

Oxfordshire History Centre: Guidelines for schools on retention and disposal of records

This guidance is for schools and other holders of school records wishing to transfer their archives to Oxfordshire History Centre (OHC) for long-term preservation of and general access to the documents. It assumes that the records under consideration are no longer required for legal or administrative purposes.

Due to storage space and staff time, documents in the schedule marked 'destroy' should be disposed of by the school. Material earmarked for deposit at the History Centre should be box-listed prior to being brought in, so that staff are aware of the potential quantity and types. Ownership of the records can be retained by the organisation, or can be transferred to OHC. Any items which, after appraisal by OHC staff, are deemed unsuitable for permanent preservation will be offered back to the business or destroyed securely, depending on what was agreed at time of deposit.

For records not covered by the schedule below, or for any material held in digital form, please ask History Centre staff for specific advice.

Type of record	Action	Notes
Log books	Transfer to OHC for permanent preservation	
Managers/Governors' minutes	Transfer to OHC for permanent preservation	
Admission registers	Transfer to OHC for permanent preservation	
Attendance registers	Transfer to OHC for appraisal	
Building plans	Transfer to OHC for permanent preservation	
Accounts	Transfer to OHC for permanent preservation	
Financial statements	Transfer to OHC for permanent preservation	
Invoices/receipts	Destroy	
Annual reports	Transfer to OHC for permanent preservation	
Inspection reports	Transfer to OHC for permanent preservation	

Teacher agreements	Transfer to OHC for appraisal	
Staff records	Transfer to OHC for appraisal	
Pupil records	Transfer to OHC for appraisal	
Correspondence	Transfer to OHC for appraisal	
Prospectus/Programmes	Transfer to OHC for appraisal	
Development plans	Transfer to OHC for appraisal	
Newspaper cuttings	Transfer to OHC for appraisal	
Photographs	Transfer to OHC for appraisal	May be transferred to OHC's Photographic Archive
Former scholar association records	Transfer to OHC for appraisal	

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