



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))