

# Retention Guidelines for Schools

LONDON BOROUGH OF ENFIELD

## 1. Records relating to child protection

|     | Basic File Description   | Data Protection Issue | Statutory Provisions   | Retention Period  | Action at End of Administrative Life of Record |
|-----|--|-----------------------|--|---|--|
| 1.1 | Child protection files   | Yes                   | Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004  | Date of birth + 25 years  | Secure disposal                                |
| 1.2 | Allegation of 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 | Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer | Secure disposal                                |

## 2. Records relating to governors

|      | Basic File Description         | Data Protection Issue | Statutory Provisions | Retention Period          | Action at End of Administrative Life of Record   |
|------|--------------------------------|-----------------------|----------------------|---------------------------|--|
| 2.1  | Minutes                        |                       |                      |                           |  |
| 2.1a | Principal set (signed)         | No                    |                      | Permanent                 | Must be available in school for 6 years from the meeting. Can then be archived/stored elsewhere.   |
| 2.1b | Inspection copies              | No                    |                      | Date of meeting + 3 years | Secure disposal  |
| 2.2  | Agendas                        | No                    |                      | Date of meeting           | Secure disposal  |
| 2.3  | Reports                        | No                    |                      | Date of report + 6 years  | Retain in school for 6 years from report date. Can consider archiving/storing anything important.  |
| 2.4  | Annual parents' meeting papers | No                    |                      | Date of meeting + 6 years | Retain in school for 6 years from meeting date. Can consider archiving/storing anything important. |
| 2.5  | Instruments of Government      | No                    |                      | Permanent                 | Retain in school whilst school open. Can then be archived/stored elsewhere.                        |

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| 2.6  | Trusts and Endowments                                | No  |  | Permanent                                 | Retain in school whilst operationally required. Can then be archived/stored elsewhere.                                      |
| 2.7  | Action plans   | No  |  | Date of action plan + 3 years             | Secure disposal   |
| 2.8  | Policy documents                                     | No  |  | Expiry of policy                          | Retain in school whilst policy operational (this includes if the expired policy is part of a past decision making process). |
| 2.9  | Complaints files                                     | Yes |  | Date of resolution of complaint + 6 years | Review for further retention in the case of contentious disputes. Secure disposal.  |
| 2.10 | Annual reports required by Dept of Education         | No  | Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI2002 No1171 | Date of report + 10 years                 | Secure disposal   |
| 2.11 | Proposals for schools to become or be established as | No  |  | Current year + 3 years                    | Secure disposal   |

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|  | Specialist Status<br>schools |  |  |  |  |
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### 3. Records relating to school management

|     | Basic File Description  | Data Protection Issue | Statutory Provisions | Retention Period                     | Action at End of Administrative Life of Record   |
|-----|---|-----------------------|----------------------|--------------------------------------|--|
| 3.1 | Log books   | Yes                   |                      | Date of last entry in book + 6 years | Secure disposal  |
| 3.2 | Minutes of the senior management team and other internal administrative bodies  | Yes                   |                      | Date of meeting + 5 years            | Retain in school for 5 years from meeting date. Can consider archiving/storing anything important. |
| 3.3 | Reports made by the head teacher or management team   | Yes                   |                      | Date of report + 3 years             | Retain in school for 3 years from report date. Can consider archiving/storing anything important.  |
| 3.4 | Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes                   |                      | Closure of file + 6 years            | Secure disposal  |
| 3.5 | Correspondence created by head teachers, deputy head teachers, heads of year and other  | No/Yes                |                      | Date of correspondence + 3 years     | Secure disposal  |

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|      | members of staff with administrative responsibilities   |     |  |                                       |  |
| 3.6  | Professional development plans  | Yes |  | Closure + 6 years                     | Secure disposal                                |
| 3.7  | School development plans  | No  |  | Closure + 6 years                     | Review for further retention. Secure disposal. |
| 3.8  | Admissions - if the admission is successful   | Yes |  | Admission + 1 year                    | Secure disposal                                |
| 3.9  | Admissions - if the appeal is unsuccessful  | Yes |  | Resolution of case + 1 year           | Secure disposal                                |
| 3.10 | Admissions - secondary schools - casual   | Yes |  | Current year + 1 year                 | Secure disposal                                |
| 3.11 | Proof of address supplied by parents as part of the admissions process  | Yes |  | As the corresponding admission record | Secure disposal                                |
| 3.12 | Supplementary information form including additional information such as religion, medical conditions supplied | Yes |  | As the corresponding admission record | Secure disposal                                |

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|  | as part of the admissions process |  |  |  |  |
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#### 4. Records relating to pupils

|      | Basic File Description          | Data Protection Issue | Statutory Provisions | Retention Period  | Action at End of Administrative Life of Record  |
|------|---------------------------------|-----------------------|----------------------|---|---|
| 4.1  | Admission registers             | Yes                   |                      | Entry + 7 years   | Retain in school for 7 years from entry. Can consider archiving these records if have the facility.   |
| 4.2  | Attendance registers            | Yes                   |                      | Date of register + 3 years                                    | Secure disposal   |
| 4.3  | Pupil files retained in schools | Yes                   |                      |   |   |
| 4.3a | Primary                         | Yes                   |                      | Retain for time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school.  |
| 4.3b | Secondary                       | Yes                   | Limitation Act 1980  | Date of birth + 25 years                                      | Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal |
| 4.4  | Pupil files                     | Yes                   |                      |   |   |

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|------|---|-----|---------------------|---|---|
| 4.4a | Primary   | Yes |                     | Retain for time which the pupil remains at the primary school | Transfer to the secondary school (or other primary school) when the child leaves the school.  |
| 4.4b | Secondary   | Yes | Limitation Act 1980 | Date of birth + 25 years                                      | Transfer to another secondary school if required. In the case of exclusion it may be appropriate to transfer the record to the Pupil Referral Unit. Secure disposal |
| 4.5  | Special Educational Needs files, reviews and individual education plans | Yes |                     | Date of birth + 25 years                                      | Secure disposal   |
| 4.6  | Correspondence relating to authorised absence and issues                | Yes |                     | Date of absence + 2 years                                     | Secure disposal   |
| 4.7  | Examination results   |     |                     |   |   |
| 4.7a | Public  | No  |                     | Year of examination + 6 years                                 | Secure disposal   |
| 4.7b | Internal examination results  | Yes |                     | Current year + 5 years  | Secure disposal   |

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| 4.8  | 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 retain with pupil file if necessary. Secure disposal |
| 4.9  | Statement maintained under the Education Act 1996 Section 324                      | Yes    | Special Educational Needs and Disability Act 2001 Section 1  | Date of birth + 30 years                                   | Secure disposal unless legal action is pending  |
| 4.10 | Proposed statement or amended statement  | Yes    | Special Educational Needs and Disability Act 2001 Section 1  | Date of birth + 30 years                                   | Secure disposal unless legal action is pending  |
| 4.11 | Advice and information to parents regarding educational needs                      | Yes    | Special Educational Needs and Disability Act 2001 Section 2  | Closure + 12 years   | Secure disposal unless legal action is pending  |
| 4.12 | Accessibility strategy   | Yes    | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years   | Secure disposal unless legal action is pending  |
| 4.13 | Parental permission slips for school trips, where there has been no major incident | Yes    |  | Conclusion of the trip                                     | Secure disposal unless legal action is pending  |
| 4.14 | Parental permission slips for school trips, where there has                        | Yes    | Limitation Act 1980  | Date of birth of pupil involved in the incident + 25 years | Secure disposal. Permission slips for all pupils on trip need to be retained          |

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|      | been a major incident  |     |  |                            | for period to show that the rules had been followed for all pupils.  |
| 4.15 | Records created by schools to obtain approval to run an educational visit outside the classroom, primary schools   | No  | 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998) | Date of visit + 14 years   | Secure disposal  |
| 4.16 | Records created by schools to obtain approval to run an educational visit outside the classroom, secondary schools | No  | 3 part supplement of the Health & Safety of Pupils on Educational Visits (HASPEV) (1998) | Date of visit + 10 years   | Secure disposal  |
| 4.17 | Walking bus registers  | Yes |  | Date of register + 3 years | This takes into account that if an incident requiring an accident report, the register will be submitted with the accident report and kept for the retention time for accident |

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|  |  |  |  |  | reporting. Secure disposal |
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## 5. Records relating to child Curriculum

|     | Basic File Description  | Data Protection Issue | Statutory Provisions | Retention Period       | Action at End of Administrative Life of Record  |
|-----|-------------------------|-----------------------|----------------------|------------------------|---|
| 5.1 | School development plan | No                    |                      | Current year + 6 years | Secure disposal   |
| 5.2 | Curriculum returns      | No                    |                      | Current year + 3 years | Secure disposal   |
| 5.3 | Schemes of work         | No                    |                      | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |
| 5.4 | Timetable               | No                    |                      | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |
| 5.5 | Class record books      | Yes/No                |                      | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |

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| 5.6  | Mark books                                   | Yes/No |  | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |
| 5.7  | Record of homework set                       | No     |  | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |
| 5.8  | Pupils' work                                 | Yes    |  | Current year + 1 year  | It may be appropriate to review these records at end of each year and allocate a new retention period. Secure disposal. |
| 5.9  | Examination results                          | Yes    |  | Current year + 6 years | Secure disposal   |
| 5.10 | SATs records, examination papers and results | Yes    |  | Current year + 6 years | Secure disposal   |
| 5.11 | PAN reports                                  | Yes    |  | Current year + 6 years | Secure disposal   |

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|------|---------------------------------|-----|--|------------------------|-----------------|
| 5.12 | Value added and contextual data | Yes |  | Current year + 6 years | Secure disposal |
| 5.13 | Self evaluation forms           | Yes |  | Current year + 6 years | Secure disposal |

## 6. Records relating to personnel records

|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
|--|------------------------|-----------------------|----------------------|------------------|--|
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|------|---|-----|--|--|-----------------|
| 6.1  | Timesheets, sick pay                                      | Yes | Financial Regulations  | Current year + 6 years   | Secure disposal |
| 6.2  | Staff personnel files                                     | Yes |  | Termination + 25 years   | Secure disposal |
| 6.3  | Interview notes and recruitment records                   | Yes |  | Date of interview notes + 6 months if unsuccessful. If successful place in personnel file. | Secure disposal |
| 6.4  | Pre-employment vetting information (including CRB checks) | Yes | CRB guidelines   | Date of check + 6 months   | Secure disposal |
| 6.5  | Disciplinary proceedings                                  | Yes | Where the warning relates to child protection issues see 1.2 |  |                 |
| 6.5a | Oral warning  | Yes |  | Date of warning + 6 months   | Secure disposal |
| 6.5b | Written warning - level one                               | Yes |  | Date of warning + 6 months   | Secure disposal |
| 6.5c | Written warning - level one                               | Yes |  | Date of warning + 12 months  | Secure disposal |
| 6.5d | Final warning   | Yes |  | Date of warning + 18 months  | Secure disposal |
| 6.5e | Case not found  | Yes |  | If child protection see 1.2, otherwise destroy immediately                                 | Secure disposal |

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|------|---|-----|--|--|--|
| 6.6  | Records relating to accident/injury at work   | Yes |  | Date of incident + 12 years  | In case of serious accidents a further retention period will need to be applied. Secure disposal |
| 6.7  | Annual appraisal and assessment records   | Yes |  | Current year + 5 years   | Secure disposal  |
| 6.8  | Salary cards  | Yes |  | Last date of employment + 85 years   | Secure disposal  |
| 6.9  | Maternity pay records   | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960), revised 1999 (SI 1999/567) | Current year + 3 years   | Secure disposal  |
| 6.10 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995                | Yes |  | Current year + 6 years   | Secure disposal  |
| 6.11 | Proofs of identity collected as part of the process for checking "portable" enhanced CRB disclosure | Yes |  | Where possible these should be checked and a note/copy of what was checked placed on personnel file. If felt necessary to keep any | Secure disposal of notes/copies and return of originals.   |

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|  |  |  |  | documentation this should also be placed in personnel file. |  |
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## 7. Records relating to health and safety

|     | Basic File Description | Data Protection Issue | Statutory Provisions          | Retention Period       | Action at End of Administrative Life of Record |
|-----|------------------------|-----------------------|-------------------------------|------------------------|--|
| 7.1 | Accessibility plans    | Yes                   | Disability Discrimination Act | Current year + 6 years | Secure disposal                                |

|      |  |     |  |                                  |  |
|------|--|-----|--|----------------------------------|--|
| 7.2  | Accident reporting   |     | Social Security (Claims and Payments) Regulations 1979<br>Regulation 25. Social Security Administration Act 1992 Section 8.<br>Limitation Act 1980 |                                  | Secure disposal  |
| 7.2a | Adults   | Yes |  | Date of incident + 7 years       | Secure disposal  |
| 7.2b | Children   | Yes |  | Date of birth of child + 7 years | Secure disposal  |
| 7.3  | COSHH  |     |  | Current year + 10 years          | Where appropriate an additional retention period may be allocated. Secure disposal |
| 7.4  | Incident reports   | Yes |  | Current year + 20 years          | Secure disposal  |
| 7.5  | Policy statements  |     |  | Date of expiry + 1 year          | Secure disposal  |
| 7.6  | Risk assessments   |     |  | Current year + 3 years           | Secure disposal  |
| 7.7  | Process of monitoring areas where employees and persons are likely |     |  | Last action + 40 years           | Secure disposal  |

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|-----|---|--|--|------------------------|-----------------|
|     | to have come in contact with asbestos   |  |  |                        |                 |
| 7.8 | Process of monitoring areas where employees and persons are likely to have come in contact with radiation |  |  | Last action + 50 years | Secure disposal |
| 7.9 | Fire precautions log book   |  |  | Current year + 6 years | Secure disposal |

## 8. Administrative records

|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
|--|------------------------|-----------------------|----------------------|------------------|--|
|--|------------------------|-----------------------|----------------------|------------------|--|

|     |  |  |  |                              |   |
|-----|--|--|--|------------------------------|---|
| 8.1 | Employer's liability certificate       |  |  | Closure of school + 40 years | Secure disposal   |
| 8.2 | Inventories of equipment and furniture |  |  | Current year + 6 years       | Secure disposal   |
| 8.3 | General file series                    |  |  | Current year + 5 years       | Review to see if further retention period required. Secure disposal |
| 8.4 | School brochure or prospectus          |  |  | Current year + 3 years       | Disposal  |
| 8.5 | Circulars (staff, parents, pupils)     |  |  | Current year + 1 year        | Review to see if further retention period required. Secure disposal |
| 8.6 | Newsletters, ephemera                  |  |  | Current year + 1 year        | Review to see if further retention period required. Secure disposal |
| 8.7 | Visitors book                          |  |  | Current year + 2 year        | Review to see if further retention period required. Secure disposal |
| 8.8 | PTA/Old Pupils Associations            |  |  | Current year + 6 years       | Review to see if further retention period required. Secure disposal |

## 9. Records relating to Finance

|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
|--|------------------------|-----------------------|----------------------|------------------|--|
|--|------------------------|-----------------------|----------------------|------------------|--|

|      |  |  |                       |   |                 |
|------|--|--|-----------------------|---|-----------------|
| 9.1  | Annual accounts  |  | Financial Regulations | Current year + 6 years                  | Secure disposal |
| 9.2  | Loans and grants   |  | Financial Regulations | Date of last payment on loan + 12 years | Secure disposal |
| 9.3  | Contracts  |  |                       |   |                 |
| 9.3a | Under seal   |  |                       | Contract completion date + 12 years     | Secure disposal |
| 9.3b | Under signature  |  |                       | Contract completion date + 6 years      | Secure disposal |
| 9.3c | Monitoring records   |  |                       | Current year + 2 years                  | Secure disposal |
| 9.4  | Copy orders  |  |                       | Current year + 2 years                  | Secure disposal |
| 9.5  | Budget reports, budget monitoring etc.                                   |  |                       | Current year + 3 years                  | Secure disposal |
| 9.6  | Invoice, receipts and other records covered by the Financial Regulations |  | Financial Regulations | Current year + 6 years                  | Secure disposal |
| 9.7  | Annual budget and background papers                                      |  |                       | Current year + 6 years                  | Secure disposal |
| 9.8  | Order books and requisitions   |  |                       | Current year + 6 years                  | Secure disposal |
| 9.9  | Delivery documentation   |  |                       | Current year + 6 years                  | Secure disposal |
| 9.10 | Debtors' records   |  | Limitations Act       | Current year + 6 years                  | Secure disposal |

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|------|------------------------------------|-----|--|------------------------|-----------------|
| 9.11 | School fund - Cheque books         |     |  | Current year + 3 years | Secure disposal |
| 9.12 | School fund - Paying in books      |     |  | Current year + 6 years | Secure disposal |
| 9.13 | School fund - Ledger               |     |  | Current year + 6 years | Secure disposal |
| 9.14 | School fund - Invoices             |     |  | Current year + 6 years | Secure disposal |
| 9.15 | School fund - Receipts             |     |  | Current year + 6 years | Secure disposal |
| 9.16 | School fund - Bank statements      |     |  | Current year + 6 years | Secure disposal |
| 9.17 | School fund - School journey books |     |  | Current year + 6 years | Secure disposal |
| 9.18 | Student grant applications         | Yes |  | Current year + 3 years | Secure disposal |
| 9.19 | Free school meals registers        | Yes |  | Current year + 6 years | Secure disposal |
| 9.20 | Petty cash books                   |     |  | Current year + 6 years | Secure disposal |

## 10. Records relating to property

|      | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
|------|------------------------|-----------------------|----------------------|------------------|--|
| 10.1 | Title deeds            |                       |                      | Permanent        | These should follow the property               |

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|------|--|--|-----------------------|---------------------------|---|
| 10.2 | Plans                                      |  |                       | Permanent                 | Retain in school whilst operational. Can then be archived/stored elsewhere. |
| 10.3 | Maintenance and contractors                |  | Financial Regulations | Current year + 6 years    | Secure disposal   |
| 10.4 | Leases                                     |  |                       | Expiry of lease + 6 years | Secure disposal   |
| 10.5 | Lettings                                   |  |                       | Current year + 3 years    | Secure disposal   |
| 10.6 | Burglary, theft and vandalism report forms |  |                       | Current year + 6 years    | Secure disposal   |
| 10.7 | Maintenance log books                      |  |                       | Last entry + 10 years     | Secure disposal   |
| 10.8 | Contractors' reports                       |  |                       | Current year + 6 years    | Secure disposal   |

### 11. Records relating to local authorities

|  | Basic File Description | Data Protection Issue | Statutory Provisions | Retention Period | Action at End of Administrative Life of Record |
|--|------------------------|-----------------------|----------------------|------------------|--|
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|------|-------------------------------------|-----|--|-------------------------------|---|
| 11.1 | Secondary transfer sheets (primary) | Yes |  | Current year + 2 years        | Secure disposal   |
| 11.2 | Attendance returns                  | Yes |  | Current year + 1 year         | Secure disposal   |
| 11.3 | Circulars from LEA                  | Yes |  | Whilst required operationally | Review to see if further retention period required.<br>Disposal |

## 12. Records relating to the Department of Education

|      | Basic File Description                 | Data Protection Issue | Statutory Provisions | Retention Period                                 | Action at End of Administrative Life of Record                      |
|------|--|-----------------------|----------------------|--|---|
| 12.1 | HMI reports                            |                       |                      | These do not need to be kept any longer          | Secure disposal   |
| 12.2 | OFSTED reports and papers              |                       |                      | Replace former report with new inspection report | Review to see if further retention period required. Secure disposal |
| 12.3 | Returns                                |                       |                      | Current year + 6 years                           | Secure disposal   |
| 12.4 | Circulars from Department of Education |                       |                      | Whilst required operationally                    | Review to see if further retention period required. Disposal        |

### 13. Records relating to Optum

|      | Basic File Description    | Data Protection Issue | Statutory Provisions | Retention Period                  | Action at End of Administrative Life of Record |
|------|---------------------------|-----------------------|----------------------|-----------------------------------|--|
| 13.1 | Service level agreements  |                       |                      | Until superseded                  | Secure disposal                                |
| 13.2 | Work experience agreement | Yes                   |                      | Date of birth of child + 18 years | Secure disposal                                |

#### 14. Recording relating to school meals

|      | Basic File Description      | Data Protection Issue | Statutory Provisions | Retention Period       | Action at End of Administrative Life of Record |
|------|-----------------------------|-----------------------|----------------------|------------------------|--|
| 14.1 | Dinner register             |                       |                      | Current year + 3 years | Secure disposal                                |
| 14.2 | School meals summary sheets |                       |                      | Current year + 3 years | Secure disposal                                |

## 15. Records relating to Family Liaison Officers and Home School Liaison Assistants

|      | Basic File Description   | Data Protection Issue | Statutory Provisions | Retention Period                         | Action at End of Administrative Life of Record                         |
|------|--|-----------------------|----------------------|--|--|
| 15.1 | Day books  | Yes                   |                      | Current year + 2 years                   | Review to see if further retention period required.<br>Secure disposal |
| 15.2 | Reports for outside agencies - where the report has been included on the case file created by the outside agency | Yes                   |                      | Whilst the child is attending the school | Secure disposal  |
| 15.3 | Referral forms   | Yes                   |                      | While the referral is current            | Secure disposal  |
| 15.4 | Contact data sheets  | Yes                   |                      | Current year then review                 | If contact is no longer active secure disposal                         |
| 15.5 | Contact database entries   | Yes                   |                      | Current year then review                 | If contact is no longer active secure delete                           |
| 15.6 | Group registers  | Yes                   |                      | Current year + 2 years                   | Secure disposal  |