

The Forge Secondary Short Stay School Formal Records Retention Schedule (subject to management review after 12 months)

Area of School	Record	Period of Retention	Responsibility & formal responsibility for disposal.	Operational Responsibility
Information Systems	Student records (hard copy) Student disciplinary records	25 years from date of birth 6 years from leaving	Head teacher/Deputy Head teacher	Data/Exams Manager
	Exam and Assessment records Exam certificates	6 years from leaving 1 year from date of certification		
	Registers	6 years		
	Timetables	1 year		
IT Services	Software licenses and hardware registers	5 years after expiry of license	Head teacher/ICT Services	ICT Services/Data Manager
	Residual electronic data (including e-mails and any data held electronically which does not fall into any other category noted)	6 months		
Marketing	School Satisfaction Surveys	5 years	SLT	SLT
	Customer Comments / register of complaints	5 years		
	Promotional data	Press releases – 7 years Special Events Brochures / Guides – 3 years		
Pupil work	Student Coursework Student workbooks	3 months after course ends Student to collect within 6 months	Head teacher/Exams Manager	Subject leads
	BTEC Student Coursework	12 weeks after certification		

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Quality	Lesson observation records	3 years	Deputy Head teacher	Deputy Head teacher
	Minutes, papers and other records of meetings and its committees	Historical records to be kept permanently	Head teacher	Clerk to Governors
Child Protection	Child protection documents / records	25 years from date of birth	Deputy Head teacher	Deputy Head teacher/Data Manager
School wide	Line Manager's staff files	Duration of individual's employment then forwarded to Human Resources for disposal	All Line Managers	All Line Managers
	Routine Correspondence	6 months	Head teacher	Office Manager
	Non-routine correspondence	1 year	Head teacher	Office Manager