintenance log books | Contractors' Visits and Reports.

11. Local Authority

Includes: School census | Workforce census | Assessment data | Monthly staff absence return | SEN and EHCP information.

12. Department for Children, Schools and Families

Includes: HMI reports | OFSTED reports and papers | Returns | Circulars from Department for Children, Schools and Families.

13. Schools Meals

Includes: Food traceability and storage temperature | Risk Assessments | Food safety | Staff training records | Allergen information | Cleaning records

14. Links with other Policies

- Data Protection
- Admissions
- Anti-Fraud, Bribery and Corruption
- Attendance for Pupils
- Behaviour and Discipline
- Charging Policy
- Complaints Policy and Procedure
- Educational Visits and Activities
- Financial Regulations
- Health and Safety
- Performance Management
- Whistleblowing
- Keeping Children Safe at Westfield Infant School.

15. Review

This policy will be reviewed annually unless legislation requires an earlier review.

Adopted by the Governing Board and Signed by
Chair of Governors

Date: 23.10.22

1. Child Protection

These retention periods should be used in conjunction with the document “Safeguarding Children and Safer Recruitment in Education” which can be downloaded from <http://www.education.gov.uk/consultations/downloadableDocs/Safeguarding%20Children%20Guidance.pdf>.

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Child Protection files	Yes	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	DOB + 25 years ¹	SHRED	Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be copied to the Local Education Authority.
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005	Until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer	SHRED	The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60 “Record Keeping 5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least 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.

2. Governors					
Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Minutes					
Principal set (signed)	No		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
Inspection copies	No		Date of meeting + 3 years	SHRED [If these minutes contain any sensitive personal information they should be shredded]	
Agendas	No		Date of meeting	SHRED	
Reports	No		Date of report + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Instruments of Government	No		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
Trusts and Endowments	No		Permanent	Retain in school whilst operationally required	Transfer to Archives
Action Plans	No		Date of action plan + 3 years	SHRED	It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period
Policy documents	No		Expiry of policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	
Annual Reports required by the Department for Education and Skills	No		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Proposals for schools to become, or be established as Specialist Status schools	No			Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

3. Management

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Log Books	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry.	Transfer to the Archives
Minutes of the Leadership and Management Team and other internal administrative bodies	Yes		Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Reports made by the Headteacher or the management team	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Records created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	Yes		Closure of file + 6 years	SHRED	
Correspondence created by Headteachers, Deputy Headteachers, Heads of Year and other members of staff with administrative responsibilities	No		Date of correspondence + 3 years	SHRED	
Professional development plans	Yes		Closure + 6 years	SHRED	
Strategic school development plans	No		Closure + 6 years	Review	Transfer to the Archives

4. Pupils					
Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Official register of attendance	Yes		Date of register + 3 years	SHRED [If these records are retained electronically any backup copies should be destroyed at the same time]	
Primary			Retain for the time which the pupil remains at the primary school	Transfer to the Junior school (or other primary School) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Pupil files	Yes				
Primary			Retain for the time which the pupil remains at the primary school	Transfer to the Junior school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service	
Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of the pupil + 25 years the review NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period.	SHRED	
End of Key Stage results	Yes				

Public	No		Year of examinations + 6 years	SHRED	Any certificates left unclaimed should be returned to the appropriate Examination Board
Internal test results	Yes		Current year + 5 years	SHRED	
Any other records created in the course of contact with pupils	Yes/No		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SHRED	
Statement maintained under The Education Act 1996 - Section 324	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
Proposed or amended EHCP	Yes	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
Advice and information to parents regarding educational needs	Yes	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	SHRED unless legal action is pending	
Accessibility Strategy	Yes	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SHRED unless legal action is pending	
Children's SEN Files	Yes		DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases	SHRED unless legal action is pending	
Parents/carers' permission slips for school trips – where there has been no major incident	Yes		Conclusion of the trip	SHRED	

Parents/carers' permission slips for school trips – where there has been a major incident	Yes	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SHRED	
Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	No	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years ⁶	N	SHRED or delete securely

5. Curriculum

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life
Schemes of work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
Timetables	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
Class record books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
Mark Books	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
Record of homework set	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
Pupils' work	No		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period
End of Key Stage SATs results	Yes		Current year + 6 years	SHRED
Phonic Screening Checks outcomes	Yes		Current year + 6 years	SHRED
SATS records	Yes		Current year + 6 years	SHRED
Value added records	Yes		Current year + 6 years	SHRED

6. Personnel Records held in Schools

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life
Timesheets	Yes	Financial Regulations	Current year + 6 years	SHRED
Staff Personal files	Yes		Termination + 7 years	SHRED
Interview notes and recruitment records	Yes		Date of interview + 6 months	SHRED
Pre-employment vetting information (including DBS checks)	No	DBS guidelines	Date of check + 6 months	SHRED [by the designated member of staff]
Disciplinary proceedings:	Yes	Where the warning relates to child protection issues see 1.2. If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.		
□ <i>oral warning</i>			Date of warning + 6 months	SHRED
□ <i>written warning – level one</i>			Date of warning + 6 months	SHRED
□ <i>written warning – level</i>			Date of warning + 12 months	SHRED
□ <i>final warning</i>			Date of warning + 18 months	SHRED
□ <i>case not found</i>			If child protection related please see 1.2 otherwise	SHRED
Records relating to accident/injury at work	Yes		Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied	SHRED
Annual performance management/appraisal	No		Current year + 5 years	SHRED
Proofs of identity collected as part of the process of checking “portable” enhanced DBS disclosure	Yes		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.	

7. Health and Safety

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life
Accessibility Plans		Disability Discrimination Act	Current year + 6 years	SHRED
Accident Reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980		
▢ <i>Adults</i>	Yes		Date of incident + 7 years	SHRED
▢ <i>Children</i>	Yes		DOB of child + 25 years	SHRED
COSHH			Current year + 10 years [where appropriate an additional retention period may be allocated]	SHRED
Incident reports	Yes		Current year + 20 years	SHRED
Policy Statements			Date of expiry + 1 year	SHRED
Risk Assessments			Current year + 3 years	SHRED
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 years	SHRED
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation			Last action + 50 years	SHRED
Fire Precautions log books			Current year + 6 years	SHRED

8. Administrative

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Employer's Liability certificate			Closure of the school + 40 years	SHRED	
Inventories of equipment and furniture			Current year + 6 years	SHRED	
General file series			Current year + 5 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Parent/Carer Handbook			Current year + 3 years		Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Letters to Parents/Carers			Current year + 1 year	SHRED	
Newsletters			Current year + 1 year	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Governing Board signing in book			Current year + 2 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Minutes of School Association meetings			Current year + 6 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

9. Finance

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Annual Accounts		Financial Regulations	Current year + 6 years		Offer to the Archives
Loans and grants		Financial Regulations	Date of last payment on loan + 12 years	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Contracts					
□ under seal			Contract completion date + 12 years	SHRED	
□ under signature			Contract completion date + 6 years	SHRED	
□ monitoring records			Current year + 2 years	SHRED	
Copy orders			Current year + 2 years	SHRED	
Budget reports, budget monitoring etc.			Current year + 3 years	SHRED	
Invoice, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year + 6 years	SHRED	
Annual Budget and background papers			Current year + 6 years	SHRED	
Order books and requisitions			Current year + 6 years	SHRED	
Delivery Documentation			Current year + 6 years	SHRED	
Debtors' Records		Limitation Act 1980	Current year + 6 years	SHRED	
School Fund – Cheque books			Current year + 3 years	SHRED	
School Fund – Paying in books			Current year + 6 years then review	SHRED	
School Fund – Ledger			Current year + 6 years then review	SHRED	
School Fund – Invoices			Current year + 6 years then review	SHRED	
School Fund – Receipts			Current year + 6 years	SHRED	

School Fund – Bank statements			Current year + 6 years then review	SHRED	
School Fund – School Journey books			Current year + 6 years then review	SHRED	
Free school meals registers	Yes	Financial Regulations	Current year + 6 years	SHRED	
Petty cash books		Financial Regulations	Current year + 6 years	SHRED	

10. Property

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life	
Title Deeds			Permanent	Permanent these should follow the property unless the property has been	Offer to Archives if the deeds are no longer needed
Plans			Permanent	Retain in school whilst	Offer to Archives ⁹
Maintenance and contractors		Financial Regulations	Current year + 6 years	SHRED	
Leases			Expiry of lease + 6 years	SHRED	
Lettings			Current year + 3 years	SHRED	
Burglary, theft and vandalism report forms			Current year + 6 years	SHRED	
Maintenance log books			Last entry + 10 years	SHRED	
Contractors' Reports			Current year + 6 years	SHRED	

11. Local Authority

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life
School census	Yes		Determined by the LA	Determined by the LA
Workforce census	Yes		Determined by the LA	Determined by the LA
Assessment data	Yes		Determined by the LA	Determined by the LA
Monthly staff absence return	Yes		Determined by the LA	Determined by the LA
SEN and EHCP information	Yes		Determined by the LA	Determined by the LA

12. Department for Children, Schools and Families

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life record	
HMI reports			These do not need to be kept any longer		Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
Returns			Current year + 6 years	SHRED	
Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

13. School meals

Basic file description	DPI	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life record
Food – traceability and temperature		Food Safety Act 1990 Food Hygiene Regulations 1990 Food Premises Regulations 1991 Public Health (Control of Disease) Act 1984 General Food Law Regulations (EC) 178/2002	5 years	Shred
Risk assessments Staff training Cleaning records		Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 COSHH Regulations 1999 Provision and Use of Equipment Regulations 1992 Gas Safety Regulations 1998 Electricity at Work Regulations 1989	5 years	Shred
Allergen information		Food Premises Regulations 1991 Food Labelling Regulations 1990 'Natasha's Law' 2021 (for pre-packed food for direct sale)	5 years	Shred