

| 1 Governors | | | | | | |
|--------------------|---|-------------------------|-----------------------------|---------------------------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 1.1 | Minutes | | | | | |
| | <ul style="list-style-type: none"> <i>Principal set (signed)</i> | No | | Permanent | Retain in school for 6 years from date of meeting | Transfer to Archives |
| | <ul style="list-style-type: none"> <i>Inspection copies</i> | No | | Date of meeting + 3 years | SHRED [If these minutes contain any sensitive personal information they should be shredded] | |
| 1.2 | Agendas – Principal copy | No | | Permanent | Retain in school for 6 years from date of meeting | Transfer to Archives |
| | Agendas – Additional Copies | No | | Date of meeting | SHRED | |
| 1.3 | Reports | No | | Date of report + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 1.4 | Annual Parents’ meeting papers | No | | Date of meeting + 6 years | Retain in school for 6 years from date of meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 1.5 | Instruments of Government | No | | Permanent | Retain in school whilst school is open | Transfer to Archives when the school has closed |

| 1 Governors | | | | | | |
|--------------------|--|-------------------------|-----------------------------|--|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 1.6 | Trusts and Endowments | No | | Permanent | Retain in school whilst operationally required | Transfer to Archives |
| 1.7 | Action Plans | No | | Date of action plan + 3 years | SHRED | It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period |
| 1.8 | Policy documents | No | | Expiry of policy | Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process) | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 1.9 | Complaints files | Yes | | Date of resolution of complaint + 6 years | Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints | |
| 1.10 | Annual Reports required by the Department for Education and Skills | No | | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 | Date of report + 10 years | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| 2 Management | | | | | | |
|---------------------|--|-------------------------|-----------------------------|--|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 2.1 | Log Books | Yes | | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| 2.2 | Minutes of the Senior Management Team and other internal administrative bodies | Yes ¹ | | Date of meeting + 5 years | Retain in the school for 5 years from meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 2.3 | Reports made by the head teacher or the management team | Yes ¹ | | Date of report + 3 years | Retain in the school for 3 years from meeting | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 2.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes ¹ | | Closure of file + 6 years | SHRED | |
| 2.5 | Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | No | | Date of correspondence + 3 years | SHRED | |
| 2.6 | Professional development plans | Yes | | Closure + 6 years | SHRED | |
| 2.7 | School development plans | No | | Closure + 6 years | Review | Offer to the Archives |

| 2 Management | | | | | | |
|---------------------|---|-------------------------|-----------------------------|---------------------------------------|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 2.8 | Admissions – if the admission is successful | Yes | | Admission + 1 year | SHRED | |
| 2.9 | Admissions – if the appeal is unsuccessful | Yes | | Resolution of case + 1 year | SHRED | |
| 2.10 | Proofs of address supplied by parents as part of the admissions process | Yes | | Current year + 1 year | SHRED | |

| 3 Pupils | | | | | | |
|-----------------|-------------------------------|-------------------------|-----------------------------|--|---|--------------------------|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 3.1 | Admission Registers | Yes | | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. | Transfer to the Archives |
| 3.2 | Attendance registers | Yes | | Date of register + 3 years | SHRED [If these records are retained electronically any back up copies should be destroyed at the same time] | |
| 3.3 | Pupil record cards | Yes | | | | |

| 3 Pupils | | | | | | |
|----------|---|------------------|----------------------|---|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| | <ul style="list-style-type: none"> Primary | | | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service | |
| 3.4 | Pupil files | Yes | | | | |
| | <ul style="list-style-type: none"> Primary | | | Retain for the time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school. In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service | |
| 3.5 | Special Educational Needs files, reviews and Individual Education Plans | Yes | | DOB of the pupil + 25 year | SHRED | |
| 3.6 | Letters authorising absence | No | | Date of absence + 2 years | SHRED | |
| 3.7 | Absence books | | | Current year + 6 years | SHRED | |

| 3 Pupils | | | | | | |
|-----------------|---|-------------------------|---|---------------------------------------|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 3.8 | Examination results | Yes | | | | |
| | <ul style="list-style-type: none"> <i>Public</i> | No | | Year of examinations + 6 years | SHRED | Any certificates left unclaimed should be returned to the appropriate Examination Board |
| | <ul style="list-style-type: none"> <i>Internal examination results</i> | Yes | | Current year + 5 years | SHRED | |
| 3.9 | Any other records created in the course of contact with pupils | Yes/No | | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or SHRED | |
| 3.10 | Statement maintained under The Education Act 1996 - Section 324 | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending | |
| 3.11 | Proposed statement or amended statement | Yes | Special Educational Needs and Disability Act 2001 Section 1 | DOB + 30 years | SHRED unless legal action is pending | |
| 3.12 | Advice and information to parents regarding educational needs | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Closure + 12 years | SHRED unless legal action is pending | |

| 3 Pupils | | | | | | |
|-----------------|---|-------------------------|--|---|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 3.13 | Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years | SHRED unless legal action is pending | |
| 3.14 | Children's SEN Files | Yes | | DOB of pupil + 25 years then review – it may be appropriate to add an additional retention period in certain cases | SHRED unless legal action is pending | |
| 3.15 | Parental permission slips for school trips – where there has been no major incident | Yes | | Conclusion of the trip | SHRED | |
| 3.16 | Parental permission slips for school trips – where there has been a major incident | Yes | Limitation Act 1980 | DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils | SHRED | |

| 3 Pupils | | | | | | |
|-----------------|---|-------------------------|---|--|---|--------------------------|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 3.17 | Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom [including GOF1 and GOF2 and data entered on the e-go system] | N | 3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998). | Date of visit + 14 years | N | SHRED or delete securely |
| 3.18 | Walking Bus registers | Yes | | Date of register + 3 years This takes into account the fact that if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting | SHRED [If these records are retained electronically any back up copies should be destroyed at the same time] | |

| 4 Curriculum | | | | | |
|---------------------|-------------------------------|-------------------------|-----------------------------|---------------------------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 4.1 | Curriculum development | No | | Current year + 6 years | SHRED |
| 4.2 | Curriculum returns | No | | Current year + 3 years | SHRED |
| 4.3 | School syllabus | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.4 | Schemes of work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.5 | Timetable | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.6 | Class record books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.7 | Mark Books | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.8 | Record of homework set | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.9 | Pupils' work | No | | Current year + 1 year | It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED |
| 4.10 | Examination results | Yes | | Current year + 6 years | SHRED |

| 4 Curriculum | | | | | |
|---------------------|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 4.11 | SATS records | Yes | | Current year + 6 years | SHRED |
| 4.12 | Value added records | Yes | | Current year + 6 years | SHRED |

| 5 Personnel Records held in Schools | | | | | |
|--|---|-------------------------|---|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 5.1 | Timesheets, sick pay | Yes | Financial Regulations | Current year + 6 years | SHRED |
| 5.2 | Staff Personal files | Yes | | Termination + 7 years | SHRED |
| 5.3 | Interview notes and recruitment records | Yes | | Date of interview + 6 months | SHRED |
| 5.4 | Pre-employment vetting information (including CRB checks) | No | CRB guidelines | Date of check + 6 months | SHRED [by the designated member of staff] |
| 5.5 | Disciplinary proceedings: | Yes | Please note that all these retention periods where the warning relates to child protection issues may change in light of any recommendations made by the Bichard Inquiry. If the disciplinary proceedings relate to a child protection matter please contact Michelle Hunt or Kel Arthur for further advice. | | |
| | • <i>oral warning</i> | | | Date of warning + 6 months | SHRED |
| | • <i>written warning – level one</i> | | | Date of warning + 6 months | SHRED ⁷ |
| | • <i>written warning – level two</i> | | | Date of warning + 12 months | SHRED ⁷ |
| | • <i>final warning</i> | | | Date of warning + 18 months | SHRED ⁷ |
| | • <i>case not found</i> | | | Take advice if the proceedings were child protection related otherwise shred immediately at the conclusion of the case | SHRED |

| 5 Personnel Records held in Schools | | | | | |
|--|--|-------------------------|---|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 5.6 | Records relating to accident/injury at work | Yes | | Date of incident + 12 years In the case of serious accidents a further retention period will need to be applied | SHRED |
| 5.7 | Annual appraisal/assessment records | No | | Current year + 5 years | SHRED |
| 5.8 | Salary cards | Yes | | Last date of employment + 85 years | SHRED |
| 5.9 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year, +3yrs | SHRED |
| 5.10 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | SHRED |
| 5.11 | Proofs of identity collected as part of the process of checking "portable" enhanced CRB disclosure | Yes | | Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal file. | |

| 5 Personnel Records held in Schools | | | | | |
|--|--|-------------------------|--|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 5.12 | Allegation of a child protection nature against a member of staff, including where the allegation is unfounded | Yes | Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005 "Safeguarding Children and Safer Recruitment in Education" p60 "Record Keeping 5.10 | Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer | SHRED |

| 6 Health and Safety | | | | | |
|----------------------------|-------------------------------|-------------------------|---|---------------------------------------|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| 6.1 | Accessibility Plans | | Disability Discrimination Act | Current year + 6 years | SHRED |
| 6.2 | Accident Reporting | | Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8. Limitation Act 1980 | | |

| 6 Health and Safety | | | | | |
|----------------------------|---|-------------------------|-----------------------------|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record |
| | <ul style="list-style-type: none"> • <i>Adults</i> | Yes | | Date of incident + 7 years | SHRED |
| | <ul style="list-style-type: none"> • <i>Children</i> | Yes | | DOB of child + 25 years | SHRED |
| 6.3 | COSHH | | | Current year + 10 years [where appropriate an additional retention period may be allocated] | SHRED |
| 6.4 | Incident reports | Yes | | Current year + 20 years | SHRED |
| 6.5 | Policy Statements | | | Date of expiry + 1 year | SHRED |
| 6.6 | Risk Assessments | | | Current year + 3 years | SHRED |
| 6.7 | Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos | | | Last action + 40 years | SHRED |
| 6.8 | Process of monitoring of areas where employees and persons are likely to have come in contact with radiation | | | Last action + 50 years | SHRED |
| 6.9 | Fire Precautions log books | | | Current year + 6 years | SHRED |

| 7 Administrative | | | | | | |
|-------------------------|--|-------------------------|-----------------------------|---------------------------------------|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 7.1 | Employer's Liability certificate | | | Closure of the school + 40 years | SHRED | |
| 7.2 | Inventories of equipment and furniture | | | Current year + 6 years | SHRED | |
| 7.3 | General file series | | | Current year + 5 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 7.4 | School brochure or prospectus | | | Current year + 3 years | | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 7.5 | Circulars (staff/parents/pupils) | | | Current year + 1 year | SHRED | |
| 7.6 | Newsletters, ephemera | | | Current year + 1 year | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 7.7 | Visitors book | | | Current year + 2 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| 7 Administrative | | | | | | |
|-------------------------|-------------------------------|-------------------------|-----------------------------|---------------------------------------|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 7.8 | PTA/Old Pupils Associations | | | Current year + 6 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| 8 Finance | | | | | | |
|-----------|--|------------------|-----------------------|---|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 8.1 | Annual Accounts | | Financial Regulations | Current year + 6 years | | Offer to the Archives |
| 8.2 | Loans and grants | | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 8.3 | Contracts | | | | | |
| | <ul style="list-style-type: none"> under seal | | | Contract completion date + 12 years | SHRED | |
| | <ul style="list-style-type: none"> under signature | | | Contract completion date + 6 years | SHRED | |
| | <ul style="list-style-type: none"> monitoring records | | | Current year + 2 years | SHRED | |
| 8.4 | Copy orders | | | Current year + 2 years | SHRED | |
| 8.5 | Budget reports, budget monitoring etc | | | Current year + 3 years | SHRED | |
| 8.6 | Invoice, receipts and other records covered by the Financial Regulations | | Financial Regulations | Current year + 6 years | SHRED | |
| 8.7 | Annual Budget and background papers | | | Current year + 6 years | SHRED | |

| 8 Finance | | | | | | |
|------------------|--|-------------------------|-----------------------------|---------------------------------------|---|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 8.8 | Order books and requisitions | | | Current year + 6 years | SHRED | |
| 8.9 | Delivery Documentation | | | Current year + 6 years | SHRED | |
| 8.10 | Debtors' Records | | Limitation Act 1980 | Current year + 6 years | SHRED | |
| 8.11 | School Fund – Cheque books | | | Current year + 3 years | SHRED | |
| 8.12 | School Fund – Paying in books | | | Current year + 6 years then review | SHRED | |
| 8.13 | School Fund – Ledger | | | Current year + 6 years then review | SHRED | |
| 8.14 | School Fund – Invoices | | | Current year + 6 years then review | SHRED | |
| 8.15 | School Fund – Receipts | | | Current year + 6 years | SHRED | |
| 8.16 | School Fund – Bank statements | | | Current year + 6 years then review | SHRED | |
| 8.17 | School Fund – School Journey books | | | Current year + 6 years then review | SHRED | |
| 8.18 | Applications for free school meals, travel, uniforms etc | | | Whilst child at school | SHRED | |

| 8 Finance | | | | | | |
|-----------|-----------------------------|------------------|-----------------------|--------------------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 8.19 | Student grant applications | | | Current year + 3 years | SHRED | |
| 8.20 | Free school meals registers | Yes | Financial Regulations | Current year + 6 years | SHRED | |
| 8.21 | Petty cash books | | Financial Regulations | Current year + 6 years | SHRED | |

| 9 Property | | | | | | |
|-------------------|--|-------------------------|-----------------------------|---------------------------------------|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 9.1 | Title Deeds | | | Permanent | Permanent these should follow the property unless the property has been registered at the Land Registry | Offer to Archives if the deeds are no longer needed |
| 9.2 | Plans | | | Permanent | Retain in school whilst operational | Offer to Archives |
| 9.3 | Maintenance and contractors | | Financial Regulations | Current year + 6 years | SHRED | |
| 9.4 | Leases | | | Expiry of lease + 6 years | SHRED | |
| 9.5 | Lettings | | | Current year + 3 years | SHRED | |
| 9.6 | Burglary, theft and vandalism report forms | | | Current year + 6 years | SHRED | |
| 9.7 | Maintenance log books | | | Last entry + 10 years | SHRED | |
| 9.8 | Contractors' Reports | | | Current year + 6 years | SHRED | |

| 10 Local Education Authority | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------|-----------------------------|---------------------------------------|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 10.1 | Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | SHRED | |
| 10.2 | Attendance returns | Yes | | Current year + 1 year | SHRED | |
| 10.3 | Circulars from LEA | | | Whilst required operationally | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| 11 DfES | | | | | | |
|----------------|-------------------------------|-------------------------|-----------------------------|--|---|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 11.1 | HMI reports | | | These do not need to be kept any longer | | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 11.2 | OFSTED reports and papers | | | Replace former report with any new inspection report | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |
| 11.3 | Returns | | | Current year + 6 years | SHRED | |

| 11 DfES | | | | | | |
|---------|------------------------|------------------|----------------------|--------------------------------|--|---|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 11.4 | Circulars from DfES | | | Whilst operationally required | Review to see whether a further retention period is required | Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation] |

| 12 Schools Meals | | | | | | |
|------------------|-----------------------------|------------------|----------------------|--------------------------------|--|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Action at the end of the administrative life of the record | |
| 12.1 | Dinner Register | | | C + 3 years | SHRED | |
| 12.2 | School Meals Summary Sheets | | | C + 3 years | SHRED | |

| 13 Family Liaison Officers and Parent Support Assistants | | | | | | |
|--|------------------------|------------------|----------------------|------------------------------------|--------------------|--|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Method of Disposal | |
| 13.1 | Day Books | Y | | Current year + 2 years then review | SHRED | |

| 13 Family Liaison Officers and Parent Support Assistants | | | | | |
|---|--|-------------------------|-----------------------------|---|---------------------------|
| | Basic file description | Data Prot Issues | Statutory Provisions | Retention Period [operational] | Method of Disposal |
| 13.2 | Reports for outside agencies – where the report has been included on the case file created by the outside agency | Y | | Whilst the child is attending the school then destroy | SHRED |
| 13.3 | Referral forms | Y | | While the referral is current then | SHRED |
| 13.4 | Contact data sheets | Y | | Current year then review, if contact is no longer active then destroy | SHRED |
| 13.5 | Contact database entries | Y | | Current year then review, if contact is no longer active then destroy | DELETE |
| 13.6 | Group Registers | Y | | Current year + 2 years | SHRED |

