

## 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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