



RECORDS MANAGEMENT SOCIETY OF GREAT BRITAIN

LOCAL GOVERNMENT GROUP

RETENTION GUIDELINES FOR SCHOOLS

Version 3

This retention schedule contains recommended retention periods for the different record series created and maintained by schools in the course of their business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This schedule should be reviewed on a regular basis.

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## **1. The purpose of the retention schedule**

Under the Freedom of Information Act 2000, schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored.

## **2. Benefits of a retention schedule**

There are a number of benefits which arise from the use of a complete retention schedule:

- a. Managing records against the retention schedule is deemed to be “normal processing” under the Data Protection Act 1998 and the Freedom of Information Act 2000. Provided members of staff are managing record series using the retention schedule they can not be found guilty of unauthorised tampering with files once a freedom of information request or a data subject access request has been made.
- b. Members of staff can be confident about destroying information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

## **3. Maintaining and amending the retention schedule**

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

## **4. What to do with records once they have reached the end of their administrative life**

### **4a Destruction of records**

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 shredded before disposal (if possible). Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

Any records currently subject to litigation should be retained for 6 years from the

date of settlement. Records subject to an FOI request should not be destroyed until one year after the closure of the request.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or other unique identifier);
- File title (or brief description);
- No of files
- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

#### **4b Transfer of records to the Archives**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Archives.

[Contact](#) the Corporate Records Manager on (0121) 704 8591

#### **4c Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as microform or digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

### **5. Useful Contacts**

Dawn Waller  
Corporate Records Manager  
Solihull Metropolitan Borough Council  
Tel 0121 7048591

### **Approval**

Schedule approved by: Paula Brown, Legal Services 15<sup>th</sup> July 2008

1 Child Protection					
These retention periods should be used in conjunction with the document “Safeguarding Children and Safer Recruitment in Education” which can be downloaded from <a href="http://www.everychildmatters.gov.uk">www.everychildmatters.gov.uk</a> .					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
1.1	Child Protection files	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	DOB + 25 years <sup>1</sup>	SHRED	Child Protection information must be copied and sent under separate cover to new school/college whilst the child is still under 18 (i.e. the information does not need to be sent to a university for example) Where a child is removed from roll to be educated at home, the file should be sent to the Local Education Authority.
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance “Dealing with Allegations of Abuse against Teachers and Other Staff” November 2005	Until the person’s normal retirement age, or 10 years from the date of the allegation whichever is the longer	SHRED	The following is an extract from “Safeguarding Children and Safer Recruitment in Education” p60 “Record Keeping 5.10 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person’s confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any

<sup>1</sup> This amendment has been made in consultation with the Safeguarding Children Group.

**1 Child Protection**

These retention periods should be used in conjunction with the document “Safeguarding Children and Safer Recruitment in Education” which can be downloaded from [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk).

	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
				<p>future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary reinvestigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.”</p>

2 Governors					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
2.1	Minutes				
	<ul style="list-style-type: none"> <li>Principal set (signed)</li> <li>Inspection copies</li> </ul>				
2.2	Agendas				
2.3	Reports				
2.4	Annual Parents' meeting papers		Date of meeting + 6 years	Retain in school for 6 years from date of meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.5	Instruments of Government				
2.6	Trusts and Endowments		Permanent	Retain in school whilst operationally required	Transfer to Archives
2.7	Action Plans		Date of action plan + 3 years	SHRED	It may be appropriate to offer to the Archives for a sample to be taken if the school has been through a difficult period
2.8	Policy documents				
2.9	Complaints files				
2.10	Annual Reports required by the Department for Education and Skills		Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171	Date of report + 10 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.11	Proposals for schools to become, or be established as			Current year + 3 years	Transfer to Archives [The appropriate archivist will

2 Governors						
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
	Specialist Status schools					then take a sample for permanent preservation]

3 Management						
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
3.1	Log Books			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 the Archives
3.2	Minutes of the Senior Management Team and other internal administrative bodies			Date of meeting + 5 years	Retain in the school for 5 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
3.3	Reports made by the head teacher or the management team			Date of report + 3 years	Retain in the school for 3 years from meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
3.4	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities			Closure of file + 6 years	SHRED	

<b>3 Management</b>						
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities			Date of correspondence + 3 years	SHRED	
3.6	Professional development plans			Closure + 6 years	SHRED	
3.7	School development plans			Closure + 6 years	Review	Offer to the Archives
3.8	Admissions – if the admission is successful			Admission + 1 year	SHRED	
3.9	Admissions – if the appeal is unsuccessful			Resolution of case + 1 year	SHRED	
3.10	Admissions – Secondary Schools – Casual			Current year + 1 year	SHRED	
3.11	Proofs of address supplied by parents as part of the admissions process			Current year + 1 year	SHRED	

<b>4 Pupils</b>						
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>	
4.1	Admission Registers			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.	Transfer to the Archives

4 Pupils					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.2	Attendance registers		Date of register + 3 years	SHRED [If these records are retained electronically any back up copies should be destroyed at the same time]	
4.3	Pupil record cards				
4.3a	<ul style="list-style-type: none"> <li>Primary</li> </ul>		Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.  In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service  Where the child has left the area, transfer the file to the council	

4 Pupils					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.3b	<ul style="list-style-type: none"> <li>Secondary</li> </ul>	Limitation Act 1980	DOB of the pupil + 25 years <sup>2</sup>	SHRED	
4.5	Special Educational Needs files, reviews and Individual Education Plans		DOB of the pupil + 35 years the review  NOTE: This retention period is the minimum period that any pupil file should be kept. Some authorities choose to keep SEN files for a longer period of time to defend themselves in a "failure to provide a sufficient education" case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period.	SHRED	
4.6	Letters authorising absence		Date of absence + 2 years	SHRED	
4.7	Absence books		Current year + 6 years	SHRED	
4.8	Examination results				
4.8a	<ul style="list-style-type: none"> <li>Public</li> </ul>		Year of examinations + 6 years	SHRED	Any certificates left unclaimed should be returned to the appropriate Examination Board

<sup>2</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

4 Pupils					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.8b	<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>		Current year + 5 years <sup>3</sup>	SHRED	
4.9	Any other records created in the course of contact with pupils		Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SHRED	
4.10	Statement maintained under The Education Act 1996 - Section 324	Special Educational Needs and Disability Act 2001 Section 1	DOB + 35 years <sup>4</sup>	SHRED unless legal action is pending	
4.11	Proposed statement or amended statement	Special Educational Needs and Disability Act 2001 Section 1	DOB + 35 years <sup>5</sup>	SHRED unless legal action is pending	
4.12	Advice and information to parents regarding educational needs	Special Educational Needs and Disability Act 2001 Section 2	Closure + 35 years <sup>6</sup>	SHRED unless legal action is pending	

<sup>3</sup> 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.

<sup>4</sup> Legal Services advice

<sup>5</sup> Legal Services advice

4 Pupils					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.13	Accessibility Strategy	Special Educational Needs and Disability Act 2001 Section 14	Closure + 35 years <sup>7</sup>	SHRED unless legal action is pending	
4.14	Children's SEN Files		DOB + 35 years <sup>8</sup>	SHRED unless legal action is pending	
4.15	Parental permission slips for school trips – where there has been no major incident		Conclusion of the trip	SHRED	
4.16	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed for all pupils	SHRED	
4.17	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Primary Schools	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years <sup>9</sup>	N	SHRED or delete securely

<sup>6</sup> Legal Services advice

<sup>7</sup> Legal Services advice

<sup>8</sup> Legal Services advice

<sup>9</sup> This retention period has been set in agreement with the Safeguarding Children's Officer

4 Pupils					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
4.18	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years <sup>7</sup>	N	SHRED or delete securely

5 Curriculum					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
5.1	Curriculum development		Current year + 6 years	SHRED	
5.2	Curriculum returns		Current year + 3 years	SHRED	
5.3	School syllabus		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
5.4	Schemes of work		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
5.5	Timetable		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
5.6	Class record books		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
5.7	Mark Books		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	

<b>5 Curriculum</b>				
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
5.8	Record of homework set		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.9	Pupils' work		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED
5.10	Examination results		Current year + 6 years	SHRED
5.11	SATS records		Current year + 6 years	SHRED
5.12	PAN reports		Current year + 6 years	SHRED
5.13	Value added records		Current year + 6 years	SHRED

<b>6 Administrative</b>				
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
8.1	Employer's Liability certificate		Closure of the school + 40 years	SHRED
8.2	Inventories of equipment and furniture		Current year + 6 years	SHRED
8.3	General file series		Current year + 5 years	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

6 Administrative					
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
8.4	School brochure or prospectus			Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
8.5	Circulars (staff/parents/pupils)			Current year + 1 year	SHRED
8.6	Newsletters, ephemera			Current year + 1 year	Review to see whether a further retention period is required  Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
8.7	Visitors book			Current year + 2 years	Review to see whether a further retention period is required  Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
8.8	PTA/Old Pupils Associations			Current year + 6 years	Review to see whether a further retention period is required  Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

7 Finance					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.1	Annual Accounts	<i>See Finance Retention Schedule and keep in line with Councils Accounting Statement</i>			
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	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
9.3	Contracts				
9.3a	• under seal		Contract completion date + 12 years	SHRED	
9.3b	• under signature		Contract completion date + 6 years	SHRED	
9.3c	• monitoring records		Current year + 2 years	SHRED	
9.4	Copy orders		Current year + 2 years	SHRED	
9.5	Budget reports, budget monitoring etc	<i>See Finance Retention Schedule</i>			
9.6	Invoice, receipts and other records covered by the Financial Regulations	<i>See Finance Retention Schedule</i>			
9.7	Annual Budget and background papers	<i>See Finance Retention Schedule</i>			
9.8	Order books and requisitions		Current year + 6 years	SHRED	
9.9	Delivery Documentation		Current year + 6 years	SHRED	

7 Finance					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
9.10	Debtors' Records	Limitation Act 1980	Current year + 6 years	SHRED	
9.11	School Fund – Cheque books		Current year + 3 years	SHRED	
9.12	School Fund – Paying in books		Current year + 6 years then review	SHRED	
9.13	School Fund – Ledger		Current year + 6 years then review	SHRED	
9.14	School Fund – Invoices	<i>See Finance Schedule (Invoices)</i>			
9.15	School Fund – Receipts		Current year + 6 years	SHRED	
9.16	School Fund – Bank statements	<i>See Finance Schedule (Bank Statements)</i>			
9.17	School Fund – School Journey books		Current year + 6 years then review	SHRED	
9.18	Applications for free school meals, travel, uniforms etc		Whilst child at school	SHRED	
9.19	Student grant applications		Current year + 3 years	SHRED	
9.20	Free school meals registers	Financial Regulations	Current year + 6 years	SHRED	
9.21	Petty cash books	<i>See Finance Schedule (VAT Records)</i>			

10 Property					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
10.1	Title Deeds		Permanent	Permanent these should follow the property unless the property has been registered at the Land Registry	Offer to Archives if the deeds are no longer needed
10.2	Plans		Permanent	Retain in school whilst operational	Offer to Archives <sup>10</sup>
10.3	Maintenance and contractors	Financial Regulations	Current year + 6 years	SHRED	
10.4	Leases		Expiry of lease + 6 years	SHRED	
10.5	Lettings		Current year + 3 years	SHRED	
10.6	Burglary, theft and vandalism report forms		Current year + 6 years	SHRED	
10.7	Maintenance log books		Last entry + 10 years	SHRED	
10.8	Contractors' Reports		Current year + 6 years	SHRED	

11 Local Education Authority					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	

<sup>10</sup> If the property has been sold for private housing then the archives service will embargo these records for an appropriate period of time to prevent them being used to plan or carry out a crime.

11 Local Education Authority					
	Basic file description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	
11.1	Secondary transfer sheets (Primary)		Current year + 2 years	SHRED	
11.2	Attendance returns		Current year + 1 year	SHRED	
11.3	Circulars from LEA		Whilst required operationally	Review to see whether a further retention period is required	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

12 Department for Children, Schools and Families					
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
12.1	HMI reports			These do not need to be kept any longer	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
12.2	OFSTED reports and papers			Replace former report with any new inspection report	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
12.3	Returns			Current year + 6 years	SHRED
12.4	Circulars from Department for Children, Schools and Families			Whilst operationally required	Review to see whether a further retention period is required Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

13 Connexions					
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record
13.1	Service level agreements			Until superseded	SHRED
13.2	Work Experience agreement			DOB of child + 18 years	SHRED

14 Schools Meals					
	Basic file description		Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record

<b>14 Schools Meals</b>					
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Action at the end of the administrative life of the record</b>
14.1	Dinner Register			C + 3 years	SHRED
14.2	School Meals Summary Sheets			C + 3 years	SHRED

<b>15 Family Liaison Officers and Parent Support Assistants</b>					
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>	<b>Method of Disposal</b>
15.1	Day Books			Current year + 2 years then review	SHRED
15.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency			Whilst the child is attending the school then destroy	SHRED
15.3	Referral forms			While the referral is current then	SHRED
15.4	Contact data sheets			Current year then review, if contact is no longer active then destroy	SHRED
15.5	Contact database entries			Current year then review, if contact is no longer active then destroy	DELETE
15.6	Group Registers			Current year + 2 years	SHRED

<b>16 Early Years Provision</b>			
<b>16.1 Records to be kept by Registered Persons - All Cases</b>			
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>
16.1.1	The name, home address and date of birth of each child who is looked after on the premises		Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation]
16.1.2	The name, home address and telephone number of a parent of each child who is looked after on the premises		If this information is kept in the same book or on the same form as in 16.1.1 then the same retention period should be used as in 16.1.1 If the information is stored separately, then destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)
16.1.3	The name, address and telephone number of any person who will be looking after children on the premises		See 16.4.5 below
16.1.4	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	The Day Care and Child Minding (National Standards) (England) Regulations 2003	The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). If these records are likely to be needed in a child protection setting (see 16.1.1 above) then the records should be retained for closure of setting + 50 years

<b>16 Early Years Provision</b>			
<b>16.1 Records to be kept by Registered Persons - All Cases</b>			
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>
16.1.5	A record of accidents occurring on the premises and incident books relating to other incidents	The Day Care and Child Minding (National Standards) (England) Regulations 2003 <sup>11</sup>	DOB of the child involved in the accident or the incident + 25 years If an adult is injured then the accident book must be kept for 7 years from the date of the incident
16.1.6	A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	The Day Care and Child Minding (National Standards) (England) Regulations 2003 <sup>12</sup>	DOB of the child being given/taking the medicine + 25 years
16.1.7	Records of transfer		One copy is to be given to the parents, one copy transferred to the Primary School where the child is going
16.1.8	Portfolio of work, observations and so on		To be sent home with the child
16.1.9	Birth certificates		Once the setting has had sight of the birth certificate and recorded the necessary information the original can be returned to the parents. There is no requirement to keep a copy of the birth certificate.

<sup>11</sup> The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The Statute of Limitations states that a minor may make a claim for 7 years from their eighteenth birthday, therefore the retention should be for the longer period.

<sup>12</sup> The regulations say that these records should be kept for 2 years (SI20031996 7(1b)). The NHS records retention schedule states that any records relating to a child under the age of 18 should be retained until that child reaches the age of 25 years. Therefore, the retention should be DOB of the child being given/taking the medicine + 25 years

<b>16.2 Records to be kept by Registered Persons - Day Care</b>				
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>
16.2.1	The name and address and telephone number of the registered person and every other person living or employed on the premises			See 16.4 below
16.2.2	A statement of the procedure to be followed in the event of a fire or accident			Procedure superseded + 7 years
16.2.3	A statement of the procedure to be followed in the event of a child being lost or not collected			Procedure superseded + 7 years
16.2.4	A statement of the procedure to be followed where a parent has a complaint about the service being provided by the registered person			Until superseded
16.2.4	A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect			Closure of setting + 50 years [These could be required to show whether or not an individual child attended the setting in a child protection investigation]

<b>16.3 Records to be kept by Registered Persons - Overnight provision – under 2's</b>				
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>
16.3.1	Emergency contact details for appropriate adult to collect the child if necessary			Destroy once the child has left the setting (unless the information is collected for anything other than emergency contact)
16.3.2	Contract, signed by the parent, stating all the relevant details regarding the child and their care, including the name of the			Date of birth of the child who is the subject of the contract + 25 years

<b>16.3 Records to be kept by Registered Persons - Overnight provision – under 2's</b>				
	<b>Basic file description</b>		<b>Statutory Provisions</b>	<b>Retention Period [operational]</b>
	emergency contact and confirmation of their agreement to collect the child during the night			

16.4 Other Records - Administration				
	Basic file description		Statutory Provisions	Retention Period [operational]
	<b>Financial Records</b>			
16.4.1	Financial records – accounts, statements, invoices, petty cash etc		<i>See Finance Retention Schedule</i>	
	<b>Insurance</b>			
16.4.2	Insurance policies – Employers Liability		<i>See Risk Management &amp; Insurance Retention Schedule</i>	
16.4.3	Claims made against insurance policies – damage to property			Case concluded + 3 years
16.4.4	Claims made against insurance policies – personal injury			Case concluded + 6 years
	<b>Human Resources</b>			
16.4.5	Personal Files - records relating to an individual's employment history			Termination + 6 years then review
16.4.6	Pre-employment vetting information (including CRB checks)	N	CRB guidelines	Date of check + 6 months
16.4.7	Staff training records – general	Y		Current year + 2 years
16.4.8	Training (proof of completion such as certificates, awards, exam results)	Y		Last action + 7 years
	<b>Premises and Health and Safety</b>			
16.4.9	Premises files (relating to maintenance)			Cessation of use of building + 7 years then review
16.4.10	Risk Assessments			Current year + 3 years