| Function   | Service  | Records Description   | Start Event  | Retention Rules  | Legal or Bus      | sine Legislation Name  | Legislation URL  | Personal Impa      | act Le Notes  |
|--|--|---|--|--|-------------------|--|--|--------------------|---|
| Early years and childcare<br>Early years and childcare | Childcare out of school hours  | All records relating to the provision of child care out of school hours   | Date of birth of pupil                               | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.leaislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            |   |
| Early years and criticate                              | Criticiale out of scriool flours   | All records relating to the provision of information about registered childminders and daycare facilities in the area for parents and carers of                         | Date of bitti of bubi                                | 25 years   | LEGAL             | Elitication ACT 1980 (36Ction 2)                                   | Http://www.ledislation.dov.dk/dkbda/1960/56/960ton/2   | 163 162            | It is expected that this will be a dynamic list which is constantly updating, if not Year records   |
| Early years and childcare                              | Childminding   | pre-school age children.  | Year records created                                 | 1 vear   | BUSINESS          |  | http://www.education.gov.uk/aboutdfe/statutory/g00213254/sc  | NO ILO             | created +1 year   |
|  |  |   |  |  |                   |  | hool-admissions-code-  |                    |   |
| Early years and childcare                              | Nursery school places  | All records relating to the allocation of nursery places  | Year records created                                 | 1 year   | LEGAL             | School Admissions Code 2012  | 2012hool%20admissions%20code%202012  | NO IL0             | 6 years is a minimum recommendation. In some cases it will be appropriate to hold the   |
| Early years and childcare                              | School holiday schemes   | All records relating to the management of school holiday schemes  | Date of the play scheme                              | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | records for DOB of the participants plus 25 years   |
| Educational support                                    |  |   |  |  |                   |  |  |                    | Under normal circumstances this information should be included on the main pupil file but if  |
| Educational support                                    | Behaviour development  | All records relating to the provision of educational psychology services  | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | Under normal circumstances this information should be included on the main pupil file but if<br>not date of birth + 25 years  |
|  |  |   |  | It is anticipated that this will<br>consist of course material which |                   |  |  |                    |   |
| Educational support                                    | Citizenship education  | All records relating to the provision of citizenship education  | Date of course                                       | is being constantly updated  | BUSINESS          |  |  | NO ILO             |   |
| Educational support                                    | Education consultations  | All records relating to education consultations   | Date of consultation                                 | 7 years  | BUSINESS          |  |  | NO ILO             |   |
| Educational support                                    | Extended schools   | All records relating to the provision of extended schools activities  | Year records created                                 | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | NO ILO             | 6 years is a minimum recommendation<br>Under normal circumstances any information like this would be included on the general pupil  |
| Educational support                                    | Language and cultural support in school  | All records relating to language and cultural support in schools  | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | file if not then these would need to be kept for date of birth of the pupil + 25 years  |
| Educational support                                    | Learning mentors   | All records relating to the management of learning mentors  | Last contact with mentor                             | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            |   |
| Educational support                                    | School breakfast clubs   | All records relating to the provision of school breakfast clubs (including all records relating to food hygiene)  | Year records created                                 | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | NO IL2             |   |
| Educational support                                    | School health promotion  | All records relating to school health promotion   | Date campaign ends                                   | 3 years  | BUSINESS          |  |  | NO IL0             |   |
| Educational support                                    | School library visits  | All records relating to the provision of school library visits  | Year records created                                 | 3 years  | BUSINESS          |  |  | NO ILO             | Under normal circumstances these records would be included on the individual pupil file if not  |
| Educational support                                    | Support for gifted children  | All records relating to the provision of support for gifted children  | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.leaislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | then date of birth + 25 years   |
| Educational support                                    | Teenage pregnancy  | All records relating to the provision of information and advice provided to support teenage parents   | Year records created                                 | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | NO ILO             |   |
| Educational support                                    | Toy libraries  | All records relating to the provision of toy libraries  | Date of loan   | Date loan ends   | LEGAL             |  |  | NO IL0             |   |
| Educational support                                    | Traveller children support   | All records relating to the provision of teaching support for traveller children  | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            |   |
| Higher education Higher education                      | 16 to 19 bursary fund  | All records relating to the administration of the 16-19 bursary fund  | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | All records relating to the provision of transport for 16-19 year olds  | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | Applications for provision of school transport - Years 12 and 13 - electronic applications  | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES II 2           |   |
| Higher education                                       | Education transport for 16-19 year olds  | Applications for provision of school transport - Years 12 and 13 - electronic applications  | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | Home to College Transport applications - accepted   | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | Home to College Transport applications - refusals for students under 16 and over 19   | Year records created                                 | 1 year   | BUSINESS          |  |  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | Home to College Transport applications - student withdrawals  | Year records created                                 | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            |   |
| Higher education                                       | Education transport for 16-19 year olds  | Home to College Transport applications - accepted   | Year records created                                 | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | YES IL2            |   |
| Higher education<br>Higher education                   | Education transport for 16-19 year olds<br>Education transport for 16-19 year olds | Home to College Transport applications - refusals for students under 16 and over 19  Home to College Transport applications - student withdrawals                       | Year records created<br>Year records created         | 1 vear   | BUSINESS          | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2<br>YES IL2 |   |
| Schools  | Education transport for 16-19 year olds  | Home to College Transport applications - student withdrawars  | Year records created                                 | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.ledislation.dov.uk/ukbda/199u/58/section/2  | YES IL2            |   |
|  |  |   |  |  |                   |  |  |                    | Under normal circumstances any information like this would be included on the general pupil   |
| Schools  | Exclusion of school pupils   | All records relating to the exclusion of school pubils (fixed term and permanent)   | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | file if not then these would need to be kept for date of birth of the pupil + 25 years.  It is expected that this will be a dynamic list which is constantly updating, if not Year records. |
| Schools  | Head lice  | All records relating to the provision of advice to schools, parents and children on prevention and dealing with head lice   | Year records created                                 | 1 year   | BUSINESS          |  |  | NO III             | created +1 year   |
| Schools  | Local curriculum   | All record relating to the development, implementation and management of local curricula in Wales   | Date curricula replaced                              | 6 years  | BUSINESS          |  |  | NO ILO             |   |
| Schools  | Local schools  | All records relating to the provision of information and school contact details   | Year records created                                 | 1 year   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | NO ILO             | This is likely to be a dynamic database which is constantly updating. If not then current<br>academic year + 1 year   |
| Schools  | Local scrious  | All records relating to the provision of information and school contact details   | real lectrus created                                 | i veai   | LEGAL             | Elitiation Act 1980 (Section 2)                                    | Hilb://www.iedisialidi.dov.dk/dkbda/1980/98/98/00/12   | NO ILU             | See The Education Act 1996 (Section 444A): Education and Inspections Act 2006 (Section  |
| Schools  | Permitted absence from school  | All records relating to permitted absence from school   | Date of absence                                      | 2 years  | BUSINESS          |  |  | YES IL2            | 103)  |
|  |  |   |  |  |                   |  | http://www.education.gov.uk/aboutdfe/statutory/g00213254/sc  |                    |   |
|  |  |   |  |  |                   |  | hool-admissions-code-  | NO III             |   |
| Schools  | Primary school places  | All records relating to the allocation of primary school places   | Year records created                                 | 1 year   | LEGAL             | School Admissions Code 2012  | 2012hool%20admissions%20code%202012<br>http://www.education.gov.uk/aboutdfe/statutory/g00213244/sc   | NO IL0             |   |
| Schoole  | School admission appeals   | All records relating to the administration of school appeals  | End of the appeal process                            | 2 years  | LEGAL             | School Admissions Appeals Code 2012                                | hool-admission-appeals-code-2012   | YES IL2            | 2 years is a minimum recommendation   |
| Schools  | School assessment and performance  | All records relating to the development and implementation of school performance and assessment reports   | Year records created                                 | 5 years  | BUSINESS          | Guilda Palillaadila Papalla Gode 2012                              | non-admission-appeals-code-2012  | NO III             | 2 years to a minimum recommendation   |
| Schools  | School bullying and harassment policy  | All records relating to the creating and implementation of the school bullying and harassment policy  | Date policy superseded                               | 3 years  | BUSINESS          |  |  | NO III             |   |
| Schools  | School catering  | All records relating to the provision of school catering services   | End of the contract                                  | 6 years  | LEGAL             | HMRC - Compliance Handbook Manual CH15400                          | http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm  | NO ILO             |   |
|  |  |   |  | This will be a dynamic   |                   |  |  |                    |   |
| Schools  | School closures  | All records relating to the provision of information relating to school closures  | Date information published                           | document, constantly updating  |                   |  |  | NO ILO             |   |
| Schools<br>Schools                                     | School clubs and activities  | All records relating to the provision of school clubs and activities  | Year records created Date of resolution of complaint | 6 vears  | LEGAL<br>LEGAL    | Limitation Act 1980 (Section 2)<br>Limitation Act 1980 (Section 2) | http://www.legislation.gov.uk/ukpga/1980/58/section/2<br>http://www.legislation.gov.uk/ukpga/1980/58/section/2   | YES IL2<br>YES IL2 | After 6 years review for further retention in the case of contentious disputes  |
| Schools  | School complaints procedure<br>School curriculum                                   | All records relating to the management of complaints in schools  All records relating to the development of school curriculums  | Date curriculum superseded                           | 6 years<br>6 years   | BUSINESS          | Limitation Act 1980 (Section 2)                                    | http://www.ledislation.dov.uk/ukbda/198u/b8/section/2  | YES IL2<br>NO IL0  | After 6 years review for further retention in the case or contentious disputes  |
| Schools<br>Schools                                     | School cornous School governors  | All records relating to the development of school curriculums  All records relating to the appointment and management of School Governors                               | Termination of service as a school governor          | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            |   |
| Schools  | School health and safety   | All records relating to the maintenance of health and safety in schools   | Year records created                                 | 3 years 4 months   | LEGAL             | Limitation Act 1980 (Section 11)                                   | http://www.legislation.gov.uk/ukpga/1980/58/section/11   | NO ILO             | 3 years 4 months is a minimum recommendation  |
| Schools  | School pupil records   | All records relating to school pupils   | Date of birth of the pupil                           | 25 years   | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | 3 Years 4 Horiston as a minimum recommendation  |
| Schools  | School term and holiday dates  | All records relating to the creation and publication of school term and holiday dates   | Year records created                                 | 1 year   | BUSINESS          | Elimandi Per 1300 (General 2)                                      | THE JAWW. REGISHERS TO SECRET A SECRET AS  | NO ILO             |   |
| Schools  | School visits  | All records relating to the administration of school visits, including permission from the local authority, risk assessments, itineraries etc.                          | Date of the trio                                     | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | NO ILO             | 6 years is a minimum recommendation   |
|  |  |   |  |  |                   |  |  |                    | The documents will become part of the incident investigation and should be kept for a   |
| Schools<br>Schools                                     | School visits<br>Schools development plans   | School Visits: Parental Consent Forms where there has been a major incident All records relating to the development and implementation of school development plans      | Result of the investigation<br>Date plan superseded  | 6 years<br>6 years   | LEGAL<br>BUSINESS | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/ukpga/1980/58/section/2  | YES IL2            | minimum of 6 years from the result of the investigation   |
| Schools<br>Schools                                     | Schools development plans<br>Supervised medication in school                       | All records relating to the development and implementation of school development plans  All records relating to the supervision of medication administration in schools | Date plan superseded  Date of birth of the punil     | 6 years<br>3 years 4 months  | LEGAL             | Limitation Act 1980 (Section 11)                                   | http://www.leaislation.gov.uk/ukpga/1980/58/section/11   | NO ILO<br>YES IL2  |   |
| Schools  | Work experience placements   | All records relating to the allocation and management of work experience placements   | Date of work experience placement                    | 6 years  | LEGAL             | Limitation Act 1980 (Section 2)                                    | http://www.legislation.gov.uk/uknga/1980/59/section/2  | YES IL2            | 6 years is a minimum recommendation   |
| Special education needs                                | TOTA experience processes (5   | AN INCOMES TRANSPORTED BY A THE BROKENIA OF THE BOOK HOLD DESCRIPTION   | Date of Man Contractor District Mill                 | O TOMA   | LLONE             | Community Part 1900 (General) 21                                   | THE PARK NOT THE P | 120 82             |   |
| 0  |  |   | No. 1114 1111  |  | DUDBIEGO          |  |  | WEG                | Under normal circumstances this information should be retained on the child's personal file   |
| Special education needs                                | Special educational needs - placement in mainstream sch                            | nool All records relating to the allocation of school places to children with special educational needs   | Date of birth of child                               | 25 years   | BUSINESS          |  |  | YES IL2            | otherwise the records need to be retained for a minimum of date of birth + 25 years.<br>Under normal circumstances this information should be retained on the child's personal file         |
| Special education needs                                | Special educational needs assessment   | All records relating to the management of special educational needs assessments   | Date of birth of child                               | 25 years   | BUSINESS          |  |  | YES IL2            | otherwise the records need to be retained for a minimum of date of birth + 25 years   |
|  |  |   |  |  |                   |  |  |                    | Under normal circumstances this information should be retained on the child's personal file   |
| Special education needs                                | Special educational needs co-ordinated support plan                                | All records relating to the development and implementation of special needs coordinated support plans   | Date of birth of child                               | 25 years   | BUSINESS          |  |  | YES IL2            | otherwise the records need to be retained for a minimum of date of birth + 25 years   |
|  |  |   |  |  |                   |  |  |                    |   |

[Ref. Physin Internation softwards (Physin Records )