

# Records Retention Schedule

Children & Lifelong Learning  
Research & Development Service



Information Governance Unit  
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## What is a Retention Schedule ?

- A retention schedule is a list of records which need to be retained by the County Council for a designated period of time. The Retention Schedule shows the title of each record, a time period for which records are to be retained, and identifies the reason (legislative, regulatory and / or operational) on which retention is based.
- The existence of this Retention Schedule is a requirement of Staffordshire County Council's Corporate Records Management Policy. It has been developed by the Information Governance Unit in collaboration with Business Unit / Section Managers, and in partnership with Legal Services.
- The Retention Schedule provides consistent instructions for all staff who deal with records, and a formal policy for records retention and disposal. It is not, however, immutable and divergences from the schedule may be appropriate in certain circumstances, so long as liaison is made with the Law & Governance Director.
- Official guidelines on the retention of records used by the majority of SCC Units (including Health & Safety, Personnel, Contractual and Financial Records) can be found in the Staffordshire County Council *General Retention Schedules*, available on the Corporate Intranet Site. The Information Governance Unit is currently working with individual Business Units to produce Retention Schedules which list records specific to each unit.

*"A records management service should include the drawing up of retention schedules for all classes of the authority's records and the systematic disposal of those no longer of administrative use...."*

Guidance on Section 224, Local Govt Act 1972  
Issued by the Office of the Deputy Prime Minister, 2000

*"Each department will require its respective business units to:*

- *Ensure the capture of records (both paper and electronic) that provide evidence of its functional activities.*
- *Establish retention schedules for all areas of work."*

SCC Corporate Records Management Policy

## Retention Schedules and the Freedom of Information Act 2000

- The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to records held by Staffordshire County Council.
- From 1 January 2005, the County Council must comply with requests for the information that it holds unless an exemption from disclosure applies. The Authority will normally have a maximum of twenty working days to respond to the request, however there are circumstances when this time limit can be extended.
- The Lord Chancellor has also issued a Code of Practice under Section 46 of the Freedom of Information Act, setting out his views on desirable practice for the keeping, management and disposal of public authority records. The Code of Practice includes a requirement to develop and apply Records Retention Schedules.
- Any freedom of information legislation is only as good as the quality of the records to which it provides access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed or if the arrangements for their disposal are inadequate.

*“An appraisal documentation system will ensure consistency in records appraisal and disposal. It should show what records are designated for destruction, the authority under which they are to be destroyed and when they are to be destroyed.*

*It should also provide background information on the records, such as legislative provisions, functional context and physical arrangement.*

Lord Chancellor’s Code of Practice on the Management of Records, issued under Section 46 of the Freedom of Information Act 2000

*“As from January 2005 , anyone will have a new legal right to request access to any information held by any public body.....My message to all public bodies is: Get your Act together. Prepare now. Don't panic later.”*

Richard Thomas, Information Commissioner,  
May 2003

# Understanding the Retention Schedule

- The Information Governance Unit produces Records Retention Schedules for every Business Unit in Staffordshire County Council, and they all follow a similar format. The graphic below demonstrates how to interpret the schedule:

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Research</b>				
<b>Research &amp; Analysis</b>				
Strategic Corporate Issues	Destroy	6 Years	Date Created	SCC Business Need
Economic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Demographic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Traffic Data Collection & Analysis	Destroy	6 Years	After survey completion	Limitation Act 1980

  

Types of Record

Action(s) once record has exceeded its retention period

Amount of time for which record should be retained

Event that triggers the start of the retention period

Legal / Regulatory / Business need guiding retention

Description of process

## Using the Retention Schedule

This Retention Schedule has been developed to be used in the following ways:



### When new records are created

The Retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point to decide how long a record should be retained, and for what reason, is when that record is created.

When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.



### When configuring an electronic records management system

Any Electronic Document & Records Management System should manage not only paper records, but ensure that all legal and business requirements are met in terms of the retention, security and disposal of all electronic records (including e-mail, electronic forms, web site content and images).

The integration of electronic records management into existing business systems must include proper consideration of Retention Schedules to provide a set of consistent legal and operational requirements.



### When designing or implementing new paper filing systems.

Any new office system intended to improve the efficiency of paper filing should be designed with a clear understanding of the legal and business requirement for record keeping and when they should eventually be destroyed.

### When transferring files to off-site storage



Office space is at a premium and it is rarely possible to retain files on-site for the length of time for which they have to be retained.

The Retention Schedule should always be consulted when transferring files to the Staffordshire County Council Records Centre at Friars Terrace.

### When destroying files



In order to protect itself and minimise risk, all businesses should not maintain records longer than they need to; nor should they destroy records sooner than is required

The Retention Schedule provides consistent guidelines on the retention period of all Research & Development records.

## Responsibility for Implementation

When a record has reached the end of its specified retention period, a designated person needs to be responsible as the signatory for the destruction process where destruction is the specified action.

In implementing retention policy reference should be made to both generic schedules, for records used by several directorates (which cover corporate contractual, financial, health & safety and personnel records\*) and the specific schedules, pertaining to only one particular Department/Service.

The schedules should be regularly updated to account for any changes to business practice and must be reviewed annually as a matter of course.

**The responsible authority for this schedule is: .....**

*Director (Law & Governance)*

## Retention Schedule Contents

<b>Function/ Activity</b>	<b>Page</b>	<b>Function Ref.</b>
<b>School organisation &amp; places collection &amp; analysis</b>	<b>1</b>	<b>CLL/RD/1</b>
Capacity & places data collection	1	CLL/RD/1/1
Schools capacity data collection	1	CLL/RD/1/1/1
Net capacity assessment	1	CLL/RD/1/1/2
School capacity reporting	1	CLL/RD/1/1/3
Live births data processing	2	CLL/RD/1/1/4
Pupil projection analysis	2	CLL/RD/1/1/5
School organisation planning	2	CLL/RD/1/2
Development planning review	2	CLL/RD/1/2/1

School places planning	3	CLL/RD/1/2/2
District review	3	CLL/RD/1/2/3
School organisation consultation administration	3	CLL/RD/1/2/4
School organisation plan development	3	CLL/RD/1/2/5
Places negotiation & agreement	4	CLL/RD/1/2/6
Statutory proposal development & submission	4	CLL/RD/1/2/7
Statement of case production & notification	4	CLL/RD/1/2/8
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School places expansion	6	CLL/RD/1/3/3
School funding	6	CLL/RD/1/3/4
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Admissions criteria development	8	CLL/RD/2/1
Admissions criteria review	8-9	CLL/RD/2/1/1
Admissions criteria consultation	9	CLL/RD/2/1/2
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Primary school admissions administration	11	CLL/RD/2/3/2
Primary-secondary school admissions administration	11-12	CLL/RD/2/3/3
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Admissions negotiation	12-13	CLL/RD/2/3/5/1
Dispute resolution	13	CLL/RD/2/3/5/2
Waiting list administration	13	CLL/RD/2/3/6
Admissions appeals processing	14-15	CLL/RD/2/4
Admissions appeals processing	14	CLL/RD/2/4/1
Application advice & support provision	14	CLL/RD/2/5
Advice provision	14	CLL/RD/2/5/1
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<b>Pupil transport provision</b>	<b>15-23</b>	<b>CLL/RD/3</b>
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Seat allocation	15-16	CLL/RD/3/1/1
Travel permit administration	16-17	CLL/RD/3/1/2
Student transport provision (post-16)	17-18	CLL/RD/3/2
Seat allocation	17	CLL/RD/3/2/1
Travel permit administration	17-18	CLL/RD/3/2/2
Special needs transport provision	18	CLL/RD/3/3
Seat allocation	18-19	CLL/RD/3/3/1
Risk assessment	19	CLL/RD/3/3/2
Pupil transport complaints management	19	CLL/RD/3/4
User complaints investigation	19	CLL/RD/3/4/1
Driver/operator complaints investigation	19	CLL/RD/3/4/2
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Seat capacity management	20	CLL/RD/3/5/1

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Route planning	20	CLL/RD/3/5/2/1
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Maintenance allowance administration	24	CLL/RD/4/1/3/1
Change of circumstances allowance entitlement assessment	25	CLL/RD/4/1/3/2

Disabled student allowance administration	25-26	CLL/RD/4/1/4
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Additional allowance application administration	25-26	CLL/RD/4/1/4/2
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Grant application administration	26	CLL/RD/4/1/5/1
Continuing grant application administration	26-27	CLL/RD/4/1/5/2
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Funding acquisition support	27	CLL/RD/5/1
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Funding opportunity information dissemination	28	CLL/RD/5/1/2
Funding advice provision	28	CLL/RD/5/1/3
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Project financial management support	29	CLL/RD/5/2
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Expenditure management	29-30	CLL/RD/5/2/2
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Pupil file data collection & maintenance	31	CLL/RD/6/2/1
Pupil count data collection	31	CLL/RD/6/2/2
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Pupil & schools census data processing	32	CLL/RD/6/2/4
Connexions data processing	33	CLL/RD/6/2/5
DfES returns preparation & submission	33-34	CLL/RD/6/3
Data transfer management	34	CLL/RD/6/4
School-LEA data transfer management	34	CLL/RD/6/4/1
School-school data transfer support	34-35	CLL/RD/6/4/2



Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: School organisation &amp; places management</b>				<b>CLL/RD/1</b>
<b>Capacity &amp; places data collection &amp; analysis</b>				<b>CLL/RD/1/1</b>
<b>Schools capacity data collection</b>				<b>CLL/RD/1/1/1</b>
Schools capacity data collection	Destroy	6 years	After commissioned report superseded	SCC Business need School Standards & Framework Act 1998
<b>Net capacity assessment</b>				<b>CLL/RD/1/1/2</b>
Net capacity assessment	Destroy	6 years	After commissioned report superseded	SCC Business need School Standards & Framework Act 1998
<b>School capacity reporting</b>				<b>CLL/RD/1/1/3</b>
School capacity reporting	Destroy	6 years	After report submission	SCC Business need School Standards & Framework Act 1998

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
<b>Live births data processing</b>				<b>CLL/RD/1/1/4</b>
Live births data processing	Destroy	6 years	After commissioned report superseded	SCC Business need School Standards & Framework Act 1998
<b>Pupil projection analysis</b>				<b>CLL/RD/1/1/5</b>
Pupil projection analysis	Destroy	6 years	After commissioned report superseded	SCC Business need School Standards & Framework Act 1998
<b>School organisation planning</b>				<b>CLL/RD/1/2</b>
<b>Development planning review</b>				<b>CLL/RD/1/2/1</b>
Development planning review	Destroy	6 years	After subsequent review	SCC Business need School Standards & Framework Act 1998

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
<b>School places planning</b>				<b>CLL/RD/1/2/2</b>
School places planning	Destroy	6 years	After subsequent review	SCC Business need School Standards & Framework Act 1998
<b>District review</b>				<b>CLL/RD/1/2/3</b>
District review	Destroy	6 years	Superseded	SCC Business need School Standards & Framework Act 1998
<b>School organisation consultation administration</b>				<b>CLL/RD/1/2/4</b>
School organisation consultation administration	Destroy	6 years	After subsequent planning period	SCC Business need School Standards & Framework Act 1998
<b>School organisation plan development</b>				<b>CLL/RD/1/2/5</b>
School organisation plan development	Destroy	6 years	After subsequent planning period	SCC Business need School Standards & Framework Act 1998

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Places negotiation &amp; agreement</b>				<b>CLL/RD/1/2/6</b>
School places agreement negotiation	Destroy	6 years	After termination of agreement	SCC Business need School Standards & Framework Act 1998
<b>Statutory proposal development &amp; submission</b>				<b>CLL/RD/1/2/7</b>
Statutory proposal development & submission	Destroy	6 years	After subsequent planning period	SCC Business need School Standards & Framework Act 1998
<b>Statement of case production &amp; notification</b>				<b>CLL/RD/1/2/8</b>
Statement of case production & notification	Destroy	6 years	After subsequent planning period	SCC Business need School Standards & Framework Act 1998
<b>Public inquiry representation</b>				<b>CLL/RD/1/2/9</b>
<b>Public inquiry case representation</b>	<b>Destroy</b>	<b>25 years ?</b>	<b>After decision</b>	<b>SCC Business need</b>

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>School re-organisation implementation</b>				<b>CLL/RD/1/3</b>
<b>Catchment area alteration</b>				<b>CLL/RD/1/3/1</b>
Catchment area alteration	Destroy	6 years	After superseded	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions Code
<b>School places reduction</b>				<b>CLL/RD/1/3/2</b>
School capacity reduction	Destroy	6 years	After implementation	SCC Business needs
School amalgamation	Destroy	6 years	After implementation	SCC Business needs
School closure	Destroy	6 years	After implementation	SCC Business needs

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>School places expansion</b>				<b>CLL/RD/1/3/3</b>
School capacity development	Destroy	6 years	After implementation	SCC Business needs
New school build planning	Destroy	6 years	After implementation	SCC Business needs
<b>School funding</b>				<b>CLL/RD/1/3/4</b>
<b>Capital bid preparation &amp; submission</b>				<b>CLL/RD/1/3/4/1</b>
Capital bid preparation & submission	Destroy	6 years	After project completion unless required longer by funding body	SCC Financial Regulations
<b>Conditional funding bid preparation &amp; submission</b>				<b>CLL/RD/1/3/4/2</b>
Conditional funding bid preparation & submission	Destroy	6 years	After project completion unless required longer by funding body	SCC Financial Regulations

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
<b>Net capacity funding</b>				<b>CLL/RD/1/3/4/3</b>
Net capacity funding	Destroy	6 years	End of financial year	SCC Financial Regulations
<b>Class size funding determination (KS1)</b>				<b>CLL/RD/1/3/4/4</b>
Class size funding determination (KS1)	Destroy	6 years	End of financial year	SCC Financial Regulations
<b>Housing development funding contribution acquisition</b>				<b>CLL/RD/1/3/4/5</b>
Housing development impact assessment	Destroy	6 years	End of negotiation / End of funding period	SCC Business need Town & Country Planning Act 1990 ODPM Circular 05/2005 Planning Obligations
Developer funding negotiation	Destroy	6 years	End of funding period	SCC Financial Regulations Town & Country Planning Act 1990

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				ODPM Circular 05/2005 Planning Obligations
Developer funding expenditure monitoring	Destroy	6 years	End of funding period	SCC Financial Regulations Town & Country Planning Act 1990 ODPM Circular 05/2005 Planning Obligations
<b>Directorate Activity: School admissions &amp; transfers management</b>				<b>CLL/RD/2</b>
<b>Admission criteria development</b>				<b>CLL/RD/2/1</b>
<b>Admissions criteria review</b>				<b>CLL/RD/2/1/1</b>
Admissions criteria review	Destroy	6 years	After superseded	SCC Business needs School Standards & Framework Act 1998 Education &

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Inspections Bill 2006 School Admissions Code
<b>Admissions criteria consultation</b>				<b>CLL/RD/2/1/2</b>
Admissions criteria consultation	Destroy	6 years	After superseded	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions Code
<b>Catchment area alteration</b>				<b>CLL/RD/2/1/3</b>
Catchment area alteration	Destroy	6 years	After superseded	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Code
<b>Prospectus production</b>				<b>CLL/RD/2/2</b>
<b>Legal status scrutiny</b>				<b>CLL/RD/2/2/1</b>
Legal status scrutiny	Destroy	6 years	After publication superseded	Limitation Act 1980
<b>Prospectus publication</b>				<b>CLL/RD/2/2/2</b>
Prospectus publication	Destroy	6 years	After publication superseded	SCC Business need
<b>Admissions processing</b>				<b>CLL/RD/2/3</b>
<b>Nursery places admissions administration</b>				<b>CLL/RD/2/3/1</b>
Nursery places admissions administration	Destroy	6 years	End of academic year	SCC Business needs School Standards & Framework Act 1998 Education &

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
				Inspections Bill 2006 DfES School Admission Code of Practice
<b>Primary school admissions administration</b>				<b>CLL/RD/2/3/2</b>
Primary school admissions administration	Destroy	6 years	End of academic year	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 DfES School Admission Code of Practice
<b>Primary-secondary school admissions administration</b>				<b>CLL/RD/2/3/3</b>
Primary-secondary school transfers administration	Destroy	6 years	End of academic year	SCC Business needs School Standards & Framework Act 1998 Education &

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Inspections Bill 2006 DfES School Admission Code of Practice
<b>Individual transfers administration</b>				<b>CLL/RD/2/3/4</b>
Individual transfers administration	Destroy	6 years	End of academic year	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 DfES School Admission Code of Practice
<b>Hard to place admissions administration</b>				<b>CLL/RD/2/3/5</b>
<b>Admission negotiation</b>				<b>CLL/RD/2/3/5/1</b>
Admissions negotiation	Destroy	25 years	Date of birth	Limitation Act 1980 Children Act 2004

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Guidance on Hard to Place Children DfES School Admission Code of Practice
<b>Dispute resolution</b>				<b>CLL/RD/2/3/5/2</b>
Dispute resolution	Destroy	25 years	Date of birth	Limitation Act 1980 Children Act 2004 Guidance on Hard to Place Children DfES School Admission Code of Practice
<b>Waiting list administration</b>				<b>CLL/RD/2/3/6</b>
Waiting list administration	Destroy	6 years	End of academic year	SCC Business needs

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Admissions appeals processing</b>				<b>CLL/RD/2/4</b>
<b>Admissions appeals processing</b>				<b>CLL/RD/2/4/1</b>
Admissions appeals processing	Destroy	25 years	Date of birth	Limitation Act 1980 DfES School Admissions Appeals Code of Practice
<b>Application advice &amp; support provision</b>				<b>CLL/RD/2/5</b>
<b>Advice provision</b>				<b>CLL/RD/2/5/1</b>
Advice provision	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admission Code of Practice
<b>Admissions advocacy</b>				<b>CLL/RD/2/5/2</b>
Admissions advocacy	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admission Code of

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
				Practice
<b>Appeals advocacy</b>				<b>CLL/RD/2/5/3</b>
Appeals advocacy	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admissions Appeals Code of Practice
<b>Directorate Activity: Pupil transport provision</b>				<b>CLL/RD/3</b>
<b>Home-school transport provision (pre-16)</b>				<b>CLL/RD/3/1</b>
<b>Seat allocation</b>				<b>CLL/RD/3/1/1</b>
Entitled seat administration	Destroy	6 years	End of academic year	SCC Business need Education Act 1996
Faith school seat administration	Destroy	6 years	End of academic year	SCC Business need Education Act 1996

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Vacant seat scheme administration	Destroy	6 years	End of academic year	SCC Business need
Medical transport administration	Destroy	6 years	End of academic year	SCC Business need
Temporary seat administration	Destroy	6 years	End of academic year	SCC Business need
Waiting list administration	Destroy		When superseded	SCC Business need
Transport application case review	Destroy	6 years	End of academic year	SCC Business need
Pupil information maintenance	Destroy		When superseded	SCC Business need
<b>Travel permit administration</b>				<b>CLL/RD/3/1/2</b>
New travel permit administration	Destroy	2 years	End of academic year	SCC Business need
Temporary travel permit issue	Destroy	2 years	End of academic year	SCC Business need
Replacement travel permit administration	Destroy	2 years	End of academic year	SCC Business need
Free travel entitlement administration	Destroy	6 years	End of academic year	SCC Business need

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
				Education Act 1996
Fare payment administration	Destroy	6 years	End of academic year	SCC Financial Regulations
Travel eligibility checks administration	Destroy	6 years	End of academic year	SCC Financial Regulations
<b>Student transport provision (post-16)</b>				<b>CLL/RD/3/2</b>
<b>Seat allocation</b>				<b>CLL/RD/3/2/1</b>
Application processing	Destroy	6 years	End of academic year	SCC Business need
Student information administration	Destroy		When superseded	SCC Business need
Waiting list administration	Destroy		When superseded	SCC Business need
<b>Travel permit administration</b>				<b>CLL/RD/3/2/2</b>
New travel permit administration	Destroy	2 years	End of academic year	SCC Business need

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Temporary permit administration	Destroy	2 years	End of academic year	SCC Business need
Replacement permit administration	Destroy	2 years	End of academic year	SCC Business need
Fare payment administration	Destroy	6 years	End of academic year	SCC Financial Regulations
Travel eligibility check administration	Destroy	6 years	End of academic year	SCC Financial Regulations
<b>Special needs transport provision</b>				<b>CLL/RD/3/3</b>
<b>Seat allocation</b>				<b>CLL/RD/3/3/1</b>
Application processing	Destroy	6 years	End of academic year	SCC Business need
Pupil information maintenance	Destroy		When superseded	SCC Business need
Waiting list administration	Destroy		When superseded	SCC Business need
Transport case review	Destroy	6 years	End of academic year	SCC Business need

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Pupil escort provision	Destroy	6 years	End of academic year	SCC Business need
<b>Risk assessment</b>				<b>CLL/RD/3/3/2</b>
Special needs transport risk assessment	Destroy	6 years	When superseded	Limitation Act 1980
Wheel chair transport risk assessment	Destroy	6 years	When superseded	Limitation Act 1980
<b>Pupil transport complaints management</b>				<b>CLL/RD/3/4</b>
<b>User complaints investigation</b>				<b>CLL/RD/3/4/1</b>
User complaints investigation	Destroy	6 years	Date closed	Limitation Act 1980
<b>Driver/operator complaints investigation</b>				<b>CLLL/RD/3/4/2</b>
Driver/operator complaints investigation	Destroy	6 years	Date closed	SCC Business need

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Transport fleet management</b>				<b>CLL/RD/3/5</b>
<b>Seat capacity management</b>				<b>CLL/RD/3/5/1</b>
Additional entitled seat management	Destroy	6 years	Date closed	SCC Financial Regulations
Capacity review	Destroy	6 years	Date closed	SCC Business need
<b>Transport route planning</b>				<b>CLL/RD/3/5/2</b>
<b>Route planning</b>				<b>CLL/RD/3/5/2/1</b>
School transport route planning	Destroy		When superseded	SCC Business need
Route & stopping point risk assessment	Destroy	6 years	After superseded	Limitation Act 1980
<b>Transport scheduling</b>				<b>CLL/RD/3/5/2/2</b>
School transport scheduling	Destroy	6 years	After contract termination	SCC Business need
School sports transport scheduling	Destroy	6 years	After contract termination	SCC Business need

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
School/private hire scheduling	Destroy	6 years	After contract termination	SCC Business need
<b>Driver management</b>				<b>CLL/RD/3/5/3</b>
Driver vehicle familiarisation	Destroy	6 years	Date closed	SCC Business need
Driver licence inspection	Destroy	6 years	Termination of contract	Transport Act 1968 Drivers of Heavy Goods Vehicles (keeping of Records) Regulations 1987
Driver log maintenance & inspection	Destroy	1 year	End of year	Transport Act 1968 Drivers of Heavy Goods Vehicles (keeping of Records) Regulations 1987
Tachograph inspection	Awaiting guidance / information	1 year	End of year	Transport Act 1988

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Vehicle maintenance &amp; inspection</b>				<b>CLL/RD/3/5/4</b>
Vehicle maintenance & inspection scheduling	Destroy	6 years	Disposal of vehicle	Limitation Act 1980 Transport Act 1968
Daily vehicle inspection	Destroy	6 years	Disposal of vehicle	Limitation Act 1980 Transport Act 1968
Defects reporting	Destroy	6 years	Disposal of vehicle	Limitation Act 1980 Transport Act 1968
<b>Equipment maintenance &amp; inspection</b>				<b>CLL/RD/3/5/5</b>
Equipment maintenance & inspection scheduling	Destroy	6 years	Disposal of equipment	Limitation Act 1980 Transport Act 1968
Defects reporting	Destroy	6 years	Disposal of equipment	Limitation Act 1980 Transport Act 1968
<b>Vehicle accident reporting</b>				<b>CLL/RD/3/5/6</b>
Vehicle accident reporting	Destroy	6 years	Termination of insurance policy	Limitation Act 1980 Transport Act 1968

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Fuel purchase storage &amp; dispensing</b>				<b>CLL/RD/3/5/7</b>
Fuel storage & dispensing administration	Destroy	6 years	End of financial year	SCC Financial Regulations
Fuel storage risk assessment	Destroy	6 years	End of financial year	The Management of Health and Safety at Work Regulations 1992
Fuel dispensing risk assessment	Destroy	6 years	End of financial year	The Management of Health and Safety at Work Regulations 1992
Fuel purchase	Destroy	6 years	End of financial Year	SCC Financial Regulations
<b>Transport contract management – see Development Services retention schedules</b>				

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Pupil &amp; student support</b>				<b>CLL/RD/4</b>
<b>Education grants &amp; awards administration</b>				<b>CLL/RD/4/1</b>
<b>Enquiries management</b>				<b>CLL/RD/4/1/1</b>
Enquiries management	Destroy	1 year	Date created	Business need
<b>Advice provision</b>				<b>CLL/RD/4/1/2</b>
Advice provision	Destroy	6 years	Date created	Limitation Act 1980
<b>Education maintenance allowance administration</b>				<b>CLL/RD/4/1/3</b>
<b>Maintenance allowance administration</b>				<b>CLL/RD/4/1/3/1</b>
Maintenance allowance administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
Education maintenance allowance administration (unsuccessful)	Destroy	6 years	Current financial year	Education (Student Support) Regulations 2006

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Change of circumstances allowance entitlement assessment</b>				<b>CLL/RD/4/1/3/2</b>
Change of circumstances allowance entitlement assessment	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
<b>Disabled student allowance administration</b>				<b>CLL/RD/4/1/4</b>
<b>Allowance application administration</b>				<b>CLL/RD/4/1/4/1</b>
Allowance application administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
Allowance application administration (unsuccessful)	Destroy	6 years	Current financial year	Education (Student Support) Regulations 2006
<b>Additional allowance application administration</b>				<b>CLL/RD/4/1/4/2</b>
Additional allowance application administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
Additional allowance application	Destroy	6 years	Current financial year	Education (Student Support) Regulations

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
administration (unsuccessful)				2006
<b>Higher &amp; further education grants application</b>				<b>CLL/RD/4/1/5</b>
<b>Grant application administration</b>				<b>CLL/RD/4/1/5/1</b>
Grant application administration (successful)	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
Grant application administration (unsuccessful)	Destroy	6 years	Current financial year	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
<b>Continuing grant application administration</b>				<b>CLL/RD/4/1/5/2</b>
Continuing grant support application administration	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Support) Regulations 2006
<b>Change of circumstances grant entitlement assessment</b>				<b>CLL/RD/4/1/5/3</b>
Change of circumstances grant entitlement assessment	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
<b>Directorate Activity: Education funding support</b>				<b>CL/RD/5</b>
<b>Funding acquisition support</b>				<b>CLL/RD/5/1</b>
<b>Funding opportunity research</b>				<b>CLL/RD/5/1/1</b>
Funding opportunity research	Destroy	3 years	Funding no longer available	SCC Business need
Funding opportunity research (successful bid)	Destroy	6 years	End of project / contract maintenance period	SCC Business need

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Funding opportunity information dissemination</b>				<b>CLL/RD/5/1/2</b>
Funding information dissemination	Destroy		Funding no longer available/superseded	SCC Business need
<b>Funding advice provision</b>				<b>CLL/RD/5/1/3</b>
Funding advice provision	Destroy	6 years	Date closed	Limitation Act 1980
<b>Bid development support</b>				<b>CLL/RD/5/1/4</b>
Funding bid development support (unsuccessful bid)	Destroy	6 years	Date closed	Limitation Act 1980
Funding bid development support (successful bid)	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Project financial management support</b>				<b>CLL/RD/5/2</b>
<b>Project start-up administration</b>				<b>CLL/RD/5/2/1</b>
Project finance records administration	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements
Project training records administration	Destroy	6 years	Date closed	SCC Business need
<b>Expenditure management</b>				<b>CLL/RD/5/2/2</b>
Expenditure monitoring	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements
Performance target monitoring	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Matched funding performance monitoring	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements
Expenditure reimbursement	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements
Miscoded expenditure administration	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements
Claim submission	Destroy	6 years	End of project / contract maintenance period Unless longer period specified by funding body	SCC Financial Regulations Funding body requirements

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Directorate Activity: Pupil &amp; school data management</b>				<b>CLL/RD/6</b>
<b>Education research &amp; analysis</b>				<b>CLL/RD/6/1</b>
Research data collection	Destroy	2 years	Date closed	SCC Business need
<b>Pupil &amp; school data collection &amp; processing</b>				<b>CLL/RD/6/2</b>
<b>Pupil file data collection &amp; maintenance</b>				<b>CLL/RD/6/2/1</b>
Pupil file data collection & maintenance	Destroy	25 years	Date of birth	Limitation Act 1980 Education (Information about Individual Pupils) (England) Regulations 2006
<b>Pupil count data collection</b>				<b>CLL/RD/6/2/2</b>
Pupil count data collection	Destroy	6 years	Date of report submission	Limitation Act 1980

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Exclusions data collection</b>				<b>CLL/RD/6/2/3</b>
Exclusions data collection	Destroy	6 years	Date of report submission	Limitation Act 1980 Children Act 2004 Education (Information about Individual Pupils) (England) Regulations 2006
<b>Pupil &amp; school census data processing</b>				<b>CLL/RD/6/2/4</b>
Pupil census data processing	Destroy	6 years	End of academic year	SCC Business need Education Act 1996
School census data processing	Destroy	6 years	End of academic year	Limitation Act 1980 Education(School Performance Information) (England) Regulations 2006

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
<b>Connexions data processing</b>				<b>CLL/RD/6/2/5</b>
Connexions data processing	Destroy	6 years	End of academic year	Limitation Act 1980 Education (Information about Individual Pupils) (England) Regulations 2006
<b>DfES returns preparation &amp; submission</b>				<b>CLL/RD/6/3</b>
DfES returns preparation & submission	Destroy	6 years	Date of return submission	SCC Business need Education Act Children Act 2004 Education (Information about Individual Pupils) (England) Regulations 2006 Limitation Act 1980 Education(School

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Performance Information (England) Regulations 2006
<b>Data transfer management</b>				<b>CLL/RD/6/4</b>
<b>School-LEA data transfer management</b>				<b>CLL/RD/6/4/1</b>
Data transfer	Destroy	6 years	End of academic year	SCC Business need
Pupil record maintenance	Destroy	25 years	Date of birth	Limitation Act 1980
Data transfer & quality monitoring	Destroy	2 years	End of academic year	SCC Business need
Data restoration (to schools)	Destroy	6 years	End of academic year	Limitation Act 1980
<b>School-school data transfer support</b>				<b>CLL/RD/6/4/2</b>
Pupil intake data processing	Destroy	6 years	End of academic year	Limitation Act 1980

<b>Records</b>	<b>Action</b>	<b>Retention Period</b>	<b>Trigger (event that prompts start of Retention Period)</b>	<b>Authority guiding record creation &amp; retention</b>
Pupil data identification (Lost pupil database)	Destroy	25 years	Date of birth	Limitation Act 1980
Data transfer problem resolution	Destroy	2 years	End of academic year	SCC Business need
Data restoration	Destroy	6 years	End of academic year	Limitation Act 1980
Usage monitoring	Destroy	2 years	End of academic year	SCC Business need
Guidance & instruction provision	Destroy	2 years	After superseded	SCC Business need