

Inspire, Enjoy, Achieve

Retention Schedule

May 2018

Reviewed September 2021

Review September 2023

1.This policy sets out a structured approach to reviewing and destroying records in relation to Cotton End Forest School.

2.The retention period for each type of record is shown in the table below. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement is uncertain and allows discretion and may vary according to the circumstances, but in practice it means that the School should promptly destroy the record once the retention period in the table below has been reached. Occasionally there may be special circumstances which mean that a record should be kept for The School should refer to its insurance policies and further legal advice should be sought in these circumstances.

3 Information must be securely deleted. This applies to paper records and electronic information.

4 This policy does not apply to records connected with commercial activities.

5 The School will discuss document retention with its insurers (who may specify longer retention periods). If there is any conflict then any longer retention periods specified by the insurers should prevail.

6 If an email falls into one of the categories set out in the table then it should be filed centrally as soon as is reasonable.

 7 "Routine" emails which do not fall into any of the categories in the table may be kept in inboxes for up to six months] and should then be deleted. An example of a routine email is an internal email advising staff that the weekly meeting is cancelled.