

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
<b>SPECIAL NOTE</b>	<b>As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.</b>							<b>Added June 2016. To be removed on conclusion of Inquiry.</b>			
<b>10</b>	<b>EDUCATION AND SKILLS</b>										
<b>10.001</b>	<b>Access and Inclusion</b>										
10.001.001	Access and Inclusion	Strategies and policies documenting the conditions of access to education services.	Accessibility strategy	Date superseded	Current	Retain permanently	Business requirement		taken from SCARRS, agreed by service	1.0	
10.001.002	Access and Inclusion	Records documenting the development and project management of access and inclusion related projects.	Project plans, project target and milestone reports.	Date closed	7 years	Destroy	Business requirement	May include "accessibility plans - schools" (as required by the Disability Discrimination Act)	taken from SCARRS, agreed by service	1.0	
10.001.003	Access and Inclusion	Inequalities of outcome	Annual plan for reducing inequalities of outcome, complitng with National Improvement Framework etc.	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8 S1- insertions 3F, 3H	taken from SCARRS, agreed by service	1.0	
10.001.004	Access and Inclusion	Equal opportunities - annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8. Section 1- insertion 3I	taken from SCARRS, agreed by service	1.0	
10.001.005	Access and Inclusion	Promotion of health – annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 5	taken from SCARRS, agreed by service	1.0	
10.001.006	Access and Inclusion	Parental involvement – annual report	Annual report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 6, Service Circular 45	taken from SCARRS, note updated	1.1	
10.001.007	Access and Inclusion	Gaelic medium primary education (GMPE) assessments	Assessments	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Sections 9, 11	taken from SCARRS, agreed by service	1.0	
10.001.FC.001	Access and Inclusion	Missing in Education	Forms relating to MISSING children, not absent children.	Date of last action	Current	Destroy	Business requirement	Service Circular 42	added by service	1.1	
<b>10.002</b>	<b>Admissions and exclusions</b>							<b>NOTE July 2014</b> - The Archivists in Scottish Local Authorities Working Group is developing an approach to perserving historical records generated by the SEEMIS education management system.			
10.002.001	Admissions and exclusions	Admission and enrolment registers		Date of last entry	Retain permanently	Retain	Business requirement	Consider historical value and address the permanent preservation of digital registers. Councils typically use Seemis or Phoenix and these collect and collate much more information than the paper registers. They may download onto cd only such information as was found in the paper registers and transfer these to the archives. These records are closed to public access for 100 years following decision of the UK Information Commissioner. Archival retention under the s33 historical and research exemption under the Data Protection Act 2018  Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	

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10.002.002	Admissions and exclusions	Admission appeals		Date of decision	7 years	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.003	Admissions and exclusions	Admissions forms		Current school year	1 year	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.004	Admissions and exclusions	Admissions policies		Current school year	1 year	Destroy	Business requirement	Service Circulars 1 and 21	taken from SCARRS, note updated	1.1	
10.002.005	Admissions and exclusions	Alternative provision forms		Current school year	1 year	Destroy	Business requirement	Service Circulars 36, 37 and 41	taken from SCARRS, note updated	1.1	
10.002.006	Admissions and exclusions	Assisted Support for Learning - LAAC (Looked After and Accommodated Children)	Case records	Date of birth	100 years.  Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43.  Also see Education (Additional Support for Learning) Scotland Act 2004  Service Circular 36	taken from SCARRS, note updated	1.1	
10.002.FC.001	Admissions and exclusions	Assisted Support for Learning	Case records	Date of birth	23 years	Destroy	Business Requirement	Service Circular 36	added by service	1.1	
10.002.007	Admissions and exclusions	Attendance records		Current school year	4 years	Destroy	Business requirement	Service Circulars 3, 29	taken from SCARRS, note updated	1.1	
10.002.008	Admissions and exclusions	Exclusion records		once superseded.	7 years	Destroy	Business requirement	Service Circular 10	taken from SCARRS, note updated	1.1	
10.002.009	Admissions and exclusions	Individual Education Plan (IEP) - formerly known as Record of Needs		Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. May also be know as "Special Educational Needs files, reviews and IEPs".  Service Circulars 12, 36, 37	taken from SCARRS, note updated	1.1	
10.002.010	Admissions and exclusions	Integrated Children Services - Pupil Records		Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. This record is part of "Get it right for every child" (GIRFEC) process.  Service Circular 12	taken from SCARRS, note updated	1.1	
10.002.FC.002	Admissions and exclusions	Integrated Children Services - Pupil Records - LAAC (Looked After and Accommodated Children)		Date of birth	100 years.  Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43.  The Pupils Education records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4. This record is part of "Get it right for every child" (GIRFEC) process.  Service Circular 12	added by service	1.1	

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10.002.011	Admissions and exclusions	Leavers survey		Date of last entry	4 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.002.012	Admissions and exclusions	Placing request appeals / applications		Review and update as required	3 years	Destroy	Business requirement	Service Circular 1	taken from SCARRS, note updated	1.1	
10.002.013	Admissions and exclusions	Placing request guidelines		Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value. Service Circular 1	taken from SCARRS, note updated	1.1	
10.002.014	Admissions and exclusions	Pupil Progress Report (PPR) - personal pupil record		Termination or leaving date	5 years	Destroy	Statutory	Schools General (Scotland) Regulations 1975 SI 1135/176 reg 10(2) - pupil progress record; retention of pupil records is governed by the The Pupils' Educational Records (Scotland) Regulations 2003 SSI 2003/581, reg 4 Service Circular 12	taken from SCARRS, note updated	1.1	
10.002.016	Admissions and exclusions	School directory		Date superseded	Until superseded	Destroy	Business requirement	Maintain current only, and update as required	taken from SCARRS, agreed by service	1.0	
10.002.017	Admissions and exclusions	School Rolls		Review and update as required	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.002.018	Admissions and exclusions	Waiting lists for places		Date of last action	3 years	Destroy	Business requirement	Service Circular 1, 21	taken from SCARRS, note updated	1.1	
10.003	<b>Advice</b>										
10.003.001	Advice	Generic information about Education and Skills provision in SLAs	Circulars	Date superseded	2 years	Destroy	Business requirement	Keep one set as master copy at HQ Service Circular 53	taken from SCARRS, note updated	1.1	
10.004	<b>Arts Services</b>										
10.004.001	Arts Services	Records documenting the operation of field centres to deliver arts education	Programme information, calendars, bookings	Date of last action	7 years	Destroy	Business requirement	Service Circular 44	taken from SCARRS, note updated	1.1	
10.004.002	Arts Services	Records documenting music services - tuition provided within schools or music centres		Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.004.003	Arts Services	Records of performances - arts services	Orders and bookings - arts performances	Date of last action	2 years	Destroy	Business requirement	Service Circular 44	taken from SCARRS, note updated	1.1	
10.004.004	Arts Services		Performance licences	Date of last action or when student reaches 25 years (whichever is later)	2 years	Destroy	Business requirement	Service Circular 18	taken from SCARRS, note updated	1.1	
10.005	<b>Curriculum Development</b>										
10.005.001	Curriculum Development	Records documenting curriculum development or effect of changes.	5-14 Attainment Results	Current school year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.002	Curriculum Development		5-14 Summary Results	Current		Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.003	Curriculum Development		Curriculum Monitoring and Assessment Reports	Current school year	6 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.004	Curriculum Development		Curriculum Support Guidelines	Current school year	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.005	Curriculum Development		Course Materials	Current	Current	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.006	Curriculum Development		International projects	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.007	Curriculum Development		Out of schools projects	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.008	Curriculum Development		Outdoor education	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.005.009	Curriculum Development		Schools curriculum	Date of last action	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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10.005.010	Curriculum Development		SQA School - Level Summary Results	Current school year	Retain permanently	Permanent	Business requirement	SQA retain results permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.	taken from SCARRS, agreed by service	1.0	
<b>10.006</b>	<b>Education welfare</b>										
10.006.001	Education welfare	Individual records of pupil welfare needs	Absence Reporting covering Attendance and Truancy incidents)	Date of last action ALTERNATIVE Current school year	2 years ALTERNATIVE Current year + 6 years	Destroy	Statutory	Standards in Scotland's Schools etc. Act 2000 asp 6  Service Circular 3 and 29	taken from SCARRS, note updated	1.1	
10.006.002	Education welfare		ASL (Additional Support for Learning) Transport Requests	Date of last action.	5 years	Destroy	Statutory	Child Protection Referrals	taken from SCARRS, agreed by service	1.0	
10.006.003	Education welfare		Class lists	Date superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
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10.006.004	Education welfare		Education Psychology Files	Date of last action or when student reaches 25 years (whichever is later)	Last action or on attaining 25th birthday.	Destroy	Statutory	<b>See Special Note above</b>	taken from SCARRS, agreed by service	1.0	
10.006.FC.001	Education welfare		Education Psychology Files - LAAC (Looked After and Accommodated Children)		100 years.  Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death	Destroy	Statutory		added by service	1.1	
10.006.005	Education welfare		Exam Results	Date of last action	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.006.006	Education welfare		Guidance Records	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4  Service Circular 12	taken from SCARRS, note updated	1.1	
10.006.007	Education welfare		Pupil Records	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4  Service Circular 12	taken from SCARRS, note updated	1.1	



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10.009.001	Management of schools	Records for school management in a given school.	Accident reports visitors.	Current school year.	3 years	Destroy	Statutory	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018  Service Circular 39	taken from SCARRS, note updated	1.1	
10.009.003	Management of schools	Accident reports – staff	Current school year.	3 years	Destroy	Destroy	Business requirement	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018.  Service Circular 39	taken from SCARRS, note updated	1.1	

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10.009.004	Management of schools		Accident reports – children	Date of birth	25 years	Destroy	Business requirement	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018 Service Circular 39	taken from SCARRS, note updated	1.1	
10.009.005	Management of schools		Appointment files- Statutory appointments	Appointment	Permanent / Date of retirement + 25 years	Retain	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.006	Management of schools		Disclosure Scotland records	Receipt of the statement from Disclosure Scotland	90 days	Destroy	Statutory	Code of Practice, issued by Scottish Ministers, Part V of the Police Act 1997. Service Circular 60	taken from SCARRS, note updated	1.1	
10.009.007	Management of schools		Education Committee minutes	Date closed	3 years	Destroy	Business requirement	Master copy set to be kept by LA Education Department	taken from SCARRS, agreed by service	1.0	
10.009.008	Management of schools		Emergency contacts	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.009	Management of schools		Emergency regulations	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	

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10.009.010	Management of schools		First aid book	Last entry	3 years	Destroy	Statutory	The wording in BI 510 [Accident books] Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968. (Revokes all but Part 1 of SI 1979 No 628) Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 2018	taken from SCARRS, agreed by service	1.0	
10.009.011	Management of schools		Handbook	Review and update as required	Retain permanently	Retain	Business requirement	Transfer one copy to archives for permanent retention	taken from SCARRS, agreed by service	1.0	
10.009.012	Management of schools		Health and nursing - pupil files					Covered by NHS patient record retention and Access to Health Records Act 1990 c23 Service Circular 57, 62	taken from SCARRS, note updated	1.1	
10.009.013	Management of schools		Identification and School Badges	Until superseded	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.014	Management of schools		Inspections - HMI Reports		Retain permanently	Retain	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.015	Management of schools		Interview notes	Date of filling the post	6 months	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.016	Management of schools		Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Business requirement	Transfer to archives for permanent retention.	taken from SCARRS, agreed by service	1.0	
10.009.017	Management of schools		Parental/pupil consent forms	Date superseded	Until superseded	Destroy	Business requirement	Service Circular 1, 2, 30, 22,51, 47, 50, 62, 49	taken from SCARRS, description and note updated	1.1	
10.009.018	Management of schools		Performance - School files	Date of last action	7 years	Review	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.019	Management of schools		Photographs (by class and year)	After photograph is taken	18 months ALTERNATIVE 5 years.	Review	Business requirement	Consider retaining one copy for the archives for historical value. Service Circular 22	taken from SCARRS, note updated	1.1	
10.009.020	Management of schools		Plans and policies - School files	Date superseded	3 years	Destroy	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.021	Management of schools		Prize giving	10 years after last action or 10 years after last action when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement	Service Circular 48	taken from SCARRS, note updated	1.1	
10.009.022	Management of schools		Public Private Partnership (PPP)	Date of last action	20 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973	taken from SCARRS, agreed by service	1.0	
10.009.023	Management of schools		Pupil Transport Request Forms	Current school year	1 year	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.024	Management of schools		Risk assessments	Date assessment superseded or risk ceases	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	



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10.009.025	Management of schools		Sacramental Records	10 years after last action or when student reaches 25 years of age (whichever is later)	10 years or until pupil reaches 25 years of age	Destroy	Business requirement	Created for RC pupils. Consider retaining as per pupil record.	taken from SCARRS, agreed by service	1.0	
10.009.026	Management of schools		School Catering - Dinner registers	Date of last action	7 years	Destroy	Business requirement	Internal Audit Service Circular 28, 62	taken from SCARRS, note and retention updated	1.1	
10.009.027	Management of schools		School Crests	Review and update as required	Retain permanently	Retain	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.009.028	Management of schools		School Transport Contracts	End of contract	7 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.029	Management of schools		School Transport Eligibility	Date superseded	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.030	Management of schools		School Transport Policy	Date superseded	5 years	Destroy/ Review for archival value	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.031	Management of schools		Vehicle Hire Request Forms	Date of hire or if contract – end of contract	5 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009.FC.001	Management of schools	Alternative provision forms		Current school year	1 year	Destroy	Business requirement	Service Circular 37	added by service	1.1	
10.009.FC.002	Management of schools	Acceptable Use agreements signed by either pupil or parent/carer		Current		Destroy	Business requirement	Service Circular 30	added by service	1.1	
10.009.FC.003	Management of schools	Home Education Records	If pupil moved between mainstream or home education then file transferred until end of education	Date of leaving school education	5 years	Destroy	Statutory	Service Circular 49  The Pupils Education Records (Scotland) Regulations 2003	added by service	1.1	
10.009.FC.004	Management of schools	Excursions		End of trip	3 years	Destroy	Business requirement		added by service	1.1	
<b>10.010</b>	<b>Teaching</b>										
10.010.004	Teaching		Staff meeting minutes	Date of last action	4 years	Destroy	Business requirement	Consider historical value.	taken from SCARRS, agreed by service	1.0	
10.010.005	Teaching		SQH Meetings	Date of last action	4 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	