| **File Description** | **Statutory** | **Retention Period** |
| --- | --- | --- |
| Admission registers |  | Date of last entry +6 years |
| Attendance registers |  | Date of register +3 years |
| Disciplinary – oral warning |  | 6 months |
| Disciplinary – written level 1 |  | 6 months |
| Disciplinary – written level 2 |  | 12 months |
| Disciplinary – final warning |  | 18 months |
| Examination Results   * Public * Internal Results |  | Year of exam +6 years  Current year +5 years |
| Governors Minutes   * Principal Set * Inspection copies |  | Permanent (archive after 6 years) Date of meeting +3 years |
| Governors agendas |  | Date of meeting |
| Governors reports |  | Date of report +6 years |
| Governors complaints files |  | Date of resolution +6 years |
| Governors annual reports required by the DfE | Yes | Date of report +10 years |
| Letters authorising absence |  | Date of absence +2 years |
| Local authority secondary transfer sheets |  | Current year +2 years |
| Local authority attendance return |  | Current year +1 year |
| Photographs |  | Delete when child leaves school [unless for historical reasons] |
| SATS records - examination papers and results |  | Current year +6 years |
| Senior management team minutes |  | Date of meeting +5 years |
| Special educational needs files - secondary |  | DOB of the pupil +25 years |
| Staff personal files |  | Termination +7 years |
| Staff injury at work records |  | Incident +12 years |
| Staff annual appraisal records |  | Current year +5 years |
| Timesheets and sick pay |  | Current year +6 years |
| Unsuccessful applicants |  | 6 months |
| Visitors book |  | Current year +2 years |