

Surrey County Council Education and Skills Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
E&S1.0	Admissions & Appeals	-	-	-	-	-	-
E&S1.0.1	Admissions – if the admission is successful	School Admissions Code 2012	Date of birth of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S1.0.2	Admissions – if the appeal is unsuccessful	School Admissions Appeals Code 2012	Resolution of case + 1 year	Secure Disposal	Yes	Official	-
E&S1.0.3	Admissions – Secondary Schools – Casual	School Admissions Code 2012	Date of birth of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S1.0.4	Admissions Policies	School Admissions Code 2012	Date of policy + 5 years	Offer to Archives	No	Not Protectively Marked	-
E&S1.0.5	Procedure for Entrance to Secondary Education (PESE) – PESE 3 and PESE 4 forms	School Admissions Code 2012	Date of birth of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S1.0.6	Admissions data including all paper based correspondence	-	Date of birth of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S1.0.7	School Admissions Appeals	School Admissions Appeals Code 2012	Date the appeal process resolved + 2 years	Secure Disposal	Yes	Official	-
E&S1.0.8	Home to School Transport Appeals	-	Reference purposes until the child reaches Year 13 in case of involvement by the Local Government Ombudsman	Secure Disposal	Yes	Official	-
E&S1.0.9	Admissions – 11+ papers	School Admissions Code 2012	Current year + 1 year	Secure Disposal	No	Official	-
E&S1.0.10	Admissions and Transport Day Files of correspondence with members and others	-	Current year + 3 years then review in case of involvement by the Local Government Ombudsman	Secure Disposal	Yes	Official	-
E&S1.0.11	Pupil Educational Record	-	DOB of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S2.0	Attendance & Educational Welfare	-	-	-	-	-	-
E&S2.0.1	Records relating to individual children 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&S2.0.2	Records created by the District Inclusion Forums relating to individually named pupils	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&S2.0.3	Records created by the District Inclusion Forum - Chronological Series	-	Retain in area until child reaches Year 11 then send to Archive until child reaches 25 years	Secure Disposal	Yes	Official	-

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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	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S4.0.2	Client files where provision is made up to age 25	Limitation Act 1980 (Section 2)	Last contact + 6 years	Secure Disposal	Yes	Official	-
E&S4.0.3	Records relating to the management of critical incident response	-	Operational use	Secure Disposal	No	Not Protectively Marked	-
E&S4.0.4	Anonomised parent survey data	-	Operational use	Secure Disposal	No	Not Protectively Marked	-

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E&S4.0.5	Yearly audit reports	-	Date of audit report + 5 years	Secure Disposal	No	Not Protectively Marked	-
E&S4.0.6	Stutory Reports	-	Principal copy is the paper copy. Electronic copies to be retained for current academic year + 5 years	Secure Disposal	Yes	Official	-
E&S4.0.7	Records created concerning the management of autism	-	Current year + 6 years	Secure Disposal	No	Not Protectively Marked	-
E&S4.0.8	Leaflets used to assist schools in a crisis	-	Operational use	Secure Disposal	No	Not Protectively Marked	-
E&S4.0.9	Practice Framework and supporting Appendices	-	Life of the Educational Psychology Unit + 6 years	Secure Disposal	No	Not Protectively Marked	-
E&S4.0.10	Emails and other information relating to the management of crisis incidents in schools	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S5.0	Grants & Awards	-	-	-	-	-	-
E&S5.0.1	Free School Meals application forms and details	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S5.0.2	Student awards files	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S5.0.3	Student Awards - Post 16 Access Funds	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S5.0.4	Student Awards University/College	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S5.0.5	Post-16 School Access Funds	HMRC - Compliance Handbook Manual CH15400	Current Year + 6 Years	Secure Disposal	Yes	Official	-
E&S5.0.6	Financial records relating to the EU welfare milk subsidy	-	End of year in which claims are made + 3 years	Secure Disposal	No	Not Protectively Marked	-
E&S6.0	Hospital & Home Tuition	-	-	-	-	-	-
E&S6.0.1	Pupil files relating to pupils who have left school and have either moved into elective home education, moved abroad or for whom the current school is not known	Education Act 1996 Sections 7, 437-443	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.2	Historical pupil files from the Alternative Curriculum Team	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.3	Record of children in Surrey who are being offered a programme of tuition by the Education Programme	Education Act 1996	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-

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E&S6.0.4	Academic reports relating to work pupils complete whilst on the Education Programme	Education Act 1996	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.5	Historical pupil records relating to Children Educated at Home	Education Act 1996 Sections 7, 437-443	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.6	Record of children in Surrey known to be home educated	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.7	Records relating to the provision of advice and guidance to home educating families	-	Operational use	Secure Disposal	No	Not Protectively Marked	-
E&S6.0.8	Records relating to information given to families about how to access services and facilities from other agencies that would generally be delivered via school	-	Operational use	Secure Disposal	No	Not Protectively Marked	-
E&S6.0.9	Records relating to advice and support given to families who request support with returning to children to school or identifying a school place	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-
E&S6.0.10	Records relating to establishing the identities of children who are not registered at a school and who are not receiving a suitable education otherwise.	Education Act 1996 Section 436a	Date of birth of child/young person + 25 years	Secure Disposal	Yes	Official	-
E&S7.0	School Exclusions	-	-	-	-	-	-
E&S7.0.1	Permanent Exclusions files	Limitation Act 1980 (Section 2)	Retain in area until child reaches Year 11 then send to off site storage until child reaches 25 years	Secure Disposal	Yes	Official	-
E&S7.0.2	Fixed Term Exclusion files	-	Add to database then destroy paper files	Secure Disposal	Yes	Official	-
E&S7.0.3	Records containing information for monitoring the Exclusions process	-	Current year + 3 years then review	Secure Disposal	Yes	Official	-
E&S8.0	Special Educational Needs	-	-	-	-	-	-

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E&S8.0.1	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made only up to age 18	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S8.0.2	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made over the age of 18	Limitation Act 1980 (Section 2)	Date of last contact + 6 years	Secure Disposal	Yes	Official	-
E&S8.0.3	Special Educational Needs – Officer Diaries	-	Current year + 20 years	Secure Disposal	Yes	Official	-
E&S8.0.4	Records relating to the mediation or resolution of disagreements and processes relating to appeals made to the Special Educational Need and Disability Tribunal	Limitation Act 1980 (Section 2)	Date of birth +25 years	Secure Disposal	Yes	Official	-
E&S8.0.5	Pre-School Special Educational Needs pupil files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S8.0.6	Statements – no longer active (Not looked after children)	-	Last contact + 40 years	Secure Disposal	Yes	Official	-
E&S8.0.7	Statements – where the statement is refused (Looked after children)	-	Last contact + 40 years	Secure Disposal	Yes	Official	-
E&S8.0.8	Statements – no longer active (Looked after children)	-	Last contact + 40 years	Secure Disposal	Yes	Official	-
E&S8.0.9	Client files where last contact with the client is before their 18th birthday	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-

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E&S9.0	Specialist Teaching Service	-	-	-	-	-	-
E&S9.0.1	Records relating to teachers employed by the Specialist Teaching Service	Limitation Act 1980 (Section 2)	Termination of employment + 6 years	Secure Disposal	Yes	Official	-
E&S9.0.2	Pupil records created by the Specialist Teaching Service	Limitation Act 1980 (Section 2)	Date of Birth + 25 years	Secure Disposal	Yes	Official	-
E&S9.0.3	Specialist Teaching Service reports	-	Principal copy is the paper copy. Electronic copies to be retained for current financial year + 1 year	Secure Disposal	Yes	Official	-
E&S9.0.4	Records relating to specialist teaching provision for early years pupils	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S10.0	Alternative Curriculum	-	-	-	-	-	-
E&S10.0.1	Alternative Provision – pupil files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S10.0.2	Alternative Curriculum – Pupil Files	Limitation Act 1980 (Section 2)	Date of birth + 25 years	Secure Disposal	Yes	Official	-
E&S11.0	Home to School Transport	-	-	-	-	-	-
E&S11.0.1	Records relating to the application for, allocation and management of Home to School Transport covering Years R-11	-	Date of birth of pupil + 25 years	Secure Disposal	Yes	Official	-
E&S11.0.2	Payments: All records relating to personal transport budgets	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Secure Disposal	Yes	Official	-
E&S12.0	Outdoor Education	-	-	-	-	-	-
E&S12.0.1	Primary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years - This retention period has been agreed with the Safeguarding Children officer	Secure Disposal	No	Not Protectively Marked	-
E&S12.0.2	Secondary Schools Records created by schools to obtain approval to run an Educational Visit outside the Classroom	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years - This retention period has been agreed with the Safeguarding Children officer	Secure Disposal	No	Not Protectively Marked	-
E&S12.0.3	Records created by Outdoor Education Unit in order to “vet” providers to ensure that the facilities fall in line with LEA requirements	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 85 years - This retention period has been agreed with the Safeguarding Children officer	Secure Disposal	No	Not Protectively Marked	-

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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	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S14.0.11	All records relating to activities (day trips and residential) organised by the youth centres including parental permission forms, risk assessments and so on	-	Date of activity + 6 years	Secure Disposal	Yes	Official	-
E&S14.0.12	Customer feedback information (the majority of this information is anonymised)	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S14.0.13	Qualitative Information collected for Youth Services	-	Current year + 5 years then review	Secure Disposal	No	Not Protectively Marked	-
E&S15.0	LA Support Services	-	-	-	-	-	-
E&S15.0.1	Requests for analysis relating to secondary and primary school places forecasts	-	Current year + 5 years	Secure Disposal	No	Not Protectively Marked	-
E&S15.0.2	Primary School and Secondary School Places forecasts	-	Current year + 10 years	Secure Disposal	No	Not Protectively Marked	-
E&S15.0.3	Schools Organisation information documents	-	Whilst current then destroy	Secure Disposal	No	Not Protectively Marked	-
E&S15.0.4	Cluster files	-	Current year + 5 years	Secure Disposal	No	Official	-

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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	Yes	Official	-
E&S16.0.2	Learner Tracking Sheets	-	Current academic year + 6 years	Secure Disposal	Yes	Official	-
E&S16.0.3	Copies of learning agreements	-	Date course started + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.4	Screening forms and Initial assessment forms	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.5	Additional Learning Support applications	-	Entered onto Unit E and paper copies kept for 7 years.	Secure Disposal	Yes	Official	-
E&S16.0.6	Application forms (retained with consent of applicant)	-	Current year + 1 year	Secure Disposal	Yes	Official	-
E&S16.0.7	Student application forms for counselling courses	-	Current academic year	Secure Disposal	Yes	Official	-

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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 removed]	Secure Disposal	-	Official	-
E&S16.0.38	Debt recovery and write off letters	-	Current year + 1 year	Secure Disposal	Yes	Official	-