

Oxfordshire Hospital School
Information Management Retention Periods (*Excluding Financial Management; Property Management*)
May 2018

Basic File Description	Retention Period: Main School	Retention Period: OHS	Disposal Process: OHS	Important Considerations (OHS)
Agenda and Minutes of Governing Body Meetings (Clerked set - signed)	Permanent	Permanent	n/a	Cloud based storage – Governor Hub
Reports presented to the Governing Body	6 years (or permanent if referred to in meeting minutes)	Permanent	n/a	Cloud based storage – Governor Hub
Records relating to complaints dealt with by Governing Body	Date of resolution + 6 years (then reviewed to set next duration)	Date of resolution + 6 years (then reviewed to set next duration)	SECURE DISPOSAL	Cloud based storage - Governor Hub
Head Teacher Log Books	Date of entry + a minimum of 6 years then review	Date of entry + a minimum of 6 years then review	SECURE DISPOSAL	Stored in locked filing cabinet in HT office
SLT Minutes / other staff meetings	Date of meeting + 3 years then review	Date of meeting + 3 years then review	SECURE DISPOSAL	Cloud based storage system
School Development Plans	Life of plan + 3 years	Life of plan + 3 years	SECURE DISPOSAL	Cloud based storage system
Register of admissions and attendance data (including referral requests for OTS)	As per school attendance code (3 years after entry dates)	The OHS will off-roll students at the point of discharge and delete all records from the OHS MIS at the end of each academic year	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the OHS. A receipt of records sent to home schools will be saved on the secure OHS external hard drive.
School brochures	Current + 3 years	Current + 3 years	STANDARD DISPOSAL	
Circulars/newsletters for staff, students, parents	Current + 1 year	Current + 1 year then review	SECURE DISPOSAL	
Visitors signing-in books	Current + 6 years then Review	Current + 6 years then Review	SECURE DISPOSAL	
All records related to recruitment of Head Teacher	Date of Appointment + 6 years	Date of Appointment + 6 years	SECURE DISPOSAL	

All records leading up to the appointment of a new member of staff – unsuccessful	Date of Appointment of successful candidate + 6 months	Date of Appointment of successful candidate + 6 months	SECURE DISPOSAL	
Staff Personal Files	Termination of Employment + 6 years	Termination of Employment + 6 years	SECURE DISPOSAL	
Annual appraisal / assessment records	Current year + 5 years	Current year + 5 years	SECURE DISPOSAL	
Allegation of CP nature against a member of staff (unfounded)	Until the person's NRA or 10 years from the date of allegation (then review)	Until the person's NRA or 10 years from the date of allegation (then review)	SECURE DISPOSAL	
Oral Warning	Date of warning + 6 months	Date of warning + 6 months	SECURE DISPOSAL	
Written Warning Level 1	Date of warning + 6 months	Date of warning + 6 months		
Written Warning Level 2	Date of warning + 12 months	Date of warning + 12 months		
Final Warning	Date of warning + 18 months	Date of warning + 18 months		
Pupil's Educational Record	Date of Birth + 25 years (secondary)	Off-roll on OHS MIS at point of discharge. Annual deletion from OHS MIS at the end of each academic year	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the OHS. A receipt of records sent to home schools will be saved on the secure OHS external hard drive.
Examination Records - certificates				All uncollected certificates will be returned to the examination board
Child Protection Records		Off-roll on OHS MIS at point of discharge. Annual deletion from OHS MIS at the end of each academic year	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the OHS. A receipt of records sent to home schools will be saved on the secure OHS external hard drive.
SEND Files	Date of Birth + 25 years	Off-roll on OHS MIS at point of discharge. Annual deletion from OHS MIS at the end of each academic year	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the OHS. A receipt of records sent to home schools will be saved on the secure OHS external hard drive.
Curriculum Returns	Current year + 3 years		SECURE DISPOSAL	
Examination Results (School Copy)	Current year + 6 years		SECURE DISPOSAL	
SEF	Current year + 6 years		SECURE DISPOSAL	
Non-generic Schemes of Work	Current year + 1 year	Current year + 1 year	SECURE DISPOSAL	
Timetables				
Pupil / Class Record Books				
Mark Books				
Record of HWK set				

Pupil's Work	Current year + 1 year (if essential)	Off-roll on OHS MIS at point of discharge. Annual deletion from OHS MIS at the end of each academic year. anonymized examples may be retained for case study / internal standardization	SECURE DISPOSAL	A review of data stored will take place prior to annual deletion to ensure that 'home schools' receive an encrypted records held by the OHS. A receipt of records sent to home schools will be saved on the secure OHS external hard drive.
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Note:

School operational data is stored on the OHS Google Drive, Lyra. A review of all files stored on Lyra will be undertaken annually with the purpose of removing unnecessary files.