

The person dealing with this matter is:

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FOI 25828

4 March 2026

Jamie Halliday
request-1399709-fa093740@whatdotheyknow.com

Dear Jamie,

Jamie Halliday FOI 25828

I am writing in response to your request for information, under the terms of the Freedom of Information Act 2000.

Question 1: Retention schedule entries and retention periods. Please provide the recorded retention schedule entries (or equivalent documented retention rules) used by the council for the following categories, including the retention period and the trigger point (for example, DOB plus X years, closure of case, end of academic year, end of financial year):

- a) maintained school pupil file / educational record
- b) records held by the local authority relating to an individual pupil's education
- c) exclusion records (fixed-term and permanent), including panel or decision paperwork
- d) SEND records held by the local authority (assessments, notes, decisions, panel minutes, plans)
- e) EOTAS / home tuition / alternative provision records, including placement decisions and commissioning referrals
- f) education finance and commissioning records relating to alternative provision or tuition (purchase orders, invoices, provider contracts, budget monitoring)

Answer 1: We are currently reviewing our document retention policy. I have attached the current document dated November 2024.

Question 2: If your retention schedule has changed since 2010, please provide either:

- a) the version that was in force between 1 January 2010 and 31 December 2014 for the categories above, or
- b) a change log that clearly states what changed and when, for those categories.

Answer 2: The attached document has been in place since 2022. There was no published policy prior to that, but the internal council guidance is attached.

Question 3: Please provide the council's recorded procedure or policy for secure disposal of education records in scope of section 1, including:

- a) who authorises disposal

- b) what audit trail is kept (for example, destruction logs, certificates)
- c) whether third-party shredding or disposal contractors are used, and how compliance is evidenced

Answer 3a and 3b: SEND records are archived and stored at the Children's Records Management Unit. The Unit's current 'Destruction of Archived Files Procedure' is out of date and is under review. The current system requires that reports that show all outstanding files due for destruction are run every three months and permission must be given from the section heads for authorisation of destruction of the files listed on each report. Copies of the authorised destruction reports are retained as audit evidence.

Broader education records are kept electronically on the council's case management system in accordance with the attached policy. The relevant service managers in IT meet with Education Division leaders and Information Governance officers to monitor deletion timescales.

Answer 3c: Newcastle City Council utilises an approved disposal contractor for the secure destruction of confidential waste. Compliance is evidenced through the collection notices and Certificates of Destruction issued to Newcastle City Council per site collection, which confirm the date and quantity of material shredded. All documents are securely destroyed on site.

Question 4: Please provide any recorded information or guidance the council uses that explains:

- a) what education records are held by the council versus held by maintained schools
- b) the council's role in ensuring maintained schools comply with records retention expectations and information rights requests, including SARs and Educational Record requests

Answer 4a: We do not provide any recorded information or guidance the council uses that explains what education records are held by the council versus held by maintained schools.

Answer 4b. All maintained schools and academies must have a designated data protection officer. with responsibility of ensuring compliance with records retention expectations and information rights requests, including SARs and Educational Record requests.

If you are unhappy with our response to your request, you can ask for an internal review of our decision. Please send details of your request for review to the following address:

Information Governance
Newcastle City Council
Floor 6
Civic Centre
Newcastle upon Tyne
NE1 8QH
Email: freedomofinformation@newcastle.gov.uk

If you are still unhappy with how we have handled your request following our internal review you can complain to the Information Commissioner. Contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 0303 123 1113

<https://ico.org.uk/global/contact-us/>

Yours sincerely

By email

Ian Dawson
Head of Educational Development and Inclusion