



# RETENTION PROCEDURES

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**Signed by Chair of Committee:.....n/a.....**

**Date:.....n/a.....**

**Signed by Head Teacher:.....**

**Date:.....**

## **RETENTION GUIDELINES FOR SCHOOLS**

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 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	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
1.1	Child Protection files	Yes	Education Act 2002, s175, related guidance “Safeguarding Children in Education”, September 2004	DOB + 26 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 copied to the Local Education Authority.
1.2	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	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 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 resurfaces 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.”

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

<b>2 Governors</b>						
	<b>Basic File Description</b>	<b>Data Prot. Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (operational)</b>	<b>Action at the end of the administrative life of the record</b>	
2.1	Minutes					
	<ul style="list-style-type: none"> <li>Principal Set (signed)</li> </ul>	NO		Permanent	Retain in school for 6 years from date of meeting	Transfer to Archives
	<ul style="list-style-type: none"> <li>Inspection copies</li> </ul>	NO		Date of Meeting + 3 yrs	SHRED [If these minutes contain any sensitive personal information they should be shredded]	
2.2	Agendas	NO		Date of Meeting	SHRED	
2.3	Reports	NO		Date of Meeting + 6 yrs	Retain in school for 6 years from date of meeting	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.4	Annual Parents Meeting Papers	NO		Date of Meeting + 6 yrs	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	Instrument of Government	NO		Permanent	Retain in school whilst school is open	Transfer to Archives when the school has closed
2.6	Trusts & Endowments	NO		Permanent	Retain in school whilst operationally required	Transfer to Archives
2.7	Action Plans	YES		Date of action plan + 3 yrs	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	NO		Expiry of Policy	Retain in school whilst policy is operational (this includes if the expired policy is part of a past decision making process)	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.9	Complaints files	NO		Date of resolution of complaint + 6 yrs	Retain in school for the first six years Review for further retention in the case of contentious disputes SHRED routine complaints	
2.10	Annual reports required by Dof ED& Skills	NO		Education (Governors Annual Reports) (England) (Amendment) Regulations 2002. SI 2002 No 1071	Date of report + 10 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]
2.10	Proposals for schools to become or be established as Specialist School Status	NO			Current year + 3 years	Transfer to Archives [The appropriate archivist will then take a sample for permanent preservation]

<b>3 Management</b>						
	<b>Basic File Description</b>	<b>Data Prot. Issues</b>	<b>Statutory Provisions</b>	<b>Retention Period (operational)</b>	<b>Action at the end of the administrative life of the record</b>	
3.1	Log Books	YES <sup>2</sup>		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	YES		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	YES		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	YES		Closure of file + 6 years	SHRED	
3.5	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	NO		Date of correspondence + 3 years	SHRED	
3.6	Professional development plans	YES		Closure + 6 yrs	SHRED	
3.7	School development plans	NO		Closure + 6 yrs	REVIEW	Offer to the archives
3.8	Admissions – if the admission is successful	YES		Admission + 1yr	SHRED	
3.9	Admissions – if the appeal is unsuccessful	YES		Resolution of case + 1 yr	SHRED	
3.10	Admissions – Secondary Schools –	YES		Current year + 1 yr	SHRED	

	Casual					
3.10	Proofs of address supplied by parents as part of the admissions process	YES		Current year + 1 yr	SHRED	

<sup>2</sup> 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.

4 Pupils						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
4.1	Admission Register	YES		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
4.2	Attendance Registers	YES		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	YES				
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	
4.3b	<ul style="list-style-type: none"> <li>secondary</li> </ul>		Limitation Act 1980	DOB of the pupil + 26	SHRED	

				years <sup>3</sup>		
4.4	Pupil Files	YES				
4.4a	<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	
4.4b	<ul style="list-style-type: none"> <li>secondary</li> </ul>		Limitation Act 1980	DOB of the pupil + 26 years <sup>3</sup>	SHRED	
4.5	Special Educational Needs files, reviews and Individual Education Plans	YES		DOB of the pupil + 26 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	NO		Date of absence + 2 years	SHRED	
4.7	Absence books			Current year + 6 years	SHRED	
4.8	Examination results	YES		Year of examinations + 6 years	SHRED	
4.8a	<ul style="list-style-type: none"> <li>Public</li> </ul>	NO			SHRED	Any certificates left unclaimed should be returned to the appropriate Examination Board

4.8b	<ul style="list-style-type: none"> <li>Internal examination results</li> </ul>	YES		Current year + 5 years <sup>5</sup>	SHRED	
4.9	Any other records created in the course of contact with pupils	YES/NO		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 264	YES	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal action is pending	
4.10	Proposed statement or amended statement	YES	Special Educational Needs and Disability Act 2001 Section 1	DOB + 30 years	SHRED unless legal	
4.12	Advice and information to parents regarding educational needs	YES	Special Educational Needs and Disability Act 2001 Section 2	Closure + 12 years	action is pending	
4.13	Accessibility Strategy	YES	Special Educational Needs and Disability Act 2001 Section 14	Closure + 12 years	SHRED unless legal	
4.14	Children's SEN Files	YES		DOB of pupil + 26 years then review – it may be appropriate to add an additional retention period in certain cases	action is pending	
4.15	Parental permission slips	YES		Conclusion of the trip	SHRED	

	for school trips – where there has been no major incident					
4.16	Parental permission slips for school trips – where there has been a major incident	YES	Limitation Act 1980	DOB of the pupil involved in the incident + 26 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	NO	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 14 years <sup>6</sup>	NO	SHRED or delete securely
4.18	Records created by schools to obtain approval to run an Educational Visit outside the Classroom - Secondary Schools	NO	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).	Date of visit + 10 years <sup>6</sup>	NO	SHRED or delete securely

<sup>3</sup> In the case of exclusion it may be appropriate to transfer the record to the Behaviour Service

<sup>5</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>6</sup> This retention period has been set in agreement with the Safeguarding Childrens Officer

5 Curriculum						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
5.1	Curriculum development	NO		Current year + 6 yrs	SHRED	
5.2	Curriculum returns	NO		Current year + 3 yrs	SHRED	
5.3	School syllabus	NO		Current year + 1 yr	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	NO		Current year + 1 yr	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	NO		Current year + 1 yr	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	NO		Current year + 1 yr	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	NO		Current year + 1 yr	It may be appropriate to review these records at the end of each year and allocate a new retention period or SHRED	
5.8	Record of homework set	NO		Current year + 1 yr	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	NO		Current year + 1 yr	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	YES		Current year + 6 yrs	SHRED	
5.10	SATS records	YES		Current year + 6 yrs	SHRED	
5.12	PAN reports	YES		Current year + 6 yrs	SHRED	
5.13	Value added records	YES		Current year + 6 yrs	SHRED	

6 Personnel Records held in schools						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
6.1	Timesheets, sick pay	YES	Financial Regulations	Current year + 6 yrs		SHRED
6.2	Staff personal files	YES		Termination + 7 yrs		SHRED
6.3	Interview notes & recruitment records	YES		Date of interview + 6 mths		SHRED
6.4	Pre-employment vetting information (inc CRB checks)	NO	CRN guidelines	Date of check + 6 mths		SHRED by designated member of staff
6.5	Disciplinary proceedings	YES	<i>Where the warning relates to child protection issues see 1.2 If the disciplinary proceedings relate to a child protection matter please contact your safeguarding children officer for further advice.</i>			
6.5a	• Oral warning			Date of warning + 6 mths		SHRED <sup>7</sup>
6.5b	• Written warning – level 1			Date of warning + 6 mths		SHRED
6.5c	• Written warning - level 2			Date of warning + 12 mths		SHRED
6.5d	• Final warning			Date of warning + 18 mths		SHRED
6.5e	• Case not found			If child protection related please see 1.2 otherwise shred immediately at the conclusion of the case		SHRED
6.6	Records relating to accident/injury at work	YES		Date of incident + 12 yrs In the case of serious accidents a further retention period will need to be applied		SHRED
6.7	Annual appraisal / assessment records	NO		Current year + 5 yrs		SHRED
6.8	Salary cards	YES		Last date of employment + 85 years		SHRED
6.9	Maternity pay records	YES		Current year + 3 yrs		SHRED
6.10	Records held under retirement benefit schemes (information powers) regulations 1995	YES		Current year + 6 yrs		SHRED
6.10	Proofs of identity collected as part of the process of checking 'portable' enhanced CRB disclosure	YES		Where possible these should be checked and a note kept of what was seen and what was checked. If it is felt necessary to keep copy documentation then this should be placed on the member of staff's personal record.		

<sup>7</sup> if this is placed on a personal file it must be weeded from the file

7 Health & Safety						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
7.1	Accessibility plans		Disability Discrimination Act	Current year + 6 years	SHRED	
7.2	Accident reporting		Social Security (Claims and Payments) Regulations 1979 Regulation 26. Social Security Administration Act 1992 Section 8. Limitation Act 1980			
7.2a	<ul style="list-style-type: none"> <li>Adults</li> </ul>	YES	Date of incident + 7 years		SHRED	
7.2b	<ul style="list-style-type: none"> <li>Children</li> </ul>	YES	DOB of child + 26 years <sup>8</sup>		SHRED	
7.3	COSHH	YES		Current year + 10 years [where appropriate an additional retention period may be allocated]	SHRED	
7.4	Incident reports	YES		Current year +20 yrs	SHRED	
7.5	Policy statements			Date of expiry + 1 yr	SHRED	
7.6	Risk assessments			Current year + 3 yrs	SHRED	
7.7	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos			Last action + 40 yrs	SHRED	
7.8	Process of monitoring of areas where employees and persons are likely to have come into contact with radiation			Last action + 50 yrs	SHRED	
7.9	Fire Precaution log books			Current year + 6 yrs		

<sup>8</sup> A child may make a claim for negligence for 7 years from their 18th birthday. To ensure all records are kept until the pupil reaches the age of 26 this retention period has been applied.

8 Administrative						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
8.1	Employers liability certificate			Closure of the school + 40 yrs	SHRED	
8.2	Inventories of equipment & furniture			Current year + 6 yrs	SHRED	
8.3	General file series			Current year + 5 yrs	Review to see whether a further retention period is required	Transfer to archives (the appropriate archivist will then take a sample for permanent preservation)
8.4	School brochure or prospectus			Current year + 3 yrs		Transfer to archives (the appropriate archivist will then take a sample for permanent preservation)
8.5	Circulars (staff / parent / child)			Current year + 1 yrs	SHRED	
8.6	News letters ephemera			Current year + 1 yrs	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 yrs	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 yrs	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 Finance						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
9.1	Annual Accounts		Financial regulations	Current year + 6 yrs		Offer to archives
9.2	Loans & Grants		Financial regulations	Date of last loan payment + 12 yrs	Review to see whether a further retention period is required	Transfer to archives
9.3	Contracts					
9.3a	• Under seal			Contract completion + 12 yrs	SHRED	
9.3b	• Under signature			Contract completion + 6 yrs	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			Current year + 3 years	SHRED	
9.6	Invoice, receipts, and other records covered by the financial regulations		Financial regulations	Current year + 6 years	SHRED	
9.7	Annual budget and back ground papers			Current year + 6 years	SHRED	
9.8	Order books and requisitions			Current year + 6 years	SHRED	
9.9	Delivery Documentation			Current year + 6 years	SHRED	
9.10	Debtors' records		Limitation Act 1980	Current year + 6 years	SHRED	
9.10	School fund – cheque books			Current year + 3 years	SHRED	
9.12	School fund - paying in book			Current year + 6 years then review	SHRED	
9.13	School fund – ledger			Current year + 6 years then review	SHRED	
9.14	School fund – Invoices			Current year + 6 years then review	SHRED	
9.15	School fund – receipts			Current year + 6 years	SHRED	
9.16	School fund – bank statements			Current year + 6 years then	SHRED	

				review		
9.17	School fund – school journey books			Current year + 6 years then review	SHRED	
9.18	Application for free school meals, travel, uniform, etc			Whilst child at school	SHRED	
9.19	Student grant applications			Current year + 3 years	SHRED	
9.20	Free school meals registers			Current year + 6 years then review	SHRED	
9.21	Petty cash books			Current year + 6 years	SHRED	

10 Property						
	Basic File Description	Data Prot. Issues	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
10.3	Maintenance & Contractors		Financial regulations	Current year + 6 years	SHRED	
10.4	Leases			Expiry of lease + 6 years	SHRED	
10.5	Lettings			Current year + 3 yrs	SHRED	
10.6	Burglary, theft, & vandalism report forms			Current year + 6 yrs	SHRED	
10.7	Maintenance log books			Last entry + 10 yrs	SHRED	
10.8	Contractors report			Current years + 6yrs	SHRED	

10 Local Education Authority						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
10.1	Secondary transfer sheets (primary)	Yes		Current year + 2 yrs	SHRED	
10.2	Attendance Returns	Yes		Current year + 1yr	SHRED	
10.3	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 Dept for Children, Schools & Families						
	Basic File Description	Data Prot. Issues	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	Data Prot. Issues	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 yrs	SHRED	

14 School Meals						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
14.1	Dinner register			C + 3 yrs	SHRED	
14.2	School meals summary sheets			C + 3 yrs	SHRED	

15 Family Liaison Officers & Parent Support Assistants						
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)	Action at the end of the administrative life of the record	
15.1	Day books	YES		Current year + 2 yrs then review	SHRED	
15.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	YES		Whilst the child is attending the school then destroy	SHRED	
15.3	Referral forms	YES		While the referral is current then	SHRED	
15.4	Contact data sheets	YES		Current year then review, if contact is no longer active then destroy	SHRED	
15.5	Contact database entries	YES		Current year then review, if contact is no longer active then destroy	DELETE	
15.6	Group registers	YES		Current year + 2 yrs	SHRED	

## 16 Early Years Provision

16.1 Records to be kept by registered persons – all cases				
	Basic File Description	Data Prot. Issues	Statutory Provisions	Retention Period (operational)
16.1.1	The name, home address and date of birth of each child who is looked after on the premises	Yes		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	Yes		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	Yes		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	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003 <sup>10</sup>	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
16.1.5	A record of accidents occurring on the premises and incident books relating to other incidents	Yes	The Day Care and Child Minding (National Standards) (England)	DOB of the child involved in the accident or the incident + 26 years If an adult is injured then the accident book must be kept for 7 years from the date of the incident

			Regulations 2003 <sup>10</sup>	
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	Yes	The Day Care and Child Minding (National Standards) (England) Regulations 2003 <sup>10</sup>	DOB of the child being given/taking the medicine + 26 years
16.1.7	Records of transfer	Yes		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	Yes		To be sent home with the child
16.1.9	Birth certificates	Yes		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.

10 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.

10 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 26 years. Therefore, the retention should be DOB of the child being given/taking the medicine + 26 years

<b>16.2 Records to be kept by registered persons – day care</b>				
	<b>Basic File Description</b>	<b>Data Prot. Issues</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	Yes		See 16.4 below
16.2.2	A statement of the procedure to be followed in the event of a fire or accident	No		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	No		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
16.2.5	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>Data Prot. Issues</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	YES		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 emergency contact and confirmation of their agreement to collect the child during the night	YES		Date of birth of the child who is the subject of the contract + 26 years

