

## Junior Guildhall Staff Record Retention Policy

(Currently under review)

This policy relates specifically to documents held by Junior Guildhall  
It should be read in conjunction with School Wide and HR documents.

Retain for up to 3 years



Retain for 3 – 7 years



Retain for 7 + years but less than perpetuity



In perpetuity



Category	Where in the student/parent experience the record comes
Record Description	The name/title of the record
Type	Format of record: SITS = A      Access = B      O Drive = C      Hardcopy = D
Retention Rule	The length of time the record is kept for
Access Restrictions	Whether or not access to the record is restricted for confidentiality reasons etc
Notes	Additional information pertaining to the record

Staff Application and Interview Documents						
	4.1	Application Form Hard Copy	D			Destroyed 7 years after leaving
	4.2	Application Form Electronic	C			Destroyed after 3 years
	4.3	Application Results	C			Destroyed after 7 years
	4.4	Interview Notes	C & D			O drive copies destroyed after 7 years

<b>Staff Life</b>		<b>Disability, Health &amp; Welfare</b>				
	5.1	Sickness and Medical Notes	D			Destroyed 7 years after leaving
	5.2	Meeting Notes	C & D		Restricted O Drive	Destroyed 7 years after leaving
		<b>Disciplinary and Complaints</b>				
	5.3	Correspondence	C & D		Restricted O Drive	Destroyed after 7 years
	5.4	Documentation	C & D		Restricted O Drive	Destroyed after 7 years
	5.5	Meeting notes	C & D		Restricted O Drive	Destroyed after 7 years
		<b>Attendance Records</b>				
	5.6	Notices for students	D			Destroyed after 3 years
	5.7	Data Records	B			Destroyed 7 years after leaving
		<b>Appraisal Records</b>				
	5.8	Forms – Formal Appraisal	C		Restricted O Drive	Destroyed 7 years after leaving
	5.9	Reports – Staff Observation	C		Restricted O Drive	Destroyed 7 years after leaving
		<b>DBS Data</b>				
		DBS Certificates	D			Destroyed immediately after Number and Date has been recorded
		DBS Certificate Number and Date	B & C			Destroyed 7 years after leaving
		DBS Update Service Number	B & C			Destroyed 7 years after leaving
		<b>General Correspondence</b>				
	5.10	Hard copy correspondence	D			Destroyed 7 years after leaving
	5.11	Electronically held correspondence	C			Destroyed 7 years after leaving
	5.12	Email correspondence	C			

## Annex

Type of Record	Where kept and standard access
SITS	SITS Server2, SITS password protected, level of access for each user limited on a need basis
Access	School O Drive, all PC's password protected
O Drive	O/JUNIOR, restricted to Junior Guildhall Senior Management Team and admin staff, Confidential folder restricted to Head of Junior Guildhall and Head of Junior Music Courses
Hardcopy	Locked cabinets in and around the Junior Guildhall offices