



Star of the Sea Primary School Records Retention Schedule

Pupil Records

Record	Storage	Purpose	Retention Schedule	Authorised Access	Final Disposition
Enrolment/Application Form and associated forms/certificates ie, Birth/Baptismal certificates	In pupils' individual files in school office Inputted into Aladdin	To assist in admitting and enrolling the child. To assist in completing the pupil's profile on Aladdin and to verify DOB. To facilitate access to Catholic sacraments/ceremonies Requirement of the church.	18 years + 7	All staff while the pupil attends the school. Securely archived after 6th class.	Shredded
POD Form	In pupils' individual files in school office. Inputted into Aladdin	Requirement of the DES.	18 years + 7	Secretary Principal	Shredded



Star of the Sea Primary School Records Retention Schedule

Enrolment forms where child does not attend the school.	In secretary's office	To record applications and to assist in planning	1 year	Secretary Principal	Shredded
Enrolment/Application form where child is refused enrolment	In secretary's office	Record of refusal	18 years + 7	Secretary Principal BOM if necessary	Shredded
Section 29 appeal records	Secretary's office	Record process and decisions	18 years + 7	Secretary Principal BOM	Shredded
Child protection records	Principal's office - secure cabinet	Maintain record of CP issues/reports	Indefinitely	Principal	Never destroy
Record of complaints made by parents/guardians	Principal's office - secure cabinet	Maintain record of serious issues/reports	Indefinitely if the nature of the complaint is of a serious nature eg child-safeguarding, fitness to teach against staff member, complaint relating to staff	Principal BOM	Never destroy



Star of the Sea Primary School Records Retention Schedule

			handling of an incident. More mundane complaints 18 years + 7	Principal BOM Class teacher	Confidential shredding
Professional Reports eg Psychological, Speech and Language, Occupational Therapy etc	Kept in secure filing cabinet in Room 37 (SET Co-ordinator) Top drawer: Resource Bottom drawer: Learning Support	To profile the pupil's needs. To assist in planning programmes. To support applications for resources.		Principal and SET Team on a sign in/sign out basis. Class teacher and SNA access on a read only basis confined to Room 37. Release to third parties by parental consent.	Never destroy.
Standardised Test Booklets (Sigma and Micra T Tests 1st-6th Class)	Hard copy in individual pupil files in office. Results stored electronically on Aladdin.	To record pupils' progress and to assist in reporting progress and planning progress.	Standardised Test Booklets retained for one year. Test results retained on	Teachers until pupil leaves 6th Class. After 6th class administrator	Booklets shredded after 1 year. Copies of overall results given



Star of the Sea Primary School Records Retention Schedule

	One page class summary of results given to incoming class teacher. Class results given to SET teachers at end of school as a tool to organise L.S. groups for following school year.		Aladdin/hardcopy (class summary) for 18 years + 7	and SET access online.	to SET team shredded at the end of the following year.
Screening and Diagnostic Tests eg MIST, Drumcondra Early Numeracy, NIRT, Dyslexia - whole class and individual	In pupils' individual files in school office, SEN teacher's Room	Track individual progress and assist in setting targets. To monitor work and assist in reporting.	Indefinitely	All teachers when warranted	Never destroy



Star of the Sea Primary School Records Retention Schedule

Classroom Support Plans (Stage 1)	Individual Teachers' File. On review a new CSP is drawn up and previous plan is put in individual's file in school office.	To identify concerns, to devise a plan with parental support.	Indefinitely	Class Teachers Parents SET Principal	Never destroy
Individual/Group Pupil Profile and Learning Programme (IPLPs/GPLPs)	SET teacher's own filing cabinet. Pupils' main file in office	To identify concerns, set targets and objectives and record progress	18 years + 7	Class Teachers SET Principal	Confidential Shredding
Individual Education Plans (IEPs)	Signed copy in secure filing cabinet in SET Co-ordinator's Room, 37.	To profile pupil's needs, set targets and review implementation of plan of work to meet the targets set.	Indefinitely	Principal, SET teachers, Class teacher, Parents SNA	Never destroy
Application forms to NCSE/SENO eg for SNA access, Resource	In pupils' individual files	To record applications made.	Indefinitely	Principal Class Teacher SET	Never destroy



Star of the Sea Primary School Records Retention Schedule

Hours or Assistive Technology	in school office.				
Decisions on Applications (See above)	In School office, in Principal's office, in Room 37	To keep an account of results of all applications	Indefinitely	Principal Class Teacher SET Parents	Never destroy
In Class assessments and Teacher Designed Tests	Class Teachers' own records. Stored in teachers' classrooms.	To maintain a record of progress. To assist in planning.	School Year + 1	Class Teachers SET Parents Principal	Shredded
Portfolios: 3rd-6th Science and Art	In teachers' classrooms. Passed on to new teacher annually.	To maintain a record of progress. To assist in planning.	For duration of pupil in school. Given to pupil on leaving.	Pupils Parents Class Teachers	Given to pupils at end of 6 th class or sooner if leaving school
Summer Reports	Hard copy kept in individual pupil's file in school office. Electronic copy	DES requirement (Ed. Act). To communicate progress to parents.	18 years + 7	Individual teachers have access to own class only. Administrators of Aladdin have	Shredded. Deleted from database



Star of the Sea Primary School Records Retention Schedule

	kept on Aladdin.			access to all reports.	
Parental Permission slips eg for tours, sports, 6th class yard assistants, class outings etc.	In pupils' individual files in school office. Archived after 6 th Class	To record permission granted.	Indefinitely	Class teacher Secretary Principal	Never destroy
Signed response by parents to permission letter for withdrawing pupils for Learning Support and Resource Teaching	Signed response kept in SET teacher's Room. Placed in pupil's main file at end of 6 th class.	To seek permission from parents to withdraw pupils from class.	18 years + 7	Class Teacher SET Principal	Confidential shredding
Disciplinary notes/letters eg homework journal notes, yellow notes, letters to parents regarding disciplinary issues	Yellow notes filed with Deputy Principal. All others in individual class	Record of incidents of misbehaviour	Yellow Notes & records of serious misbehaviours - Indefinitely	Class Teacher Principal Deputy Principal	Never destroy



Star of the Sea Primary School Records Retention Schedule

	files in school office?				
Accident Forms	In pupils' individual files in school office .	To record details of accidents and injuries	Indefinitely	Relevant school personnel	Never destroy
Indemnity form for administration of medicines	In pupils' individual files in school office. (Red flag file).	To indemnify the teacher.	Indefinitely	Relevant school personnel	Never destroy
Absent Notes from parents	Kept by class teacher	To record absences.	For current school year +1	Class teacher Principal Deputy Principal	Confidential shredding
Attendance Records	Electronically stored on Aladdin	To record and monitor attendance. To identify children at risk.	18 years + 7	Principal Deputy Principal Secretary Class teacher	Confidential shredding



Star of the Sea Primary School Records Retention Schedule

Information notes	In school office	To inform parents of work of the class.	For current school year +1	Secretary Principal Relevant teachers	Confidential shredding
Individual pupil profile page on Aladdin	Aladdin-school administration system	To assist SET in devising IEPs and applications for resources	18 years + 7	All administrators for Aladdin and SET (For duration of pupil enrolment in the school or as a member of the staff of the school)	Archived on Aladdin.
Communication emails between parent and teacher	Archived annually on class email.	Record of issues raised by parents.	18 years + 7	All class teachers of a particular class. Principal	Deleted from system after the retention schedule is reached
Emails to office	Subfolder on office account	A reference to enquiries, questions asked	18 years + 7	Secretary, principal	



Star of the Sea Primary School Records Retention Schedule

Pupil's work submitted on Aladdin	Aladdin-school administration system	To assist class teachers and SET in devising and setting appropriate school work during ordinary and school closure times	18 years + 7	All administrators, class teachers and SET for duration of pupil enrolment in the school.	Archived on Aladdin.
Pupil's work submitted on Padlet	Maintained on Padlet	Communication and learning platform for teacher, pupil and parents	18 years + 7	Current class teachers, pupils and parents	Padlet deleted
Pupil's work submitted on Seesaw	Maintained on Seesaw	Communication and learning platform for teacher, pupil and parents	18 years + 7	Current class teachers, pupils and parents	As long as platform is available to the school. Available to Seesaw



Star of the Sea Primary School Records Retention Schedule

Record Retention

Staff Records

Purpose: to facilitate the payment of staff, to facilitate pension payments in the future, a record of promotions made, sick leave entitlements etc. To comply with DES regulations. To comply with statutory obligations

Document	Storage	Retention Schedule	Authorised Access	Final Disposition
Contract of Employment, Teaching Council Registration, Vetting Records etc	On file in office	Retention for duration of employment + 7 years(6 years to make a claim against the school plus 1 yr for proceedings to be served on school)	Principal Chairperson Secretary	Confidential Shredding
Accident / Injury at work Reports	On file in office	Retention for duration of employment + 7 years(6 years to make a claim against the school plus 1 yr	Principal Chairperson Secretary	Confidential Shredding



Star of the Sea Primary School Records Retention Schedule

		for proceedings to be served on school)		
Interview Board + Marking Scheme + Board of Management notes (for successful candidates)	In secure file in Principal's office	Retention for duration of employment + 7 years	Principal Chairperson Secretary	Confidential Shredding
Details of approved absences (career breaks, parental leave, study leave etc.)	On file in office and on OLCS database	Retention for duration of employment + 7 years	Principal Chairperson Secretary	Confidential Shredding
Sickness absence records/certificates	On file in office	Retention for duration of employment + 7 years	Principal Chairperson Secretary	Confidential Shredding
All Occupational Health referrals and records	On file in office	Retention for duration of employment + 7 years	Principal Chairperson Secretary	Confidential Shredding
Correspondence re retirement on ill-health grounds	In secure file in Principal's office	Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school),	Principal Chairperson Secretary	Confidential Shredding Or Never destroy



Star of the Sea Primary School Records Retention Schedule

		unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy.		
Details of work record (qualifications, classes taught, subjects, requests for EPV days, record of informal meetings with Principal etc)	In secure file in Principal's office	Retention for duration of employment + 7 years	Principal Chairperson Secretary	Confidential Shredding
Details of complaints and/or grievances including consultations or competency discussions, action/improvement/evaluation plans and record of progress. Note: a record of grievances may be maintained which is distinct from and	In secure file in Principal's office	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary	Principal Chairperson Secretary	Confidential Shredding



Star of the Sea Primary School Records Retention Schedule

separate to individual personnel files.		Procedures in relation to the period of time for which a warning remains "active" on an employee's record.		
Interview Board + Marking Scheme + Board of Management notes (for unsuccessful candidates)	In secure file in Principal's office	24months in total - 18 months from close of competition plus 6 months in case Equality Tribunal needs to inform school that a claim is taken	Principal Chairperson Secretary	Confidential Shredding
Vetting documents for all school personnel	Secretary's office	For duration of employment in school + 1 year	Principal Chairperson Secretary	Confidential Shredding
Quarterly record of absences	Secretary's office	For duration of employment in school + 1 year	Principal Chairperson Secretary	Confidential Shredding
Certificates from Summer courses	Secretary's office	For duration of employment in school + 1 year	Principal Chairperson Secretary	Confidential Shredding



Star of the Sea Primary School Records Retention Schedule

CPD certificates	Secretary's office	For duration of employment in school + 1 year	Principal Chairperson Secretary	Confidential Shredding
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Board of Management Records

Purpose: To provide a record of decisions taken. To facilitate the management of the school.

Record	Storage	Purpose	Retention Schedule	Authorised Access	Final Disposition
Board agenda and minutes	Principal's office – secure cabinet	Recount of school management decisions	Indefinitely	Principal Chairperson	Never destroyed. Archived securely every 4 years + 1 on formation of new board
Principal's monthly report including staff absences	Principal's office – secure cabinet	Record of events/issues discussed by BOM	Indefinitely	Principal Chairperson	Never destroyed. Archived securely every 4 years + 1 on formation of new board
Financial Report	Principal's office – secure cabinet	Record of financial matters discussed by BOM	Indefinitely	Principal Chairperson	Never destroyed. Archived securely every 4 years + 1 on



Star of the Sea Primary School Records Retention Schedule

					formation of new board
Name, address and contact details of each member of the board of management	Principal's office – secure cabinet		Retain for the duration of member's term as an officer of the BOM	Principal Chairperson	Confidential Shredding

Financial Records

Purpose: To provide a record of the financial management of the school. To assist financial planning

Record	Storage	Purpose	Retention Schedule	Authorised Access	Final Disposition
Certified and Audited Accounts	Secretary's office	FSSU requirement Records Assist in financial planning Records for DES	Indefinitely	Secretary Principal Treasurer, BOM Chairperson School Accountant	Never destroyed. Archived securely every 4 years + 1 on formation of new board
Payroll and taxation	Secretary's office	Revenue Commissioners requirement	Indefinitely	Secretary Principal Treasurer, BOM Chairperson School Accountant	Revenue Commissioners require that records be kept for at least six years after the end



Star of the Sea Primary School Records Retention Schedule

					<p>of the tax year. Records must be made available for inspection by authorised officers of the Revenue Commissioners or of the Dept. of Social Protection.</p> <p>Note: The DES requires of schools that “pay, taxation and related school personnel service records should be retained indefinitely within the school. These records can be kept either on a manual or computer system.</p>
Invoices/back-up records/receipts	Secretary’s office		Indefinitely	Secretary Principal Treasurer, BOM Chairperson School Accountant	Retain for 7 years