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
SPECIAL NOTE	Inquiry Scotland inquiry is consid	and NOT destroy any rered to extend back to	tices, Falkirk Council must have rega elevant records before the Inquiry ha 1930. This affects a large number of	rd to the instructions receives had the opportunity to co	ed from the named sider them.	Scottish ( The sco	oe of the	Added June 2016. To be removed on conclusion of			Date
10	any doubt, pleas EDUCATION AND SI	e contact the Corporate	e Records Team for advice.					Inquiry.			
10.001	Access and	KILLO									
40.004.004	Inclusion	Otracta pia a and malinia	A	Determined	0	Datain	Desciones		tales from COADDO	4.0	
10.001.001	Access and inclusion	Strategies and policies documenting the conditions of access to education services.	Accessibility strategy	Date superseded	Current	1	Business requirement		taken from SCARRS, agreed by service	1.0	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		Inequalities of outcome	Annual plan for reducing inequalitiesof outome, compliting with National Improvement Framework etc.	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8 S1- insertions 3F, 3H		1.0	
10.001.004	Access and Inclusion	Equal opportunities - annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 2016 asp 8.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10.001.005	Access and Inclusion	Promotion of health – annual statement	Annual statement and report	Superceded	Permanent - Archival value	Retain	Business requirement	Education (Scotland) Act 2016 Section 5	taken from SCARRS, agreed by service	1.0	
10.001.006	Access and Inclusion	Parental involvement – annual report	Annual report	Superceded		Retain	Business requirement	Education (Scotland) Act 2016 Section 6, Service Circular 45	taken from SCARRS, note updated	1.1	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)	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	
10.002	Admissions and exclusions							NOTE July 2014 - 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	note updated	1.1	

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SPECIAL	As of October 2	015 and until further no	tices, Falkirk Council must have reg				Child Abuse	Added June 2016.			Date
NOTE			elevant records before the Inquiry is					To be removed on			
			1930. This affects a large number of Records Team for advice.	of other Social Care and some	e Education I	records.	f you are in	conclusion of Inquiry.			
10.002.002	Admissions and exclusions	Admission appeals	Tecords realition advice.	Date of decision	7 years	Destroy	Business requirement		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	Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of		Statutory	Looked After Children (Scotland) Regulations 2009. SSI 2009 No 210 Reg 43. Also see Education (Additional Support for Learning) Scotland Act 2004	taken from SCARRS, note updated	1.1	
40 000 50 004	A designation of the	Assistad Cumport for	Casa vasavda	Date of hinth	death	Destroit	Dunings	Service Circlular 36		4.4	
10.002.FC.001	Admissions and exclusions	Assisted Support for Learning	Case records	Date of birth	23 years	Destroy	Business Requirement	Service Circlular 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		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		1.1	
10.002.FC.002	Admissions and exclusions	Integrated Children Services - Pupil Records - LAAC (Looked After and Accommodated Children)		Date of birth	Or if the child dies before attaining the age of 18 years, then for a period 25 years beginning with the date of death		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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SPECIAL	As of October 20	15 and until further not	ices, Falkirk Council must have rega				Child Abuse	Added June 2016.			
NOTE	<b>Inquiry Scotland</b>	and NOT destroy any r	elevant records before the Inquiry ha	as had the opportunity to con	sider them.	The scop	oe of the	To be removed on			
			1930. This affects a large number of Records Team for advice.	other Social Care and some	Education I	records. I	f you are in	conclusion of Inquiry.			
10.002.011	Admissions and exclusions	Leavers survey		Date of last entry	4 years	Destroy	Business		taken from SCARRS,	1.0	
10.002.012	Admissions and exclusions	Placing request appeals / applications		Review and update as required	3 years	Destroy	requirement Business requirement	Service Circular 1	agreed by service 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.	taken from SCARRS, note updated	1.1	
								Service Circular 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	taken from SCARRS, note updated	1.1	
								Service Circular 12			
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	and apacito do required	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	Advice										
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	Arts Services										
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		1.1	
10.005	Curriculum Development										
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	The state of the s	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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SPECIAL	As of October 20	115 and until further not	tices, Falkirk Council must have rega				Child Abuse	Added June 2016.			Date
NOTE	Inquiry Scotland	and NOT destroy any r	elevant records before the Inquiry ha	as had the opportunity to cor	nsider them.	The scop	oe of the	To be removed on			
	•		1930. This affects a large number of	other Social Care and some	Education r	ecords. I	f you are in	conclusion of			
40.005.040		e contact the Corporate	e Records Team for advice.	Comment asked one	Datain	Davasasas	Ducinasa	Inquiry. SQA retain results	taken from CCADDC	1.0	
10.005.010	Curriculum Development		SQA School - Level Summary Results	Current school year	Retain permanently	Permanent	requirement	permanently. Results of national examinations taken before 1965 are held by the National Archives of Scotland.	taken from SCARRS, agreed by service	1.0	
10.006	Education welfare										
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 ALTERNATIV E 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	
SPECIAL			 tices, Falkirk Council must have rega								
NOTE	inquiry is consid Care and some E	lered to extend back to	relevant records before the Inquiry had 1930. This applies to records under ou are in any doubt, please contact the	10.006.004 but also affects and Corporate Records Team	large numb for advice.	er of othe	er Social				
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	See Special Note above	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		Statutory		added by service	1.1	
10.006.005	Education welfare		Exam Results	Date of last action	5 years	Destroy	Business		taken from SCARRS,	1.0	
10.006.006	Education welfare		Guidance Records	Date of leaving school education	5 years	Destroy	requirement Statutory	Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	agreed by service taken from SCARRS, note updated	1.1	
10.006.007	Education welfare		Pupil Records	Date of leaving school education	5 years	Destroy	Statutory	Service Circular 12 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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SPECIAL	As of October 20	15 and until further not	tices, Falkirk Council must have rega				Child Abuse	Added June 2016.			Date
NOTE			elevant records before the Inquiry ha					To be removed on			
			1930. This affects a large number of	other Social Care and some	Education	records.	If you are in	conclusion of			
10.006.008	any doubt, please Education welfare	<u>e contact the Corporate</u>	e Records Team for advice. Report Cards	Date of leaving school education	5 years	Destroy	Statutory	Inquiry. The Pupils Education	taken from SCARRS,	1.1	
10.006.008	Education wellare		Report Cards	Date of leaving school education	o years	Desiroy	Statutory	Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4	note updated		
								Service Circular 12			
10.006.009	Education welfare		Additional Support Needs records - including Support Service (Psych / Hearing etc)	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581, Regulation 4 - retention period. See also the Special Educational Needs and Disability Act 2001 (SENDA), Special Educational Needs Code of Practice (2001). Education (Additional Support for Learning) Scotland Act 2004 and Education (Additional Support for Learning) Scotland Act 2009.  Service Circular 12, 36, 37		1.1	
10.006.010	Education welfare		Student welfare service	Date of leaving school education	5 years	Destroy	Statutory	The Pupils Education Records (Scotland) Regulations 2003 SSI 2003 No 581 Regulation 4 Service Circular 1	taken from SCARRS, note updated	1.1	
10.006.011	Education welfare	Education Maintenance Allowance	Application and Learning Agreements	End of financial year in which application made	6 years	Destroy	Business requirement	Gervice Girediai 1	taken from SCARRS, agreed by service	1.0	
10.006.FC.002	Education welfare	Incident reports (violence/racist etc); Social Inclusion Strategy; Physical Intervention	The process of managing welfare requirements. Policy documents and individual pupil incidents or requirements. additional support needs within school and pre-school. Includes the development of Individualised Educational Programmes (IEP) and Co-ordinated Support Plans (CSP).	Date of leaving school education	5 years	Destroy	Business requirement		added by service	1.1	
10.007	Employment skills										
10.007.001	Employment skills	Information about job skills or work experience opportunities.	Careers advice	Date superseded	Until superseded	Destroy	Business requirement	Service Circular 27, 51	taken from SCARRS, note updated	1.1	
10.007.002	Employment skills		Work experience placements	Date of last action	6 years	Destroy	Business requirement	Service Circular 51	taken from SCARRS, note updated	1.1	
10.007.003	Employment skills		Workplace training	Date superseded	Until superseded	Destroy	Business requirement	Service Circular 51	taken from SCARRS, note updated	1.1	
10.008	Life long learning				Superseucu		roquirement		note apaatea		
10.008.001		Records indicating participation in lifelong learning initiatives	Basic skills development targets and coursework	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.008.002	Life long learning		Course directory - Basic skills development	Date superseded	Until superseded	Destroy	Business requirement		taken from SCARRS, agreed by service	1.0	
10.009	Management of schools										

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SPECIAL	As of October 20	015 and until further not	tices, Falkirk Council must have rega				Child Abuse	Added June 2016.			Date
NOTE			elevant records before the Inquiry ha					To be removed on			
	inquiry is consid	lered to extend back to	1930. This affects a large number of	fother Social Care and some	Education r	records. I	f you are in	conclusion of			
		e contact the Corporate	Records Team for advice.					Inquiry.			
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	taken from SCARRS, note updated	1.1	
								Protection Act 2018 Service Circular 39			
10.009.003	Management of schools	Accident reports – staff	Current school year.	3 years	Destroy	Destroy	Business requirement		taken from SCARRS, note updated	1.1	

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
SPECIAL NOTE	Inquiry Scotland inquiry is consid	and NOT destroy any reered to extend back to	tices, Falkirk Council must have reg relevant records before the Inquiry h 1930. This affects a large number o	ard to the instructions recei	ved from the onsider them.	Scottish ( The sco	pe of the	To be removed on conclusion of			
	any doubt, pleas	<u>e contact the Corporat</u>	e Records Team for advice.	I=	T	T-	T= .	Inquiry.			
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		1.1	
10.009.005	Management of schools		Appointment files- Statutory appointments	Appointment	Permanent / Date of retirement + 25 years	Retain	Business requirement	Service Circular 39	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.	taken from SCARRS, note updated	1.1	
10.009.007	Management of schools		Education Committee minutes	Date closed	3 years	Destroy	Business requirement	Service Circular 60  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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SPECIAL	As of October 20	15 and until further no	tices, Falkirk Council must have reg	start of retention period ard to the instructions receive	Period red from the	Action Scottish	Child Abuse	Added June 2016.	taken from SCARRS, agreed by service  taken from SCARRS, 1.		Date
NOTE			relevant records before the Inquiry h					To be removed on			
			1930. This affects a large number o	f other Social Care and some	e Education	records.	If you are in	conclusion of			
	any doubt, please	e contact the Corporat	e Records Team for advice.	II	- Ia	<u> </u>	To	Inquiry.			
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	agreed by service	1.0	
								restricted access. Data			
10.009.011	Management of schools		Handbook	Review and update as required	Retain permanently	Retain	Business requirement	Protection Act 2018 Transfer one copy to archives for permanent retention		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		1.1	
10.009.013	Management of		Identification and School Badges	Until superseded	1 voor	Destroy	Business	Service Circular 57, 62	takan from SCARRS	1.0	1
10.009.013	schools		Identification and School Badges	Ontil superseded	1 year	Destroy	requirement			1.0	
10.009.014	Management of schools		Inspections - HMI Reports		Retain permanently	Retain	Business requirement	Consider historical value.	taken from SCARRS,	1.0	
10.009.015	Management of schools		Interview notes	Date of filling the post	6 months	Destroy	Business requirement		taken from SCARRS,	1.0	
10.009.016	Management of schools		Log Books of school events (school diary)	Date of last action	Retain permanently	Retain	Business	Transfer to archives for permanent retention.	taken from SCARRS,	1.0	
10.009.017	Management of schools		Parental/pupil consent forms	Date superseded	Until superseded	Destroy	requirement Business requirement	Service Circular 1, 2, 30, 22,51, 47, 50, 62, 49	taken from SCARRS, description and note	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,	1.0	
10.009.019	Management of schools		Photographs (by class and year)	After photograph is taken	18 months ALTERNATIV E 5 years.	Review	Business requirement	Consider retaining one copy for the archives for historical value.	taken from SCARRS,	1.1	
10.009.020	Management of		Plans and policies - School files	Date superseded	3 years	Destroy	Business	Service Circular 22 Consider historical	1	1.0	
10.009.021	schools  Management of		Prize giving	10 years after last action or 10	10 years or	Destroy	requirement Business	value. Service Circular 48	taken from SCARRS,	1.1	
	schools			years after last action when student reaches 25 years of age (whichever is later)	until pupil reaches 25 years of age		requirement		note updated		
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		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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SPECIAL NOTE	Inquiry Scotland inquiry is considerated in the considerated in th	<mark>d and NOT destroy any r</mark> dered to extend back to	tices, Falkirk Council must have rega elevant records before the Inquiry ha 1930. This affects a large number of e Records Team for advice.	ord to the instructions received in the instructions received in the instructions received in the instructions received in the instructions are instructed in the instructions received in the instruction in th	nsider them.	Scottish ( The sco	oe of the	Added June 2016. To be removed on conclusion of Inquiry.			
10.009.025	Management of schools	So contact the corporati	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	,	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	
10.010	Teaching										
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	