



Record Retention Periods for Early Years Settings

Record	Retention period	Statutory Authority/Non Statutory recommendation
Staff accident records (if have 10 + employees)	3 years after date of last entry	Social Security (Claims and Payments) Regulations 1979
Statutory Sick pay records, certificates	3 years after the end of the tax year to which they relate.	Statutory requirement The Statutory Sick Pay (General) Regulations 1982
Statutory Maternity pay records	3 years after the end of the tax year in which maternity period ends	Statutory requirement The Statutory Maternity Pay (General) Regulations 1986
Accounting records	6 yrs for public limited companies and charities this should include the current year of trading.	Statutory requirement Section 221 Companies Act 1985 Statutory requirement Charities Act 1993 (amended 2006)
Income tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Statutory requirement The Income Tax (Employments) Regulations 1993
Wage/salary records (inc overtime, bonuses, expenses)	6 years	Statutory requirement Taxes Management Act 1970
Nursery Education Funding Scheme	7 years	Statutory requirement Local Authority

<p>Children's records which would include attendance records, registers, medication records/accident (include staff records too)</p>	<p>All children's records must be kept while the child is in attendance at the setting and recommended for at least 3yrs after the child has left the provision However settings must check with their insurance company about their particular requirement</p>	<p>EYFS Statutory requirement 2017 <i>3.71 Records relating to individual children must be retained for a reasonable period of time after they have left the provision</i> <i>56. Individual providers should determine how long to retain records relating to children</i></p> <p>The Data Protection Act 1998/GDPR 2018 does not specify periods for the retention of personal data. It is left to data controllers to decide how long personal data should be retained, taking into account the Data Protection Principles (see Data Protection Act Overview/GDPR principles), business needs and any professional guidelines.</p>
<p>Child Welfare Records</p> <p><i>Advise settings if sibling attends to keep a copy of records if they have ongoing concerns until sibling leaves the setting /starts school /new setting</i></p>	<p>Transferred to the new setting/school with the child when they leave the setting. If new setting/school unknown then setting to retain for 6 years from the date of last entry and then archive until the child reaches 25 years old.</p>	<p>The Independent Inquiry into Child Sexual Abuse requires all institutions to retain their records relating to the care of children for the duration of the Inquiry under Section 21 of the Inquiries Act 2005. There is therefore an obligation to preserve records for the Inquiry for as long as is necessary.</p> <p>The Data Protection Act 1998/GDPR 2018 does not specify periods for the retention of personal data. It is left to data controllers to decide how long personal data should be retained, taking into account the Data Protection Principles (see Data Protection Act Overview/GDPR principles), business needs and any professional guidelines.</p> <p>Primary school – These are retained while the child is in the school; then transfer to the relevant secondary school. Secondary school – These are retained until the child is 25 years old and then shredded</p>

Complaints Records	Recommended at least 6 years from the date of the last record	EYFS Statutory Requirement 2017 IRMS http://irms.org.uk/
Trustees deeds and rules, trustee minutes	At least for the existence of the charity	The CIO (general) regulations 2012. http://www.legislation.gov.uk/uksi/2012/3012/contents/made Companies Act 2006 Recommended retention period (non statutory) Charity Commission (CC48-Charities and Meetings)
Insurance liability documents	40 years from date of expiry	Statutory requirement The Employers' Liability (Compulsory Insurance) Regulations 1998 Health and Safety executive http://www.hse.gov.uk/
DBS Check/Disclosure	6 months after the date on which recruitment decisions have been taken, or after the date on which the dispute about the accuracy of the disclosure has been resolved	EYFS Statutory requirement 2017 DBS service DBS (code of practice) settings should destroy disclosure form/any photocopies after this time but MUST record the following information for Ofsted The date of issue of the disclosure The name of the subject The type of disclosure requested The position for which the disclosure was requested The unique reference number of the disclosure The details of the recruitment decision taken
Application forms and interview notes (for unsuccessful candidates)	At least 1 year	Recommended retention period (non statutory) Chartered Institute of Personnel

Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommended retention period (non statutory) Chartered Institute of Personnel
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from date of redundancy	Recommended retention period (non statutory) Chartered Institute of Personnel
Records of any reportable death, injury , disease or dangerous occurrence	3 years after the date record was made	Requirement : The reporting of Injuries, Disease and Dangerous occurrences regulations 1995 (RIDDOR) (as amended)
Accident/medical records as specified by the control of substances hazardous to health regulations (COSHH)	40 years from the date of the last entry	Requirement The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Visitors books /signing in sheets	The current year +6yrs	Recommendation IRMS http://irms.org.uk/