

Children, Young People, Education and Schools Retention Schedule - Correct as of 1 June 2018.

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref	Title	Description	Retention Period	Statutory Provisions	Actions at end of record life
CYPES1	School Data	Data packs, summary reports, performance and statutory assessment reports, value added reports	6 years after expiry of contract	Yes	Deleted
CYPES2	Education and Skills Partnership information	Information sharing Agreements, plans, data, training events, projects	3 years	No	Deleted/Shredded
CYPES3	Log On Move On	Service Agreements	4 years	No	Deleted
CYPES4	Governor Information	Governor details, application/appointment details, pecuniary/business interests	6 years following the end of term of office	Yes	Deleted/Shredded
CYPES5	Governing Board	Agenda's/Minutes	6 years	Yes	Deleted/Shredded
CYPES6	Admissions Information	Completed forms, home to school transport agreements, consultation documentation, annual returns, pupil statistics	7 years following pupil leaving school	Yes	Deleted/Shredded
CYPES7	East Riding Supply Service	Supply staff details	duration of employment plus 6 years	No	Deleted/Shredded
CYPES8	East Riding Supply Service	Eteach booking enquiry forms, tuition requests	Duration of contract	No	Deleted
CYPES9	Schools Music Service	Ensemble, Eteach	3 years following expiry of contract	No	Deleted/Shredded
CYPES10	Schools Music Service	Hub information	3 years	No	Deleted/Shredded
CYPES11	Customer Relations Team	Subject Access Requests	5 years	Yes	Deleted/Shredded