

TIMOTHY HACKWORTH PRIMARY SCHOOL**MINIMUM RETENTION PERIODS FOR RECORDS CONTAINING PERSONAL DATA**

Type of Record	Minimum Retention Period
Personnel files including training records, notes of disciplinary and grievance hearings and appraisal forms	6 years from the end of employment
Letters of reference	6 years from the end of employment, by the author of the reference letter
Application forms/interview notes	At least 6 months from the date of the interview
Disciplinary proceedings:	
Oral warning	6 months
Written warning – level 1	6 months
Written warning – level 2	12 months
Final warning	18 months
Case not found	Destroy immediately
Accident books and records and reports of accidents	3 years
Health Records	During employment
Health Records where reason for termination of employment is connected with health, including stress related illness	3 years
Child Protection Files	25 years
Pupil attendance registers	3 years
Pupil files including reviews and individual education plans	25 years
Parent permission slips for school trips – where there has been no major incident	Conclusion of the trip
Parent permission slips for school trips – where there has been a major incident	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
Records created by schools to obtain approval to run an educational visit outside the classroom – Primary School	14 years
Record created by schools to obtain approval to run an educational visit outside the classroom – Secondary Schools	10 years