



*Information Governance*

**Support Services**  
by Stockport Council

## Schools Retention Schedule 20

Under the Freedom of Information Act 2000, schools are required to retain records that the school creates in the course of its business.

The retention schedule lays down the length of time which the records should be retained for when it is of no further administrative use. The retention schedule is developed in accordance with the Data Protection Act 2018 and the Freedom of Information Act 2000.

Members of staff are expected to manage their current records in accordance with the retention schedule and the different kinds of retention periods when they are created.

The retention schedule refers to record series regardless of the format in which they are held.

There are a number of benefits which arise from the use of a retention schedule.

Managing records against the retention schedule is deemed to be a best practice under the Data Protection Act 2018 and the Freedom of Information Act 2000.

Members of staff should be aware that once a Freedom of Information request has been received, any exemption relating to the request or legal hold must be stopped.

Members of staff can be confident about safe disposal of information which is subject to Freedom of Information and Data Protection.

information which is subject to Freedom of Information and a school is not maintaining and storing information unnecessarily

When appropriate the retention schedule will be reviewed and record series created and remove any obsolete record series.

This retention schedule contains recommended retention periods for schools in the course of their business. The schedule refers to

Some of the retention periods are governed by statute. Other to ensure that these retention periods are compliant with the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be mentioned above. If record series are to be kept for longer or need to be documented.

Contact 0161 474 4299 email: [igschoolsupport@stockport.gov.uk](mailto:igschoolsupport@stockport.gov.uk)



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required to maintain a retention schedule listing the record series with

the record needs to be retained and the action which should be taken. The schedule lays down the basis for normal processing under The Data Protection Act 2000.

used in existing record keeping systems using the retention schedule and to take account of existing new record keeping systems.

the media in which they are stored.

complete retention schedule:

to be “normal processing” under The GDPR, The Data Protection

Information request is received or a legal hold imposed then records should be preserved.

deletion at the appropriate time.

Data Protection legislation will be available when required. The

data protection legislation will be available when required. The  
ily.

id amended by the Information Governance team to include any

riods for the different record series created and maintained by  
all information regardless of the media in which it is stored.

s are guidelines following best practice. Every effort has been m  
requirements of The GDPR, The Data Protection Act 2018 and t

be deemed to be “normal processing” under the legislation  
shorter periods than laid out in this document the reasons for t

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