

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

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
1.13	Parent governor elections – successful applicants	Yes		End of tenure + 1 year	Destroy	May contain application forms, voting forms

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
1.14	Parent governor elections – unsuccessful applicants	Yes		Date of election + 6 months	Destroy	May contain application forms, voting forms
1.15	Governors – registers and declarations of pecuniary interests	Yes		Current year + 6 years	Destroy	

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

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
2.3	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
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

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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
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

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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
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 / pupil files <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 ...	Includes records of medicine administered to children

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 / pupil files <ul style="list-style-type: none"> • <i>Secondary</i> 	Yes		DOB of the pupil + 25 years ³	Shred	Includes records of medicine administered to children

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	Includes records of medicine administered to children
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	Includes records of medicine administered to children

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	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (April 2014) p.43	Retain while the pupil remains at the primary school	Follow guidelines in 5.4 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. The originating school must retain the master copy of the CP file for 25 years + current from DOB of the pupil.

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
5.9	Child Protection (CP) files <ul style="list-style-type: none"> • <i>Secondary</i> 	Yes	Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (April 2014) p.43	DOB of the pupil + 25 years	If the child leaves the establishment: follow guidelines in 5.4 above for pupils transferring to another school If the retention period is reached: 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 . The originating school must retain the master copy of the CP file for 25 years + current from DOB of the pupil.
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	
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

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
5.15	Work experience agreements			DOB of child + 25 years	Shred	
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	Activity / visit / trip consent forms (signed by parent / guardian) – where no incident occurs	Yes		Date of event + 1 year	Destroy	
5.21	Activity / visit / trip consent forms (signed by parent / guardian) – where a major incident occurs	Yes	Limitation Act 1980	25 years + current from date of birth of child involved in incident	Destroy	Important: consent forms for ALL pupils for an event where a major incident occurs must be retained, not just that of the child involved

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
5.22	Any 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	
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	
6.6.	Class record books			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
6.7	Mark books			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	
6.8	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	
6.9	Pupils' 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	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

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	

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 personal 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]	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	

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	(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	1992, Section 8. Statute of Limitations, 1980	(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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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	
9.14	Free school meal records	Yes	Financial Regulations	Current year + 6 years	Shred	
9.15	Dinner register			Current year + 3 years	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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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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	
10.8	Inventories of equipment and furniture			Current year + 6 years	Destroy	
10.9	Insurance papers			While current	Destroy	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
11.0 Adult and Community Learning and Activities						
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
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	

No.	Basic File Description	Data Protection Issues?	Statutory Provisions	Retention Period	Final Action	Notes
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
11.10	Records relating to the letting of school facilities to community or other groups, including after-school and holiday clubs	Yes	Statute of Limitations 1980	Current year + 6 years	Destroy	

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)