

Summary of Document Retention Dates

See IRMS toolkit for schools for full details

<u>Document Type</u>	<u>How long to keep it for</u>
Governing Body Agendas and Minutes	Signed set kept forever.
Instrument of government	Permanent
Reports to Governors and supporting meeting documents	6 Years from date of meeting
Records relating to complaints to the governors	6 years from the complaint
Internal meeting minutes such as SLT	6 years
Staff professional development plans	6 years
School development plans	6 years
Staff personnel files	6 years from date of leaving employment
Staff accident forms	6 years from date of incident
Pupil accident forms	DOB of child + 25 years
Financial records	Current financial year + 6 years
Pupils records	Whilst pupil is at the school
Child protection / safeguarding information	DOB of child + 25 years
Attendance information	3 years from date of entry
SEN information	DOB of child + 25 years
School trip paperwork	Date of visit +14 years
Trip where there was an accident	DOB of child involved + 25 years
Secondary transfer sheets	Current + 2 years
School census returns	Current + 5 years