

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. Please keep the records together to reflect the way they were created, as far as possible, but do not re-package items (e.g. in plastic wallets) or use additional paper clips or staples.

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 depositor or destroyed securely, depending on what was agreed at time of deposit.

OHC is happy to accept born digital material, but please indicate the types of digital material you have prior to deposit. For records not covered by the schedule below, 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	
Significant correspondence on specific issues or projects	Transfer to OHC for appraisal	
Routine correspondence	Destroy	
Prospectus/Programmes	Transfer to OHC for appraisal	
Development plans	Transfer to OHC for appraisal	
Scrapbooks or cuttings books	Transfer to OHC for appraisal	
Photographs and audiovisual material	Transfer to OHC for appraisal	Please alert us to the format of any material. May be transferred to OHC's Photographic Archive
Newsletters and school magazines, including digital publications	Transfer to OHC for appraisal	
Foundation documents	Transfer to OHC for permanent preservation	
Policy documents, mission statements	Transfer to OHC for appraisal	
Material generated by non-local bodies	Destroy	Material held elsewhere
Records of extra-curricular clubs and activities	Transfer to OHC for appraisal	
Former scholar association records	Transfer to OHC for appraisal	

Contact details:
Oxfordshire History Centre
St Luke's Church
Cowley
Oxford OX4 2HT
tel. 01865 398200
e-mail: oxhist@oxfordshire.gov.uk