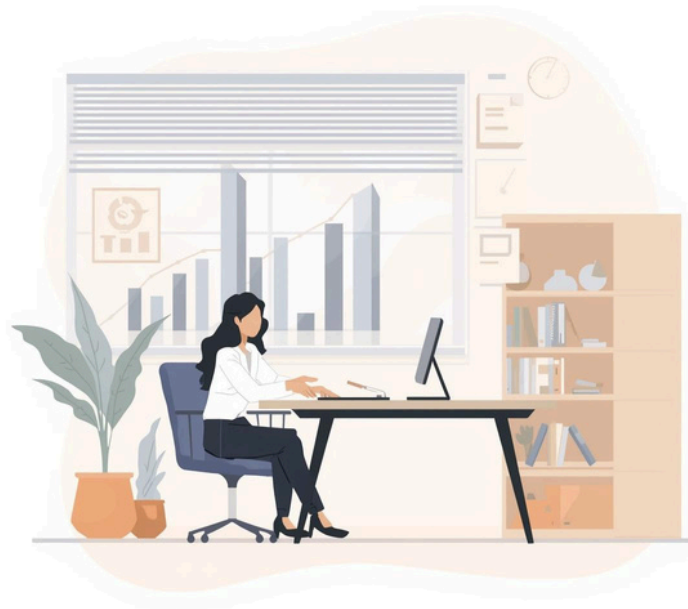


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review your records retention schedule and secure disposal methods

Why?

Record Management

- Keep only what is necessary and proportionate in line with your retention schedule
- Review retention periods annually

Data Protection

- Use secure disposal for paper and digital data
- Document decisions, disposures and rationale

Useful Resources

- ICO – Records management & retention
- DfE – Data retention guidance

Benefit

A well-maintained records retention schedule and secure disposal process significantly reduces organisational risk while improving operational efficiency. By ensuring that records are kept only for as long as they are legally or operationally required, schools avoid the unnecessary storage of outdated information, lowering both physical and digital storage costs. Clear retention rules also prevent accidental loss of important documents and ensure vital records remain accessible when needed for audits, legal queries, or strategic planning.

Proper destruction of confidential paper and digital files accompanied by clear decision logs and disposal records helps protect sensitive information from unauthorised access, breaches, or misuse.