

Surrey County Council Education and Skills Retention Schedule

Ref No

Description

Legal Basis

Retention

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E&S2.0.4	District Court files created by the Attendance and Behaviour Service	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to Archive until child reaches 25 years	Secure Disposal	Yes	Official	-
E&S2.0.5	Rapid Response files created by the Attendance and Behaviour Service	-	Academic year + 1 year	Secure Disposal	Yes	Official	-
E&S2.0.6	Forms created as part of Inclusion or Exclusion Sweeps under Section 16 of the Crime and Disorder Act and Sections 7 and 44 of the Education Act	Crime and Disorder Act Section 16 and Education Act 1996 sections 7 and 44	If the pupil has an authorised absence then the form should be destroyed immediately; if the pupil has not an authorised absence then the form will become part of any further action.	Secure Disposal	Yes	Official	-
E&S2.0.7	Records created by the Alternative Curriculum Forum and the District Inclusion Forums	-	Date of birth of youngest child discussed at the meeting + 25 years	Secure Disposal	-	-	-
E&S3.0	Closed Schools						-
E&S3.0.1	Pupil files held by Local Authority if the school has closed	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S3.0.2	Curriculum Development records for schools which have closed	Limitation Act 1980 (Section 2)	Date school closed + 6 years	Secure Disposal	No	Not Protectively Marked	-
E&S3.0.3	Coursework submitted by pupils for B Tec which the accrediting body requires to be retained	-	Date school closed + 3 years	Secure Disposal	No	Not Protectively Marked	-
E&S3.0.4	Examination Papers	-	Date of the examination + 6 years	Secure Disposal	Yes	Official	-
E&S4.0	Educational Psychology	-	-	-	-	-	-
E&S4.0.1	Pupil files where provision is made only up to age 18	-	-	-	-	-	-

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E&S4.0.5	Yearly audit reports	-	Date of audit report + 5 years	Secure Disposal	No		

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E&S12.0.4	Parental consent forms allowing minors to take part in activities (including trips, courses, summer schools and so on)	Limitation Act 1980 (Section 2)	Duration of event unless there has been a major incident in which case the consent forms should be kept with the incident report	Secure Disposal	Yes	Official	-
E&S13.0	Child Employment	-	-	-	-	-	-
E&S13.0.1	Work Permits	-	End of permit + 12 years	Secure Disposal	Yes	Official	-
E&S13.0.2	Entertainment Licences – when licence is issued	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S13.0.3	Entertainment Licences – when licence is refused	-	Destroy once the licence has been refused	Secure Disposal	Yes	Official	-
E&S13.0.4	Investigation of illegalities files	-	Last contact with employer + 12 years	Secure Disposal	Yes	Official	-
E&S13.0.5	Applications to be a chaperone in a place of entertainment	-	Last contact + 10 years then review	Secure Disposal	Yes	Official	-
E&S13.0.6	Inspections of places of entertainment	Limitation Act 1980 (Section 2)	Date of inspection + 6 years	Secure Disposal	Yes	Official	-
E&S13.0.7	PACE Notebooks	Police and Criminal Evidence Act 1984	Closure of notebook + 6 years	Secure Disposal	Yes	Official	-
E&S14.0	Youth Services	-	-	-	-	-	-
E&S14.0.1	Schools Information daily sheets	-	One week	Secure Disposal	Yes	Official	-
E&S14.0.2	Duke of Edinburgh Award Scheme: Records held including name, date of birth and activities undertaken	-	Life of participation in the Duke of Edinburgh's Award Scheme	Secure Disposal	Yes	Official	-
E&S14.0.3	Duke of Edinburgh Award Scheme: Database of participants and leaders (legacy system)	Limitation Act 1980 (Section 2)	Date of birth of the youngest participant in the event + 25 years	Secure Disposal	Yes	Official	-
E&S14.0.4	Duke of Edinburgh Award Scheme: Paper enrolment forms for the Duke of Edinburgh Scheme	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S14.0.5	Duke of Edinburgh Award Scheme: Leader Qualifications database	-	Life of qualification + a minimum of 3 years	Secure Disposal	Yes	Official	-

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E&S14.0.6	Duke of Edinburgh Award Scheme: Project documentation relating to the management of individual trips	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S14.0.7	Duke of Edinburgh Award Scheme: Project documentation created and held by part time field officers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S14.0.8	Media Library and associated photographic consent forms	-	The media library is refreshed when required; the photographic consents are retained for the life of the photograph	Secure Disposal	Yes	Official	-
E&S14.0.9	Youth Services: Database recording information about volunteers including DBS checks	-	Current year + 3 years (life of a DBS check)	Secure Disposal	Yes	Official - SENSITIVE	-
E&S14.0.10	Membership forms	-					-

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E&S15.0.5	Files relating to – school closures		Closure of school + 15 years	Secure Disposal	No	Official	-
E&S15.0.6	Education Support Officer records relating to public consultation		Current year + 5 years	Offer to Archives	No	Official	-
E&S15.0.7	Public Consultation documents resulting in the closure of the school		Closure of school + 15 years	Offer to Archives	No	Not Protectively Marked	-
E&S15.0.8	OfSted Reports		Last date of report + 10 years	Offer to Archives	No	Not Protectively Marked	-
E&S15.0.9	Information relating to the closure of schools		SOAB decision + 5 years	Offer to Archives	No	Official	-
E&S15.0.10	Files supporting the activities of the Education Support Officers		Closure of file + 5 years	Offer to Archives	No	Official	-
E&S15.0.11	Governor Support files		Life of the governing body	Secure Disposal	No	Official	-
E&S15.0.12	Policy documents created by Strategy, Policy and Performance project officer		Current year + 5 years then review	Offer to Archives	No	Not Protectively Marked	-
E&S15.0.13	Advice offered to schools		Current year + 7 years	Secure Disposal	No	Not Protectively Marked	-
E&S15.0.14	Records relating to the conversion of schools to Academies	Limitation Act 1980 (Section 2)	Life of the lease of the buildings + a minimum of 6 years	Offer to Archives	No	Official	-
E&S16.0	Lifelong Learning		-	-	-	-	-
E&S16.0.1	Individual Learner Records (ILR) created for Learners enrolled with Community Learning and Skills	Audit requirements of the Skills Funding Agency	Enrolments starting prior to 01/08/2016: Until Dec 2022; Enrolments starting on or after 01/08/2016: Until Dec 2030	Secure Disposal			AMCID 284.4 Tm[(Sk)70.001 Tc 0.003 T48m 0 Td2C /P AMCID 293 .90a34 Tm2 (tr56 307.8 Tm[(trt)

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E&S16.0.8	Student literacy assessment results for counselling courses	-	Current academic year	Secure Disposal	Yes	Official	-
E&S16.0.9	Foundation Learning: Learner Portfolios	-	Once assessed and marked the portfolio is returned to the learner.	Secure Disposal	Yes	Official	-
E&S16.0.10	Risk assessments and personal evaluation plans	-	Whilst the learner is on the course	Secure Disposal	Yes	Official	-
E&S16.0.11	Student Complaints and Refund Letters	-	The information is scanned and the letters are then shredded	Secure Disposal	Yes	Official	-
E&S16.0.12	Correspondence to and from students	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.13	Learner details and employee details held electronically	-	12 months	Secure Disposal	Yes	Official	-
E&S16.0.14	Adult Education Centre Management: Class Registers	-	The information is entered on the system at the end of the class and the physical copy retained for Enrolments before 2016 until Dec 2022 Enrolments after Dec 2016 Until Dec 2030	Secure Disposal	Yes	Official	-
E&S16.0.15	Appointment Sheets	-	Current year	Secure Disposal	Yes	Official	-
E&S16.0.16	Appointment books and signing in books - Registers	-	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S16.0.17	Course files and record of Enrolments	-	Enrolments starting prior to 01/08/2016: until Dec 2022 Enrolments starting on or after 01/08/2016: Until Dec 2030	Secure Disposal	No	Not Protectively Marked	-
E&S16.0.18	Lesson plans and schemes to track learners	-	Academic year + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.19	Records to inform planning and course development	-	Current academic year	Secure Disposal	Yes	Official	-
E&S16.0.20	Records relating to Partnership Courses	-	Current year + 7 years then review	Secure Disposal	No	Not Protectively Marked	-
E&S16.0.21	New course details received electronically with a physical copy retained in the course file	-	Academic year records created + 7 years	Secure Disposal	Yes	Official	-
E&S16.0.22	Records relating to the planning of future courses	-	Current year + 1 year	Secure Disposal	No	Not Protectively Marked	-

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E&S16.0.23	Evaluation Forms including course evaluation and tutor evaluation	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.24	Administration Team Surveys around quality performance	-	Academic year records created + 6 years	Secure Disposal	Yes	Not Protectively Marked	-
E&S16.0.25	Records relating to the administration of the Training, Assessment and Quality Assurance scheme	-	End of the course + 6 years	Secure Disposal	No	Official	-
E&S16.0.26	Community Based Learning: Records relating to the management of engagement events	-	Current year + 6 years	Secure Disposal	No	Official	-
E&S16.0.27	Exam portfolios/Reflective Logs and assessment evidence	-	Current academic year	Secure Disposal	Yes	Official	-
E&S16.0.28	QA records relating to Exams & Exam related MI and Awarding Body QA and Guidance	-	Current academic year + 6 years	Secure Disposal	Yes	Official	-
E&S16.0.29	All records relating to the internal verification of courses	-	Life of the qualification	Secure Disposal	Yes	Official	-
E&S16.0.30	Specifications from the accreditation bodies	-	Operational Use	Secure Disposal	No	Official	-
E&S16.0.31	Vocational Training: Records relating to liaison with awarding organisations when they come to verify courses	-	Date of visit + 3 years	Secure Disposal	No	Official	-
E&S16.0.32	Work Based Learning: Samples of assessor work as required by the awarding body	-	Date of assessment + 3 years	Secure Disposal	No	Official	-
E&S16.0.33	Tutor files containing learner forms, appraisals, leave and so on	-	These files are only held whilst the tutor is employed	Secure Disposal	Yes	Official	-
E&S16.0.34	Staff pay claims and associated correspondence	-	Current year + 3 years		Yes	Official	-
E&S16.0.35	Personal files – records relating to the employment of sessional staff (e.g. tutors)	-	Date that programme manager authorises removal of member of staff from the books + 6 years	Secure Disposal	Yes	Official	-

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E&S16.0.36	Application forms used in the recruitment process	-	Date of appointment + 3 years	Secure Disposal	Yes	Official	-
E&S16.0.37	All records relating to refunds made to students	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years [personal data				