

School Records Retention Schedule

Why use a retention schedule?

This school records retention schedule has been drawn up in response to requests for assistance on recordkeeping from Hampshire schools. It contains guidelines on how long to keep the different record series created and maintained by schools in the course of their business, and is intended to encompass all record formats, whether paper, microform or electronic.

Disposing of records at the right time in accordance with clearly established policies is a vital aspect of good record-keeping, and in recent years, legislation, including the Data Protection Act 1998 and Freedom of Information Act 2000, has reinforced the need for public authorities, including schools, to take particular care in this area.

Under Section 46 of the Freedom of Information Act the Lord Chancellor has drawn up a Code of Practice on the Management of Records which sets out practices which public authorities should follow in relation 'to the creation, keeping, management and destruction of their records'. The Code recommends that public authorities should have in place 'an appraisal documentation system' to 'ensure consistency in records appraisal and disposal'. The school records retention schedule will assist in this process.

How the schedule is arranged

The school records retention schedule looks at the different areas of school administration. For each area it identifies the main series of records created, and lays down the length of time the records need to be retained ('Retention Period') and the actions which should be taken when they are of no further administrative use.

Some of the retention periods given are governed by statute (indicated in the column headed 'Statutory Provisions'); others are best practice recommendations taking into consideration administrative, audit and legal requirements.

Records containing personal information are highlighted in the column headed 'Data Protection Issues'; such records should be stored securely, and safe from unauthorised access.

You may find your school does not keep some of the records mentioned; in other cases you may maintain records that are not included. The schedule may therefore need to be adapted for use as required by your school. Hampshire County Council's Records Management Service can offer advice as needed.

What to do with records once they have reached the end of their administrative life

Destroy

Where records have been identified for destruction they should be disposed of in an appropriate way:

- All records containing personal information, or sensitive policy information, should be disposed of as confidential waste. Contact County Supplies for advice on the availability of confidential shredding in your area (tel. 01962 846191); *Yellow Pages* also lists local commercial shredding services.
- Other records should be bundled up and disposed of to a waste paper merchant, or disposed of in other appropriate ways.

The Lord Chancellor's Code on records management recommends that public authorities maintain lists of records which have been destroyed, giving file references, titles, dates of destruction and name of authorising officer. An Excel spreadsheet or other database format could be used here.

Review

Records are marked for review in those cases where there is no longer a statutory or financial requirement for retention but where the decision to destroy is not clear cut.

In most cases records can safely be destroyed after the retention period has elapsed, following the guidance above. However, an assessment should first be made of any continuing administrative or historical worth. You will probably decide to keep files if they seem to relate to major events or important developments in the life of the school, or they relate in a significant way to major policies and long-term strategies. You

may also have a feel for the importance of files in terms of possible claims for compensation. If files contain mainly routine papers and correspondence or refer to events of short-term relevance and minor interest, you may decide not to keep them.

Records of particular long-term historical value which are no longer required in school can be offered to Hampshire Archives and Local Studies (HALS) as a permanent addition to the county's archives. We are happy to advise on the possible historical value of records if you are unsure (see below).

Transfer records to Hampshire Archives and Local Studies

Some records in the retention schedule, including log books, admission registers and managers' minutes, have been identified as worth keeping permanently, for historical reasons. These are marked 'Transfer to HALS' and, ideally, should be transferred to Hampshire Archives and Local Studies when they are no longer needed for administrative purposes. Where they continue to be retained in the school they should be looked after carefully, following the guidelines included in the Appendix to the retention schedule.

Once records have been transferred to Hampshire Archives and Local Studies they will form a part of the county's archives, and will generally be held on 'permanent loan'. This means they are deposited with us indefinitely, are stored safely in our purpose-built strongrooms, but remain the property of the school. The records may be withdrawn on a temporary basis by the school, with written permission from the Head, but may not be removed by anyone else (advance warning of at least a week is desirable).

School records placed in the care of Hampshire Archives and Local Studies may be consulted by the public in our supervised search room unless they contain sensitive or personal information of a recent date (less than 30 years old). They are catalogued and the descriptions mounted on Hampshire County Council's website (<http://www.hants.gov.uk/record-office/catalog/index.html>) so that anyone can see what is held with us. Any requests by the public to see restricted material will be referred back to the school.

If you intend to pass any material on to us, please contact us first to let us know roughly what and how much material you have, and when we can expect it. Ask for the **Accessioning Archivist**. Items can be sent via the Hampshire County Council courier service, or delivered to our rear entrance, approached via Station Hill.

To contact us:

For updates or advice regarding the retention schedule itself, please contact Hampshire County Council's Records Management Service:
Records Management Service, Unit 9A Herald Industrial Estate, Hedge End, SO30 2JW
Tel: (01962) 833033
Email: records.management@hants.gov.uk

Hampshire Archives and Local Studies (HALS), Sussex Street, Winchester,
SO23 8TH
Tel: (01962) 846154; Fax: (01962) 878681
Email: enquiries.archives@hants.gov.uk
Opening hours: Mon-Fri 9am-7pm; Sat 9am-4pm

For more information about the Record Office, please see the website:
www.hants.gov.uk/record-office

For advice on audio-visual recordings, please contact David Lee at Wessex Film and Sound Archive, address, website and fax as above.
Tel (01962) 847742
Email: david.lee@hants.gov.uk

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------------|---|-------------------------|---|---------------------------|---|---|
| 1.0 | Governors | | | | | |
| 1.1 | Instruments of government | | | Permanent | Retain in school while current | Transfer to HALS |
| 1.2 | Minutes <ul style="list-style-type: none"> • <i>Principal set (signed)</i> | | School Governance (Procedures) (England) Regulations 2003 | Permanent | Retain in school for 6 years from date of meeting (retain with the relevant agenda) | Transfer to HALS |
| 1.3 | Minutes <ul style="list-style-type: none"> • <i>Inspection copies</i> | | | Date of meeting + 3 years | Destroy | If the minutes contain any sensitive personal information they should be shredded |
| 1.4 | Agendas | | School Governance (Procedures) (England) Regulations 2003 | Permanent | Retain in school for 6 years from date of meeting (retain with principal set of signed minutes) | Transfer to HALS |
| 1.5 | Reports | | | Date of report + 6 years | Retain in school for 6 years from meeting | Transfer to HALS |
| 1.6 | Annual parents' meetings | | | Date of meeting + 6 years | Retain in school for 6 years from date of meeting | Transfer minutes and reports to HALS; destroy remainder |
| 1.7 | Trusts and endowments | | | Permanent | Retain in school whilst | Transfer to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|----------------------|--|--|---|
| | | | | | operationally required | |
| 1.8 | Action plans | | | Date of action plan + 3 years | Destroy* | *But consider offering appropriate sample to HALS if school has been through difficult period |
| 1.9 | Policy documents | | | Expiry of policy + 3 years | | Offer policy documents to HALS who may wish to sample |
| 1.10 | Complaints files | Yes | | Date of resolution of complaint + 10 years | Retain in school for the first ten years Review for further retention in the case of contentious disputes Shred routine complaints | |
| 1.11 | Annual reports required by the DfE | | | Date of report + 10 years | | Transfer to HALS |
| 1.12 | Proposals for schools to become, or be established as Specialist Status schools | | | Current year + 3 years | | Transfer to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|--|--|-------------------------|---|--|--|---|
| 2.0 Management and Administration | | | | | | |
| 2.1 | Log books | Yes ¹ | Revised Code of Regulations, 1862, and Min of Education Memo No.531, 1956 | Date of last entry in the book + 6 years | Retain in the school for 6 years from the date of the last entry | Transfer to HALS |
| 2.2 | Head Teacher's official diary | Yes ¹ | | Current year + 3 | Destroy* | *Unless used as retrospective record of events, and where log books are lacking, in which case offer to HALS |
| 2.3 | Minutes of the senior management team and other internal administrative bodies | Yes ¹ | | Date of meeting + 5 years | Retain in the school for 5 years from meeting | Transfer to HALS only those records where forum normally deals with strategic or policy matters; destroy if routine or procedural |
| 2.4 | Reports made by the head teacher or the management team | Yes ¹ | | Date of report + 3 years | Retain in the school for 3 years from meeting | Transfer to HALS |

¹ From January 1st 2005 subject access is permitted into unstructured filing systems and log books and other records created within the school containing details about the activities of individual pupils, and members of staff will become subject to the Data Protection Act 1998.

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|----------------------|---------------------------------------|--|--|
| 2.5 | Correspondence and general filing created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities | Yes ¹ | | Closure of file + 6 years | Retain in school 6 years after file closure, then review or destroy (shred if contain sensitive information) | Offer files on important events (e.g. reorganisation) to HALS. |
| 2.6 | Professional development plans | Yes | | Closure of file + 6 years | Shred | |
| 2.7 | School development plans | | | Closure of file + 6 years | Review | Offer to HALS |
| 2.8 | Employers' liability certificate | | | Permanent while school is operational | Destroy once school closes | |
| 2.9 | School brochure/prospectus | | Education Act 1980 | Current year + 3 years | | Offer to HALS |
| 2.10 | Circulars to staff and pupils | | | Current year + 3 years | Destroy | |
| 2.11 | Newsletters to parents | | | Current year + 3 years | | Offer to HALS |
| 2.12 | Visitors' book | | | Current year + 2 years | | |
| 2.13 | PTA / old pupils' associations | | | Current year + 6 years | | Offer minutes, newsletters and membership registers to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|------------------------|-------------------------|----------------------|------------------|--------------|-------|
|-----|------------------------|-------------------------|----------------------|------------------|--------------|-------|

| 3.0 LEA (Local Education Authority) | | | | | | |
|--|-------------------------------------|-----|--|-------------------------------|---------|--|
| 3.1 | Secondary transfer sheets (Primary) | Yes | | Current year + 2 years | Shred | |
| 3.2 | Attendance returns | Yes | | Current year + 1 year | Destroy | |
| 3.3 | Circulars from LEA | | | Whilst operationally required | Destroy | |

| 4.0 DfE (Department for Education) | | | | | | |
|---|-----------------------|--|--|--|---|--|
| 4.1 | HMI reports | | | These do not need to be kept any longer | | Transfer to HALS |
| 4.2 | OFSTED reports | | | Replace former report with any new inspection report | Review to see whether a further retention period is required (but retain at least two previous reports if not available on website) | Transfer reports that are not required to HALS |
| 4.3 | OFSTED-related papers | | | Current year + 6 years | Review to see whether a further retention period is required | Offer to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|---|-------------------------|---|-------------------------------|--------------|-------|
| 4.4 | Returns to the DfE (e.g. Forms 7,11, 618G, 8A and 8B) | | | Current year + 6 years | Destroy | |
| 4.5 | Circulars from the DfE | | | Whilst operationally required | Destroy | |
| 4.6 | School census returns | | Education (School Performance Information) (England) Regulations 2007 | Current year + 6 years | Destroy | |

| 5.0 Pupils | | | | | | |
|------------|---------------------|-----|---|--|---|---------------------------------------|
| 5.1 | Admission registers | Yes | The Education (Pupil Registration) Regulations 1995 | Date of last entry in the book (or file) + 6 years | Retain in the school for 6 years from the date of the last entry. If held electronically, a printout should be made at least annually . Any corrections made to electronic data should be clearly shown in the printout. | Transfer register or printout to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|---|-------------------------|---|----------------------------|---|--|
| 5.2 | School admissions forms (from 2008): unsuccessful or withdrawn applications | | | 1 year from receipt* | Shred | * To allow for appeals process; records relating to appeals retained by Appeals Panel for 25 years from DOB of pupil |
| 5.3 | Attendance registers | Yes | The Education (Pupil Registration) Regulations 1995 | Date of register + 3 years | Destroy If records are retained electronically any back up copies should be destroyed at the same time | If records are held electronically, a printout should be made monthly and retained in annual files |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|---|-------------------------|--|--|---|-------|
| 5.4 | Pupil record cards <ul style="list-style-type: none"> • <i>Primary</i> | Yes | The Education (Pupil Information) (England) Regulations 2005 | Retain while the pupil remains at the primary school | When pupil transfers to either: 1) A known Local Authority primary / secondary school in Hampshire , transfer pupil record to new school ² Or ... | |

² In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|------------------------|-------------------------|----------------------|------------------|---|-------|
| | | | | | <p>2) A known Local Authority or independent primary / secondary school which is in another county within the UK; or an independent school in Hampshire, transfer pupil record to new school retaining a copy or summary until pupil is 25 years, then shred</p> <p>Or</p> <p>...</p> | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|---|-------------------------|----------------------|--|--|-------|
| | | | | | 3) A known primary / secondary school outside of the UK, transfer a copy of pupil record to new school retaining original pupil record until pupil is 25 years, then shred Or 4) An unknown school, retain pupil file until pupil is 25 years, then shred | |
| 5.5 | Pupil record cards <ul style="list-style-type: none"> • <i>Secondary</i> | Yes | | DOB of the pupil + 25 years ³ | Shred | |

³ In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|---|-------------------------|----------------------|--|---|-------|
| 5.6 | Special Educational Needs (SEN) files, reviews and Individual Education Plans (if kept separately from pupil files) <ul style="list-style-type: none"> • <i>Primary</i> | Yes | | Retain while pupil remains at the primary school | Follow guidelines above for pupils transferring to another school | |
| 5.7 | Special Educational Needs (SEN) files, reviews and Individual Education Plans (if kept separately from pupil files) <ul style="list-style-type: none"> • <i>Secondary</i> | Yes | | DOB of the pupil + 25 years ⁴ | Shred | |

⁴ In the case of exclusion it may be appropriate to transfer the record to the Education Inclusion Service

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|---|--|---|--|
| 5.8 | Child Protection (CP) files <ul style="list-style-type: none"> • <i>Primary</i> | Yes | Safeguarding Children and Safer Recruitment in Education 2007 | Retain while the pupil remains at the primary school | Follow guidelines above for pupils transferring to another school | Where children leave the school, ensure their Child Protection file is copied for the new establishment as soon as possible but transferred separately from the main pupil file. |
| 5.9 | Child Protection (CP) files <ul style="list-style-type: none"> • <i>Secondary</i> | Yes | Safeguarding Children and Safer Recruitment in Education 2007 | DOB of the pupil + 25 years | Shred | Where children leave the establishment, ensure their Child Protection file is copied for the new establishment as soon as possible but transferred separately from the main pupil file. |
| 5.10 | Records of deceased pupils | Yes | | 7 years from date of death | Destroy | |
| 5.11 | Pupil absence letters / leave forms | | | Date of absence + 2 years | Shred | |
| 5.12 | Absence books | | | Current year + 6 years from last entry in book | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|----------------------|--|--------------|------------------|
| 5.13 | Telephone message books for recording absences (sickness) or changes to pick up arrangements, etc. | | | Current year + 6 years from last entry in book | | |
| 5.14 | Punishment books | Yes | | Books no longer maintained in school | | Transfer to HALS |
| 5.15 | Work experience agreements | | | DOB of child + 25 years | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|----------------------|--------------------------------|--------------|---|
| 5.16 | Examination results <ul style="list-style-type: none"> • <i>Public</i> | Yes | | Year of examinations + 6 years | Destroy | Retain examination results together with actual papers for pupils with SEN, or learning / behavioural difficulties until pupils reach age 25 Follow guidelines above for pupil files regarding pupils transferring to another school Electronic copies of examination certificates are held by the appropriate Examination Boards and students can obtain copies from the Boards directly |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|----------------------|-------------------------------------|--------------|---|
| 5.17 | Student examination result certificates issued by Examination Boards <ul style="list-style-type: none"> • <i>Public</i> | Yes | | Date of exam + 1 year | Destroy | Electronic copies of examination certificates are held by the appropriate Examination Boards and students can obtain copies from the Boards directly |
| 5.18 | Examination results <ul style="list-style-type: none"> • <i>Internal</i> | Yes | | Current year + 5 years ⁵ | Destroy | Retain examination results together with actual papers for pupils with SEN, or learning / behavioural difficulties until pupils reach age 25 Follow guidelines above for pupil files regarding pupils transferring to another school |

⁵ If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|----------------------|--|--|---|
| 5.19 | Images of pupils (signed consent forms by parent / guardian) | Yes | | Date of signing + 5 years; or at end of project; or when pupil leaves the school | Destroy | Images should not be reused outside of the time period or for other projects other than that specified on the form |
| 5.20 | Other records created in the course of contact with pupils | Yes | | Current year + 3 years | Review at the end of 3 years and either allocate a further retention period or destroy | All pupil records have potential relevance in 'failure to educate' claims: consider retaining at least those records of pupils with SEN, or learning/behavioural difficulties until pupils reach age 25 |

| 6.0 Curriculum | | | | | | |
|-----------------------|------------------------|--|--|------------------------|---------|--|
| 6.1 | Curriculum development | | | Current year + 6 years | Destroy | |
| 6.2 | Curriculum returns | | | Current year + 3 years | Destroy | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|-----|------------------------|-------------------------|----------------------|------------------------|--|-------|
| 6.3 | School syllabus | | | Current year + 3 years | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |
| 6.4 | Schemes of work | | | Current year + 3 years | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |
| 6.5 | Timetables | | | Current year + 3 years | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|------------------------|-------------------------|----------------------|------------------------|--|-------|
| 6.6. | Class record books | | | Current year | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |
| 6.7 | Mark books | | | Current year | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |
| 6.8 | Record of homework set | | | Current year + 3 years | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|-------------------------|-------------------------|---|------------------------|--|--|
| 6.9 | Pupils' work | | | Current year | It may be appropriate to review these records at the end of each year and allocate a new retention period or destroy | Consider retaining at least those records of pupils with SEN, or learning/behavioural difficulties until pupils reach age 25 |
| 6.10 | SATS records | Yes | | Current year + 6 years | Shred | Retain those relating to pupils with SEN, or learning /behavioural difficulties until pupils reach age 25 |
| 6.11 | SATS papers (completed) | Yes | Department for Education (DfE) recommendation | Current year + 1 year | Shred | |
| 6.12 | PANDA reports | Yes | | Current year + 6 years | Shred | |
| 6.13 | Value added records | Yes | | Current year + 6 years | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|----------------------|--|-------------------------|---|---|--|---|
| 7.0 Personnel | | | | | | |
| 7.1 | Staff sickness records | Yes | Statutory Sick Pay (General) Regulations 1982 (SI 1982/894), revised 1999 (SI 1999/567) | Current year + 3 years | Shred | |
| 7.2 | Timesheets, sick pay | Yes | Financial Regulations | Current year + 6 years | Shred | |
| 7.3 | Staff personnel files | Yes | | Date of termination + 7 years | Shred | |
| 7.4 | Interview notes and recruitment records (for unsuccessful candidates) | Yes | HCC corporate guidelines | Date of interview + 1 year | Shred | |
| 7.5 | Pre-employment vetting information (including CRB checks) | Yes | CRB guidelines | Date of check + 6 months | Shred [by the designated member of staff] | |
| 7.6 | Disciplinary proceedings <ul style="list-style-type: none"> • <i>child protection related</i> | Yes | Safeguarding Children and Safer Recruitment in Education 2006, Section 5.10 | Until normal retirement age, or for 10 years from date of allegation, whichever is longer | Shred | |
| 7.7 | Disciplinary proceedings <ul style="list-style-type: none"> • <i>Warnings</i> | Yes | | Date of warning + 3 years | Shred* | *If the warning is placed on a personal file, it must be weeded from the file |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|---|---|--------------|-------|
| 7.8 | Disciplinary proceedings <ul style="list-style-type: none"> • <i>case not found</i> | Yes | | Destroy immediately at the conclusion of the case | Shred | |
| 7.9 | Annual appraisal / assessment records | Yes | | Current year + 5 years | Shred | |
| 7.10 | Ill-health referrals | Yes | Statute of Limitations 1980 | While current, + 6years | Shred | |
| 7.11 | Pre-employment medical questionnaires | Yes | Statute of Limitations 1980 | While current, + 6years | Shred | |
| 7.12 | Maternity pay records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year + 3 years | Shred | |
| 7.13 | Records of industrial tribunals, disciplinary panels, appeals | Yes | Statute of Limitations 1980 can apply | Current year + 6 years from end of process | Shred | |
| 7.14 | Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes | | Current year + 6 years | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------------------------------|--|-------------------------|--|--|--------------|-------|
| 8.0 Health and Safety | | | | | | |
| 8.1 | Accessibility plans | | Disability Discrimination Act | Current year + 6 years | Destroy | |
| 8.2 | Accident reporting, adults: (a) accident books (b) Forms C84 (c) Forms F2508-RIDDOR | Yes | Social Security (Claims and Payments) Regs. 1979, Reg. 25. Social Security Admin Act 1992, Section 8. Statute of Limitations, 1980 | (a) Current year + 3 (b) Current year + 3 (c) Current year + 3 | Shred | |
| 8.3 | Accident reporting, children: (a) accident books (b) Forms C84 (c) Forms F2508-RIDDOR | Yes | | (a) Keep books until youngest child entered has reached age 25 (b) DOB + 25 years (c) DOB + 25 years | Shred | |
| 8.4 | Violent incident reporting (VIR) | Yes | Statute of Limitations, 1980 | Current year + 3 years | Shred | |
| 8.5 | Physical intervention forms | Yes | | PI forms are normally completed in books with numbered pages. Keep books until youngest child entered has reached age 25 | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|----------------------|--|--------------|-------|
| 8.6 | Risk assessment records (e.g. COSHH, VDUs, manual handling, etc.) | | | While current + 3 years (update regularly) | Destroy | |
| 8.7 | Policy statements | | | Date of expiry + 3 years | Destroy | |
| 8.8 | Fire precautions log books (drills and tests) | | | Current year + 3 years | Destroy | |
| 8.9 | Training records | | | While current + 6 years, unless records apply for limited period (e.g. First Aid Certificates) | Shred | |
| 8.10 | Maintenance and PPE log books | | | Current year + 10 years | Destroy | |

| 9.0 Finance | | | | | | |
|-------------|---|--|-----------------------|---|--|---------------|
| 9.1 | Annual accounts | | Financial Regulations | Current year + 6 years | | Offer to HALS |
| 9.2 | Loans and grants | | Financial Regulations | Date of last payment on loan + 12 years | Review to see whether a further retention period is required | Offer to HALS |
| 9.3 | Contracts <ul style="list-style-type: none"> • <i>under seal</i> | | | Contract completion date + 12 years | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|-----------------------------|--|--------------|-------|
| 9.4 | Contracts <ul style="list-style-type: none"> <i>under signature</i> | | | Contract completion date + 6 years | Shred | |
| 9.5 | Contracts <ul style="list-style-type: none"> <i>Monitoring records</i> | | | Current year + 2 years | Shred | |
| 9.6 | Copy orders | | | Current year + 2 years, or current year + 6 years if included with delivery notes, invoices and receipts, etc. | Shred | |
| 9.7 | Budget reports, budget monitoring etc. | | | Current year + 3 years | Shred | |
| 9.8 | Invoice, receipts and other records covered by the Financial Regulations | | Financial Regulations | Current year + 6 years | Shred | |
| 9.9 | Annual budget and background papers | | | Current year + 6 years | Shred | |
| 9.10 | Order books and requisitions | | | Current year + 6 years | Shred | |
| 9.11 | Delivery documentation | | | Current year + 6 years | Shred | |
| 9.12 | Debtors' records | | Statute of Limitations 1980 | Current year + 6 years | Shred | |
| 9.13 | Applications for free school meals, travel, uniforms etc. | | Financial Regulations | Whilst child at school or current year + 6 years whichever is the longest | Shred | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|--|-------------------------|-----------------------|----------------------------------|--------------|-------|
| 9.14 | Free school meal records | Yes | Financial Regulations | Current year + 6 years | Shred | |
| 9.15 | Dinner register | | | Current year | Shred | |
| 9.16 | School meals summary sheets (M1 forms) | | | Current year + 3 years | Shred | |
| 9.17 | Petty cash books | | Financial Regulations | Current year + 6 years | Shred | |
| 9.18 | Payroll records where school administers own payroll | Yes | Financial Regulations | Current year + 6 years | Shred | |
| 9.19 | Records relating to individuals' pension details | Yes | Financial Regulations | End of employment date + 7 years | Shred | |

| 10.0 Property | | | | | | |
|----------------------|--|--|--|---------------------------|-------------------------------------|---------------|
| 10.1 | Title deeds | | | Permanent | These should follow the property | Offer to HALS |
| 10.2 | Plans | | | Permanent | Retain in school whilst operational | Offer to HALS |
| 10.3 | Leases | | | Expiry of lease + 6 years | Destroy | |
| 10.4 | Lettings of school premises | | | Current year + 3 years | Destroy | |
| 10.5 | Burglary, theft and vandalism report forms | | | Current year + 6 years | Shred | |
| 10.6 | Maintenance log books | | | Last entry + 10 years | Destroy | |
| 10.7 | Contractors' reports | | | Current year + 6 years | Destroy | |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|--|--|-------------------------|----------------------|-----------------------------|---|------------------|
| 10.8 | Inventories of equipment and furniture | | | Current year + 6 years | Destroy | |
| 10.9 | Insurance papers | | | While current | Destroy | |
| 11.0 Adult and Community Learning | | | | | | |
| 11.1 | Annual funding agreements with Learning and Skills Council (LSC), Adult and Community Learning Unit, or colleges | | | Current year + 6 years | Destroy | |
| 11.2 | Enrolment forms, fee receipts, refund records, course registers, banking records | | | Current year + 6 years | Destroy | |
| 11.3 | LSC capital grants, expenditure records | | | Current year + 6 years | Destroy | |
| 11.4 | Community management agreements | | | Life of agreement + 6 years | Destroy | |
| 11.5 | Minutes of governors' management committees | | | Date of meeting + 6 years | Retain in school for 6 years from date of meeting | Transfer to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|---|-------------------------|----------------------|---|--------------|---------------|
| 11.6 | Annual Community Service plans | | | While current + 6 years | | Offer to HALS |
| 11.7 | Income records for centre-run activities | | | Current year + 6 years | Destroy | |
| 11.8 | Notice of successful applications for external funding, and conditions attached to grants | | | Period of funding or length of funding agreement (e.g. capital schemes) + 6 years | Destroy | |
| 11.9 | Adult learning course programmes and brochures | | | Current year + 3 years | | Offer to HALS |

| 12.0 Miscellaneous | | | | | | |
|---------------------------|------------------|--|--|-------------------------|--|---------------|
| 12.1 | School magazines | | | Current year + 10 years | | Offer to HALS |
| 12.2 | Scrapbooks | | | Current year + 10 years | Review to see whether a further retention period is required | |
| 12.3 | Photo albums | | | While useful | Review to see whether a further retention period is required | |
| 12.4 | School histories | | | While useful | | Offer to HALS |

| No. | Basic file description | Data Protection Issues? | Statutory Provisions | Retention Period | Final Action | Notes |
|------|----------------------------|-------------------------|----------------------|------------------|--|---|
| 12.5 | Audio and video recordings | | | While useful | Review to see whether a further retention period is required | Offer important or informative recordings to Wessex Film and Sound Archive (see 6.2.) |

Appendix: storage, display and handling of school records

These general guidelines on the storage, display and handling of archives should be followed to help ensure the long-term preservation of school records regarded as historically significant.

Keep documents out of direct sunlight and avoid extremes of temperature and humidity:

- For paper records a temperature of 13-18°C (55-65°F) is ideal, with a relative humidity (RH) of between 55-65%. (RH is read by a hygrometer⁶.)
- Audio tapes require cool, dry conditions (40-60% RH, 13-16°C or 55-60°F).
- Try not to store records near radiators where the air will be too hot and dry.
- Records which do not need to be referred to regularly should ideally be stored in a room where staff are not required to work.

Ensure that storage is on well-ventilated shelving and that storage areas are kept clean

- Don't pack records together too tightly as lack of air flow encourages mould. Mould-affected items should be separated out.
- Ventilate storage rooms well.
- Keep storage areas clean, as dust and dirt can accelerate decay and encourage pests.

Use good quality storage materials

- 'Archival quality' packaging materials are free of acids and other chemicals which will make paper brittle and cause inks to fade. They are available commercially, and although expensive, need only be used for those items which are to be kept permanently. Names and addresses of some commercial suppliers are given at the end of this guidance note
- If possible, use archive-quality boxes, made from rigid container board with non-rusting staples and well-fitting lids. Strong cardboard boxes lined with acid-free paper, and with a lid to keep out dust, are a cheaper alternative.
- Written records can be protected by wrapping them in archival quality paper or card. Photographs should be placed in clear polyester sleeves if kept loose, or mounted using photo corners if they are in an album. Alternatively, use good quality envelopes with the gummed flap removed, and card folders or large sheets of cartridge paper folded to size.
- For all records, use good quality fastenings, e.g. wide cotton tape, brass staples, brass paper clips, and plastic treasury tags. Number documents or pages, if necessary, in pencil only.

Use good inks and papers:

⁶ Inexpensive, easy-to-use, hand-held electronic hygrometers can be bought from Preservation Equipment Ltd., Vines Road, Diss, Norfolk, IP22 4HQ (tel. 01379 647400; fax 01379 650582; website www.preservationequipment.com)

- When you are creating paper records which you know will need to be kept long term, use good quality permanent ink and acid-free paper if you can, and avoid ball point pens, particularly blue and red, which fade quickly.

Avoid the following, all of which are detrimental to your archives if they are to be kept long-term:

- steel pins and paperclips; plastic bags; photo albums using cheap PVC overlays and adhesives to secure photos; PVC wallets; sellotape; pink document tape; elastic bands.

Displaying and handling records always puts them at risk:

- Displaying potentially valuable items leaves them open to the risk of vandalism or theft. Look after your archives at all times and display them only in lockable showcases. (Hampshire Archives and Local Studies is able to lend lockable showcases free of charge, subject to availability.)
- Inks and colours can fade if exhibited in bright light for too long, and the spines and bindings of volumes can be weakened by prolonged use or opening in the same position. Aim therefore to display records away from direct heat and sunlight. Support volumes, ideally on cushions, so that they are not open too wide, using strips of clear polyester to secure pages if necessary. Never use sellotape, drawing pins or metal staples to fasten documents being displayed.
- If records are used in the classroom, keep control of them. Make sure you know what you have and where it should be when not in use. Ask those who borrow the records to handle them with care, to use only pencil when making notes from them, and to supervise their use at all times. Photocopied extracts from the records could be used as a substitute to protect originals from over-handling.

Archival-quality paper, boxes and packaging materials can be purchased from:

Conservation Resources (UK) Ltd., Unit 2, Ashville Way, off Watlington Road, Cowley, Oxford, OX4 6TU (tel. 01865 747755; fax 01865 747035; website www.conservationresources.com).

Preservation Equipment Ltd., Vincennes Road, Diss, Norfolk, IP22 4HQ (tel. 01379 647400; fax 01379 650582; website www.preservationequipment.com)

Conservation By Design Ltd, Timecare Works, 5 Singer Way, Woburn Road Industrial Estate, Kempston, Bedford, MK42 7AW (tel. 01234 853555; fax 01234 852334; website www.conservation-by-design.co.uk)