



Retention Periods for Documents

| Document | Retain for |
|---|---|
| AGM minutes | No legal obligation to retain but for historical record keep samples every 3 – 5 years for as long as group exists. |
| Committee meeting minutes | 6 years |
| Finance records | 6 years plus the current year books |
| Registers | 5 years |
| Enrolment forms | As above |
| Insurance policies / certificates | 6 years |
| Accident / incident reports | Required 3 years from date of entry however recommended Permanently (Health & Safety at Work Act 1974 S7) |
| Employment records | 6 years plus the current years records |
| Other / Children's personal records (medical/additional support needs info etc.) | 10 years |
| Child protection files should be passed on to any new school the child attends and kept until their 26th birthday | (this is 7 years after they reach the school leaving age) |
| In the voluntary and community sector, records relating to child protection should be kept for | 7 years after your organisation's last contact with the child and their family. |
| Health & Safety policy documents (old and revised copies) | Permanently Health & Safety at Work Act (1974 S2(3)) |