

RETENTION GUIDELINES FOR DEPARTMENT OF EDUCATION AND CHILDREN

Version 2

This retention schedule contains recommended retention periods for the different record series created and maintained by members of the DEC (Schools, Colleges, Department) in the course of our business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 2002 and the Freedom of Information Act 2015.

Managing record series using these retention guidelines will be deemed to be "normal processing" under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule should be reviewed every two years but records that subject to retention by the public records office, as indicated in the final column shall not be removed from the schedule.

If something is not included in this retention schedule, or advice is needed regarding records then please contact the Legal and Administration Manager at the DEC.

For records that have been in school longer than the period outlined in the retention schedule, please contact the Legal and Administration Manager so that an appointment can be made for a member of the Isle of Man Public Records Office to come out to your establishment to consider the records.

Please note that where records may be required for permanent preservation at the Public record Office (as indicated in this schedule), the original (master copy) should be retained; this means that if they are in electronic form to start with, then that should be retained, or if a paper record to start with, then that paper record should be retained. If considering scanning records that are required to be retained for IOMPRO purposes, please consult with the IOMPRO concerning suitable file formats, metadata and other requirements.

Author	DEC, Legal & Administration Manager – Andrew Shipley
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1.0	3/10/16	First Version
2.0	7/11/16	Revised document - alphabetical and more general approach.
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Agreed by:			
Name	Signature	Position	Date
Prof R Barr		Chief Executive Officer	9/1/17
Angela Skitt		Public Records Officer	12/1/2017

Records Management Tool Kit for Schools

Version 2.0

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General

Role of the Public Records Office

Records created and maintained by members of the DEC are public records under the Public Records Act 1999. This means that they may be required for permanent preservation at the Public Record Office once they reach the end of their use within the Department. The Record Office preserves records of the Isle of Man Government and other Manx public bodies that are of historical and cultural significance.

Before destroying any records, check that they have been assessed by the Public Record Office to determine if they have historic and/or long-term research value. This process of assessment is known as 'selection'. The Public Record Office may already have included their selection decision for the records in this document (see the last column).

If this retention schedule does not include a Public Record Office selection decision for the type of records or it indicates that they records need to be reviewed, please contact the Public Record Office at public.records@gov.im or by telephone on 693569.

Your in box is not a record filing system so.....

Emails should not be used for file storage. If you need the information in the email save it and/or the attachment as relevant. This information or email will then be part of the general file retention schedule and its retention will be subject to that guidance.

Consider the short term value of your emails and delete as appropriate. Many received and sent emails have a very transitory value. They may have no administrative, legal, fiscal, or archival retention requirements and can therefore be deleted as soon as they have fulfilled their reference purpose. Examples of this may include:

- Preliminary drafts
- Routine replies/requests for information
- Emails sent as reference or for informational distribution
- Emails used to set-up or accept meetings
- Announcements
- Acknowledgements

Do not consider keeping emails such as the above 'just in case'. Important information which is relevant to 'live' issues should be stored in appropriate folders and not in Outlook.

For emails to a number of people consider using 'bcc'.

Email Retention

Records in e-mail format are covered by the definition of records in the Public Records Act 1999. This ensures that emails can be related to other relevant records and protects them from subsequent alteration. Any emails which form part of the business process and are required to be kept should be filed in a relevant, structured, paper-based or electronic record keeping system. This does NOT include an individuals mailbox.

Retention of the information contained in any of these saved emails will be subject to departmental retention periods as detailed within other areas of this Retention Schedule. Examples of the type of information categories which have specific retention periods are:

- Policy and procedure information
- Substantive decisions regarding matters of the school / Department / NSC.
- Instruction regarding the implementation of substantive decisions regarding matters of school / Department / NSC.
- Legal or audit issues.
- Queries or approvals for actions to be taken or for purchases.
- Final reports or recommendations.
- Documentation of departmental/office actions, decisions, operations and responsibilities
- Confirmations of items ordered online with a Charge Card or by other means
- Receipts for purchases made electronically

Mailbox Size

Any email older than 12 months will be automatically deleted from users mailboxes. THIS WILL BE PHASED IN AND NOT APPLIED IMMEDIATELY.

Deleted Outlook Items

Items deleted from a users' mailbox will transfer to the users Deleted Items folder. An overnight process will automatically move these items to the users' Recover Deleted Items Folder.

Items deleted using the *shift+del* keys will be automatically moved to the users' Recover Deleted Items Folder.

Recover Deleted Items Folder

Items in the Recover Deleted Items Folder will be available for recovery by the user for 30 days after which they will be automatically purged from the system. Prior to them being purged these items will be searchable when a GTS email administrator carries out a search for either Subject Access Requests, Code of Access Requests or Freedom of Information.

Outlook Item Recovery

Only Outlook items (email, calendar, contacts, tasks, notes) in the users Recover Deleted Items are available for recovery. Outlook Folder structures are non-recoverable.

Disaster Recovery Backups

GTS regularly undertakes snapshots of the data retained in the computer systems for use in disaster recovery situations. For email this snapshot is kept for 14 days.

Administration and Management

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
1.1	Action plans	No		Date of action plan + 3 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD WHERE RECORDS HAVE NOT BEEN SELECTED FOR PERMANENT PRESERVATION	At end of retention period contact IOMPRO to request a review of any plans relating to significant development, controversial/high-profile changes or reforms	Plans for significant development, controversial/high-profile changes or reforms selected for permanent preservation. IOMPRO to review at the end of the retention period.
1.2	Admission Registers (Electronic formatted as PDF(A) or paper copies – whichever format the original is in)	Yes	Education (Registration of pupils) Regulations 2016	Date of last entry in the book (or file) + 6 years	Retain in the school for 6 years from the date of the last entry	Transfer to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO)	Selected for permanent preservation
1.3	Agendas	No		Date of meeting	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO)	Selected for permanent preservation (if agenda are not including in the signed minutes)
1.4	Appraisal / Performance Management documents – Teachers and Advisory Teachers	Yes		Current year + 5 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.5	Attendance registers	Yes	Education (Registration of pupils) Regulations 2016	Date of register + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD [If these records are retained electronically any back up copies		Not selected

					should be destroyed at the same time]		
1.6	Brochures / prospectus			Until updated	Contact IOMPRO to request a review of the records	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO)	IOMPRO to review at the end of the retention period.
1.7	Circulars / Newsletters			Whilst required operationally	Contact IOMPRO to request a review of the records	. Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	IOMPRO to review at the end of the retention period.
1.8	Complaints files	Yes		Date of resolution of complaint + 6 years	Retain in school for the first 6 years. Review for further retention in the case of contentious disputes CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Complaints that were high-profile, set precedents or brought about significant change in the public bodies' practice / policy are selected for permanent preservation.
1.9	Contact information	Yes		Current year then review, if contact is no longer active then delete	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.10A	Internal correspondence - Internal correspondence refers to correspondence between the individuals, departments, sections and			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THENCONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation. IOMPRO to review at the

	branches of the same organization.						end of the retention period.
1.10B	External correspondence - It refers to correspondence made with outsiders of the organization who are individuals, customers, suppliers, banks, financial institutions, money lenders, government departments, educational institutions, charitable trust and the like.			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation. IOMPRO to review at the end of the retention period.
1.10C	Routine correspondence - refers to correspondence on routine matters like inquiries, acknowledgements, replies, orders, invitations and appointment letters.			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation. IOMPRO to review at the end of the retention period.
1.10D	Sales correspondence - It refers to correspondence relating to sales. They are sales letters, sales reports, invoices, offer and			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation.

	discount letters, statement of accounts, confirmation of order, collection letters, delivery letters, debit and credit notes letters and the like.				END OF THE RETENTION PERIOD		High value, controversial or very significant project purchases may be of interest. IOMPRO to review at the end of the retention period.
1.10E	Personalised correspondence - Emotional factors are responsible for personalized correspondence. The letters relating to requesting, granting or refusing co — operation, favour, letters intimating gratefulness, appreciation, congratulation or commendation, letter of introduction or recommendation of an individual, letters of sympathy or censure and the like are termed as personalized correspondence.			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation. IOMPRO to review at the end of the retention period.
1.10F	Circulars - A common matter is communicated to a large number of persons, organisations or firms. They treated as circulars and/or notices.			Retain while relevant	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Correspondence relating to significant developments, key decisions, controversial or high-profile issues, changes or reforms may be required for permanent preservation. IOMPRO to review at the

							end of the retention period.
1.11	CPD Resources	No		Until updated			Not selected
1.12	Data – Arbor / Sims reports (Dashboard or overview summaries; not pupil records)	No		Current year + 5 years (Information held electronically may need other steps taking to extract information)			Not selected
1.13	DEC School Reviews – Publicly available document	Yes		Current year + 5 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Selected for permanent preservation
1.14	Development plans	No		Life of the plan	REVIEW	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Selected for permanent preservation
1.15	Employee procedures – investigation reports. (Cross reference with OHR)	Yes		Termination + 12 months	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD unless legal action is pending		PRO would wish to review those that relate to disciplinary matters of senior management levels or controversial/high-profile cases only. Other records not selected
1.16	Employer's Liability certificate			Closure of the school	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.17	Facility check sheets	No		Current year, unless accident related and	CONFIDENTIAL DESTRUCTION AT		Not selected

				keep a copy with the file.	THE END OF THE RETENTION PERIOD		
1.18	Fire sign-in sheets	No		Current month	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Do not retain	Not selected
1.19	Free School meals – Administration of scheme.	Yes		Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.20	General file series – material kept on file			Current year + 5 years (File electronically after scanning original – delete paper copy)	Review to see whether a further retention period is required	Contact IOMPRO to request a review of the records.	IOMPRO to review at the end of the retention period.
1.21	Instruments and Articles of Government	No		Until updated	Retain in school whilst school is open	Transfer to IOMPRO when the school has closed	Selected for permanent preservation
1.22	Internal Monitoring reports	Yes		Date of report + 3 years	Retain in the school for 3 years from meeting	Contact IOMPRO to request a review of records at the end of the retention period.	IOMPRO to review at the end of the retention period.
1.23	Inventories of equipment and furniture			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.24	Job descriptions / person specifications general	Yes		Until updated	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.25	Leases / Licenses	No		Life of lease/ licence + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

1.26	Log books / Diaries	Yes		Date of last entry in the book + 6 years	Retain in the school for 6 years from the date of the last entry	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Selected for permanent preservation.
1.27	Minutes	Yes		Date of meeting + 3 years	Retain for 3 years from meeting	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Selected for permanent preservation.
1.28	MOA Awarding panel etc	Yes		Until decisions are made	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		TBC IOMPRO to review and decide whether to retain information or not.
1.29	Parent Letters - authorising absence; school trips; etc	Yes		While current / scan and store electronically where appropriate.	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.30	PDR documents	Yes		Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.31	Policy documents	No		Expiry of policy	Retain whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to IOMPRO at end of operational period or an agreed date.	Selected for permanent preservation
1.32	Proofs of address supplied by parents as part of the admissions process	Yes		Once entered on the system	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.33	Protocols & guidance			Publish Expiry of protocol and guidance	Retain whilst protocol and guidance is operational (this includes if the expired policy is part of a past	Transfer to IOMPRO at end of operational period or an agreed date.	Selected for permanent preservation

					decision making process)		
1.34	Pupil records – electronic / paper	Yes	Education (Registration of pupils) Regulations 2016	DOB + 27 years Transfer records from Primary to Secondary where appropriate	If these records are retained electronically any back up copies should be destroyed at the same time	Retain in Secondary school for remainder of term after pupil leaves school ie up to 27 th birthday.	To be reviewed and sampled by IOMPRO. Criteria for selection (including electronic output) is to be discussed and agreed during the review
1.35	Records on issues – complaints / concerns / investigations (if not considered elsewhere and of a non-controversial nature, or not significant or not relating to a major event or high profile case)	Yes		Closure of file + 3 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Contact IOMPRO to request a review of records at the end of the retention period.	IOMPRO to review at the end of the retention period.
1.36	Registers – clubs; events; activities	Yes		Current year or when event completed if appropriate - if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD [If these records are retained electronically any back up copies should be destroyed at the same time]		Not selected
1.37	Reports – SSRE / for external agencies	No		Current year + 6 years Or; While current or applicable Or;	Review for further retention in the case of contentious issues. CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	IOMPRO to review at the end of the retention period.

				while child is at school (if appropriate)			
1.38	Return to work forms etc.	Yes	Financial Regulations	Current year – unless retained elsewhere	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
1.39	Risk register - general	Yes		On-going	ONGOING		Not selected
1.40	Service level agreements	No		Life of SLA	Review and agree/replace	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	IOMPRO to review at the end of the retention period.
1.41	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of pupil + 27 years	Contact IOMPRO for a review at the end of the retention period. Where records are not selected for preservation, CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD unless legal action is pending		The IOMPRO are to sample and transfer selected records to illustrate support available to a range of students.
1.42	SSRE notes / preparation work	Yes		Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

1.43	Visitors book			Current year	Review to see whether a further retention period is required	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Records containing significant high-profile visitors (for example, royal or VIP visits) are selected for permanent preservation.
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Child protection

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record	Public Records Act selection (to be completed by the IOMPRO)
2.1	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Best practice in the UK	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.	<p>CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf</p> <p>170. Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.</p> <p>171. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-</p>	Not selected

						investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.'	
2.2	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	DOB + 26 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	When a pupil with a child protection record reaches statutory school leaving age, the last school attended should keep the child protection file until the pupil's 26th birthday.	Not selected
2.3	Logged concerns of a safeguarding nature	Yes		Date of logging + 2 years if no further action	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Keep on confidential file if issues have been identified.	Not selected

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Curriculum

3 CURRICULUM							
	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
3.1	Curriculum development / Planning /Schemes of work / syllabus	No		Current year until updated	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Contact IOMPRO to request a review of records at the end of the retention period.	IOMPRO to review at the end of the retention period
3.2	Mark / record books – secondary schools only	No		Current year + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
3.3	Pupils' work	Yes		Current year / until sent home or finished with for evaluation or moderation purposes	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
3.4	Timetables	No		Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

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Department of Education and Children

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
4.1	Attendance returns / Modified timetables	Yes		Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.2	EIS - External validation working notes (Audit function)	Yes			CONFIDENTIAL DESTRUCTION WHEN COMPLETED		Not selected
4.3	EIS - Improving schools programme documents (English programme documents available online)	Yes		Current year + 5 years	Confidential destruction at the end of the retention period where records are not selected by IOMPRO for preservation		IOMPRO to review at the end of the retention period
4.4	EIS - Informal notes on schools (Audit function)	Yes			CONFIDENTIAL DESTRUCTION AFTER READING		Not selected
4.5	EIS - Link visit prompt sheets	Yes			CONFIDENTIAL DESTRUCTION AFTER Note of Contact WRITTEN		Not selected
4.6	EIS - List of grouped school improvement priorities	No		Current year + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.7	EIS - Moderators' action plans	Yes		Current year + 3 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.8	EIS - Moderators' notes from meetings (Audit function)	Yes		Current year	CONFIDENTIAL DESTRUCTION AT THE		Not selected

					END OF THE RETENTION PERIOD		
4.9	EIS - Moderators' reports from moderation of schools	Yes		Current year + 3 years	Confidential destruction at the end of the retention period where records are not selected by IOMPRO for preservation		IOMPRO to review at the end of the retention period
4.10	EIS - Moderators' timetable of school visits	No		Current year + 3 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.11	Out of catchment requests - successful	Yes		Admission + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.12	Out of catchment requests - unsuccessful	Yes		Resolution of case + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
4.13	Referral forms	Yes		While referral is live or Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Retain if there are other issues. If necessary keep with a pupils records and follow that retention period.	Not selected
4.14	Work Experience / Child employment	No		Current year		Transfer to archives and retain for 10 years.	Not selected

Emails

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
5.1	Emails - with a transitory value (See notes above in the introduction)	Yes		Current month + 1 month unless filed as indicated above in the introduction.			

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Finance

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
6.1	Annual Accounts		Financial Regulations	Current year + 6 years		Transfer to IOMPRO at age 25 years	Selected for permanent preservation
6.2	Loans /grants / Endowments		Financial Regulations	<ul style="list-style-type: none"> - Current year (grants) - Date of last payment on loan (loans). - Period specified for endowment – normally reviewed on an annual basis. 	Review to see whether a further retention period is required Contact IOMPRO to request a review of the records.	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	IOMPRO to review records at the end of the retention period.
6.3	Contracts			Duration of contract	Contact IOMPRO to request a review of the records.	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	IOMPRO to review contracts relating to significant high-value or controversial projects and developments at the end of the retention period.
6.4	Copy orders			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

6.5	Budget reports, budget monitoring etc			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.6	School Invoices, receipts and other records covered by the Financial Regulations		Financial Regulations	Current year & 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.7	Order books and requisitions			on completion	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.8	Delivery Documentation			On completion	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.9	Debtors' Records		Limitation Act 1980	Current year + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.10	Safe reconciliation checks			Current year + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.11	School Fund – Cheque books			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.12	School Fund – Paying in books			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

6.13	School Fund – Ledger			Current year + 6 years then review	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.14	School Fund – Invoices			Current year + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.15	School Fund – Receipts			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.16	School Fund – Bank statements			Current year + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.17	Student grant applications			Duration of course + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
6.18	Z readings from till and income returns			Current year + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

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Health & Safety

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
7.1	Accessibility Plans			Current year + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Included in personal records for students/staff. Keep as long as they are in an institution and then delete.	Not selected
7.2	Accidents and incident reporting records relating to adults e.g. RIDDOR accident report / register; accident book entry/forms for minor accidents		Date of entry / last entry in a register + 3 years. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 7(4) as applied to the Isle of Man in 1993 requires records to be kept for at least 3 years from the date on which it was made. This requirement is also stated in the Social Security (Claims and Payments) Regulations 1979 25(3)(b) as applied to the Isle of Man by the Social Security Subsidiary Legislation	Date of entry / last entry in a register + 3 years.	Destroy at the end of the retention period.		Not selected

			(Application) (No. 2) Order 1979 (GC207/79).				
7.3	Accidents and incident reporting records relating to children e.g. RIDDOR accident report / register; accident book entry/forms for minor accidents		For legislation see above.	Date of birth of child + 25 years.	Destroy at the end of the retention period.		Not selected
7.4	Ambulance call outs			Current year + 1 year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
7.5	Asbestos control records that show arrangements to deal with accidents, incidents and emergencies.			In case of any accident, incident or emergency date of incident + 40 years. OR Where no incidents, when superseded + 3 years.	Destroy at the end of the retention period.	Record type as described in UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 15.	Not selected
7.6	Employee information / instruction / training records concerning asbestos control.			Termination of employment + 6 years. A longer retention period of at least 40 years is appropriate if there has been potentially dangerous exposure. It is recommended that these records are added to personnel records.	Attach to personnel records.	Record type as described in UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 10.	Not selected
7.7	Equipment safety inspection records. (For inspections			Date of inspection + 2 years	Destroy at the end of the retention period.		Not selected

	carried out routinely at least once per year).						
7.8	Evidence of fire safety training.			It is recommended that these records are added to personnel records and retained for the same period (as long as this period is over 10 years).	Attach to personnel records.		Not selected
7.9	Evidence of first aid or manual handling training e.g. certificate, course attendance sheet.			End of current year + 3 years. (Not before superseded.)	Destroy at the end of the retention period.	This retention period assumes regular training is undertaken every 3 years or sooner if there are significant changes.	Not selected
7.10	Exemption certificate as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 32.		Certificate expired / revoked + 40 years. Consider adding a copy to health records to be kept for 40 years. UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 32.	Certificate expired / revoked + 40 years.	Consider adding a copy to health records to be kept for 40 years. Destroy at the end of the retention period.		Not selected
7.11	Fire Precautions log books			Current year + 6 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
7.12	Hazardous substances COSHH reports.		Date of last action + 40 years. UK legislation: Control of Substances Hazardous to Health Regulations 2002 No	Date of last action + 40 years.	Destroy at the end of the retention period.		Not selected

			2677. Regulation 11 and 18(2).				
7.13	Health and safety policy.			Date superseded + 50 years.	Destroy at the end of the retention period.	Long retention period in order to show the organisation's compliance with health and safety legislation over time.	Not selected
7.14	Health and safety procedure descriptions.			Date superseded + 50 years.	Destroy at the end of the retention period.	Long retention period in order to show the organisation's compliance with health and safety legislation over time.	Not selected
7.15	Health and safety routine inspections (not including records related to the investigation of specific incidents). E.g. inspection reports, correspondence etc. regarding display screen monitoring, noise in the workplace etc.			Date superseded + 1 year.	Destroy at the end of the retention period.		Not selected
7.16	Health records as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(1).		Date of last incident + 40 years. UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(1).	Date of last incident + 40 years.	Destroy at the end of the retention period.		Not selected
7.17	Incident reports	Yes		Current year + 20 years	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Transfer selected records to IOMPRO at age of 25 years (or earlier where	Records relating to major incidents

					Destroy routine and minor incident reports at the end of the retention period.	possible and by agreement of IOMPRO	selected for permanent preservation.
7.18	Medical examination certificates as specified in the UK Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(4).		Date of issue + 4 years. UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 22(4).	Date of issue + 4 years.	Destroy at the end of the retention period.		Not selected
7.19	Radon monitoring - dose assessment and recording of classified person (approved dosimetry service), medical surveillance and investigation records as specified in the UK Ionising Radiation Regulations 1999 (see next column).		Date made + 50 years or until the person's 75th birthday (whichever is longer). UK legislation: The Ionising Radiation Regulations 1999 no 3232, regulations 21(3)(a), 23(2)(b), 24(3), 25(2)(b) and 30(5).	Date made + 50 years or until the person's 75th birthday (whichever is longer).	Destroy at the end of the retention period.		Not selected
7.20	Radon monitoring results and investigation records, as specified in the UK Ionising Radiation Regulations 1999 (see next column).		Radon monitoring results and investigation records, as specified in the UK Ionising Radiation Regulations 1999 (see next column).	Date recorded + 2 years.	Destroy at the end of the retention period.		Not selected
7.21	Record or suitable summary of air monitoring of employees exposure to asbestos.		Date of monitoring + 40 years where exposure is such that a health record is required to be kept under regulation 22. OR OR	Date of monitoring + 40 years where exposure is such that a health record is required to be kept under regulation 22. OR + 5 years for any other case.	Destroy at the end of the retention period.		Not selected

			+ 5 years for any other case. UK Legislation: Control of Asbestos at Work Regulations 2012 SI No 632, regulation 19.				
7.22	Records documenting investigations as specified in the UK Ionising Radiation Regulations 1999 (see next column).		Records documenting investigations as specified in the UK Ionising Radiation Regulations 1999 (see next column).	Date of report + 2 / 50 years (see legislation for definitions of which records to keep for 2 and which for 50).	Destroy at the end of the retention period.		Not selected
7.23	Records documenting the conduct, review and revision of risk assessments made to fulfil the public bodies' duties under Regulation 3 of the Management of Health and Safety at Work Regulations 2003 (SD 877/03).			Until superseded + 5 years.	Destroy at the end of the retention period.		Not selected

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Property

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)	Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
8.1	Burglary, theft and vandalism report forms			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
8.2	Leases			Expiry of lease	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
8.3	Lettings			Current year	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
8.4	Maintenance and contractors - log books - indemnity certificates - reports		Financial Regulations	Current year or while current	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
8.5	Plans			Permanent	Retain whilst operational	Transfer selected records to IOMPRO at age of 25 years (or earlier where possible and by agreement of IOMPRO	Selected for permanent preservation.

8.6	Title deeds			Permanent	Permanent These should follow the property unless the property has been registered at the Land Registry	Offer to IOMPRO if the deeds are no longer needed	IOMPRO to review at the end of the retention period.
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