Retention periods

Version of 12 November 2026 · Translation for information. The German version is binding.

How deletion after retention periods works

- The school selects its federal state (Land) in the settings. SchuleVernetzt then proposes that Land's period for each type of data. The school can change any period and confirms the periods once; only then does the platform delete automatically, every night at 3:35 a.m. The school's data protection page shows in advance what will be deleted in the next 14 days.
- The periods run as the Land's rule provides: from the end of the school year (31 July) in which an entry was made, or from the end of the calendar year in which that school year ends.
- Where a Land counts from the day on which a pupil leaves the school, SchuleVernetzt does not know that day. In that case, the platform proposes a *substitute value*: the Land's period plus 13 school years, so that no entry about a child who is still at the school is deleted. The same applies where a rule does not cover the type of data or could not be read; in that case, the longest period that another Land specifies for this type of data applies. A school can shorten the substitute value for its type of school, for example a primary school.
- No Land regulates circular read confirmations, teachers' absence reports, notice board postings or parent-teacher day and office-hour appointments. For these, SchuleVernetzt proposes twelve months from the entry or from the end of the appointment; this is a default setting, not a statutory period.
- The platform does not delete grades, report cards and messages automatically. Attendance in courses follows the period of the class register, because the Länder regulate course books together with class registers. The “Report cards” column shows the period for duplicates of leaving and final certificates that the school keeps itself.
- Many Länder require records to be offered to the competent archive before they are destroyed (last column). The school exports them beforehand using the full export.

We read every rule on 11 November 2026 in the Land's own text — in the official portal, in the ministry's publication or in a faithful copy of the official version. This is not legal advice: the law of your Land in its current version is authoritative, and the school decides on its periods itself.

Proposed periods

Land	Class register and attendance	Report cards (duplicates)	Sick notes	Offer to archive
Baden-Württemberg	5 years from the end of the school year VwV Datenschutz an öffentlichen Schulen Nr. 2.5.3	60 years from the end of the school year VwV Datenschutz an öffentlichen Schulen Nr. 2.5.3	1 year from the end of the school year VwV Datenschutz an öffentlichen Schulen Nr. 2.5.3	VwV Datenschutz an öffentlichen Schulen Nr. 1.5.3
Bayern	1 year from the end of the school year BaySchO Anlage 1 Abschnitt 2 Nr. 5; Durchführungshinweise Schülerunterlagen Nr. 2.11	50 years from the end of the school year BaySchO § 40 Satz 1 Nr. 1 i. V. m. § 37 Satz 2 Nr. 1	1 year from the end of the school year BaySchO Anlage 1 Abschnitt 1 Nr. 5	Durchführungshinweise Schülerunterlagen Nr. 9; BaySchO § 40
Berlin	2 years from the end of the school year SchuldatenV § 16 Abs. 3	60 years from the end of the school year SchuldatenV § 16 Abs. 2 Nr. 1	1 year from the end of the school year SchuldatenV § 16 Abs. 8 Satz 4	ArchGB § 5

Land	Class register and attendance	Report cards (duplicates)	Sick notes	Offer to archive
Brandenburg	3 years from the end of the school year DSV § 12 Abs. 1 Nr. 3, Abs. 2 Nr. 2	40 years from the end of the school year DSV § 12 Abs. 1 Nr. 1	5 years from the end of the school year DSV § 12 Abs. 1 Nr. 11 (alle übrigen Unterlagen)	DSV § 12 Abs. 3
Bremen	3 years from the end of the school year Richtlinie 547.01 Nr. 4.1.4 und 3.3	50 years from the end of the school year Richtlinie 547.01 Nr. 4.1.1	*Substitute: 5 years from the end of the calendar year* not regulated	Richtlinie 547.01 Nr. 6
Hamburg	*Substitute: 16 years from the end of the calendar year* Land counts from leaving school	55 years from the end of the calendar year SchulDSV § 4 Abs. 2 Nr. 1	*Substitute: 5 years from the end of the calendar year* not regulated	HmbArchG § 3; SchulDSV § 4 Abs. 1
Hessen	5 years from the end of the calendar year SchDSV Anlage 3 Teil A Nr. 5.2 und 8	50 years from the end of the calendar year SchDSV Anlage 3 Teil A Nr. 2.2 und 8	2 years from the end of the calendar year SchDSV Anlage 3 Teil A Nr. 6.2 (Versäumnislisten) und 8	SchDSV Anlage 3 Teil B Nr. 2
Mecklenburg-Vorpommern	15 years from the end of the calendar year SchulDSVO M-V § 5 Abs. 1 Nr. 2	45 years from the end of the calendar year SchulDSVO M-V § 5 Abs. 1 Nr. 1	5 years from the end of the calendar year SchulDSVO M-V § 5 Abs. 1 Nr. 3 (alle übrigen Dateien und Akten)	SchulDSVO M-V § 5 Abs. 2
Niedersachsen	*Substitute: 14 years from the end of the calendar year* Land counts from leaving school	50 years from the end of the school year RdErl. Aufbewahrung von Schriftgut in öffentlichen Schulen Nr. 3.1.3	1 year from the end of the school year RdErl. Aufbewahrung von Schriftgut in öffentlichen Schulen Nr. 3.1.8	RdErl. Aufbewahrung von Schriftgut Nr. 4.1
Nordrhein-Westfalen	10 years from the end of the calendar year VO-DV I § 9 Abs. 1 Nr. 3	50 years from the end of the calendar year VO-DV I § 9 Abs. 1 Nr. 1	5 years from the end of the calendar year VO-DV I § 9 Abs. 1 Nr. 4 (alle übrigen Daten)	VO-DV I § 9 Abs. 3
Rheinland-Pfalz	*Substitute: 15 years from the end of the calendar year* norm could not be read	*Substitute: 60 years from the end of the calendar year* norm could not be read	*Substitute: 5 years from the end of the calendar year* not regulated	LArchG § 7
Saarland	5 years from the end of the calendar year PersDatSchulV § 6 Abs. 1 und 3 (übrige Daten, Höchstfrist)	50 years from the end of the calendar year PersDatSchulV § 6 Abs. 3 Nr. 3	5 years from the end of the calendar year PersDatSchulV § 6 Abs. 1 und 3 (übrige Daten, Höchstfrist)	PersDatSchulV § 6 Abs. 7
Sachsen	10 years from the end of the calendar year VwV AusSchul, Anlage (Klassenbücher)	50 years from the end of the calendar year VwV AusSchul, Anlage (Kopien von Abschluss- und Abgangszeugnissen)	*Substitute: 5 years from the end of the calendar year* not regulated	VwV AusSchul Nr. 4.1
Sachsen-Anhalt	2 years from the end of the school year	45 years from the end of the calendar year	*Substitute: 15 years from the end of the*	RdErl. MK vom 20.06.1995 Nr. 10.1

Land	Class register and attendance	Report cards (duplicates)	Sick notes	Offer to archive
	RdErl. MK vom 20.06.1995 Nr. 9.1.1 Buchst. g	RdErl. MK vom 20.06.1995 Nr. 9.1.2 Buchst. d	*calendar year* Land counts from leaving school	
Schleswig-Holstein	3 years from the end of the school year SchulDSVO § 10 Abs. 1 Satz 1 Nr. 2	40 years from the end of the school year SchulDSVO § 10 Abs. 1 Satz 3	5 years from the end of the school year SchulDSVO § 10 Abs. 1 letzter Satz (übrige Daten, Höchstfrist)	SchulDSVO § 10 Abs. 2
Thüringen	*Substitute: 15 years from the end of the calendar year* norm could not be read	*Substitute: 60 years from the end of the calendar year* norm could not be read	*Substitute: 5 years from the end of the calendar year* norm could not be read	not verified