

Shropshire Council Retention Guidelines for Schools

This retention schedule contains recommended retention periods for the different record series created and maintained by schools during their business. The schedule refers to all information regardless of the media in which it is stored. The schedule is reviewed on a regular basis by the Records Manager.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 2018 (General Data Protection Regulation – GDPR) and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

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1. Acknowledgements

This retention schedule for schools is based on the guidelines issued by the Local Government Group of the Information and Records Management Society (IRMS) of Great Britain and the Shropshire Council Education authority.

2. The purpose of the school retention schedule

The purpose of the retention schedule Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates during its business.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

3. Benefits of a school retention schedule

There are many benefits which arise from the use of a complete retention schedule:

- Managing records against the retention schedule is deemed to be 'normal processing' under the Data Protection Act (GDPR) and the Freedom of Information Act 2000.
- Providing staff are managing record series using the retention schedule, they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- Staff can be confident about destroying information at the appropriate time.
- Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- The school is not maintaining records and storing information unnecessarily.

4. Maintaining and amending the school retention schedule

Where appropriate this retention schedule will be reviewed by the Records Manager, Shropshire Council and amended to include any new record series created. It will also remove any obsolete record series. The Shropshire Council Corporate Retention Schedule will be updated.

5. What to do with records once they have reached the end of their administrative life:

5.1 Destruction of records

There records have been identified for destruction they should be disposed of in an appropriate way under local arrangements with a company registered for the disposal of confidential waste (RestoreShred, for example). All records containing personal information, or sensitive policy information should be shredded before disposal (if possible).

Confidential waste can be held in a locked wheelie type bin with a slot in the top for papers, or a sealable hessian bag marked as confidential waste. If neither option are available, keep the data secure before the confidential waste is disposed of. The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

It may be necessary to provide proof of when a record was destroyed and is no longer available. Consequently, destruction (electronic or hard copy record) should be carried out according to the retention schedule.

Staff should keep a record of when and which records have been destroyed. A simple spreadsheet used as a disposal schedule can be used and it will require the following information:

- File reference (or another unique identifier)
- File title (or brief description)
- Number of files
- The name of the authorising officer. This could be kept in an Excel spreadsheet or other database format
- Method of disposal

5.2 Transfer of records to Shropshire Archives

Where records have been identified as being worthy of permanent preservation, arrangements should be made to offer the records to Shropshire Archives. A list of the records sent to the archives should be created to include the information above. The contact details for Shropshire Archives are as follows:

Senior Archivist
Shropshire Archives
Castle Gates
Shrewsbury
SY1 2AQ
Tel: 01743 255350
Email: archives@shropshire.gov.uk

5.3 Transfer of information to other media

Where lengthy retention periods have been allocated to records, staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

6. Useful Contacts

Name	Job Title	Contact
Dale Pitt	Records Manager	01743 252855
Mary McKenzie	Museums and Archives Manager	01743 255356
Roy Morris	Information Governance Officer	01743 252774

7. School retention schedule

The school retention schedule is featured within the Shropshire Council corporate retention schedule. The school record types are listed and feature within the Education and skills worksheet. Additional guidance can be obtained from the Information and Records Management Society (IRMS) Toolkit for Schools.

The Shropshire Council corporate retention schedule has been revised in line with the GDPR. The basic file descriptions within the Education and skills worksheet are as follows:

- Child protection
- Curriculum
- DCSF
- Governors
- LA
- Partnership working
- Pupils
- School administration
- School finance
- School Health & Safety
- School management and admissions
- School meals
- School personnel
- School property
- Schools & Colleges
- Educational psychology
- Grants and awards
- Hospital and home tuition
- School exclusions
- Additional educational needs
- Specialist teaching service
- Community drugs education
- Home to school transport
- Alternative curriculum
- Child employment
- Management information
- Schools organisation
- Advisory services (schools)

8. Finding the School retention schedule

This school retention schedule can be found via the Shropshire Council intranet <http://staff.shropshire.gov.uk/how-do-i/information-management-and-governance/what-is-the-corporate-retention-schedule/>

Since implementation of the GDPR, the school retention schedule is also accessible via the internet.

9. Retention schedule Update

This school retention schedule is continually updated on a regular basis by:

Records Manager
Shropshire Council
Place & Enterprise
Infrastructure and Communities
Shropshire Archives
Records Management
Shropshire Council

An updated version of the existing retention schedule will be uploaded to the intranet and internet on a quarterly basis. This also includes the Learning Gateway system.