BFG Guidance Notes for School Governors

Archiving School Documents

Most school records are of public interest and minutes of meetings are in the public domain once they have been approved. Berkshire Records Office will accept school records and archive them. There is much interest in school records not just by local historians or people researching their family tree but also by people researching topics relating to education.

The records that are most suitable for depositing are:

- Admissions registers;

- Minutes of governing body meetings;

- Other interesting information relating to the school such as log books, photographs, annual reports, prospectuses and details of projects or special occasions.

The Records Office is not interested in attendance records.

The documents remain the property of the school so that they can be borrowed back if required.

Any document that contains personal information on pupils etc is "closed" which means that there is restricted access to it. This is for a minimum of 30 years after the last entry in admission registers, log books and punishment books, 50 years for managers' minutes, and 30-50 years for correspondence.

The use of sellotape, post-its and staples should be avoided for long term storage of documents but the records office will remove these before the papers are archived.

A list of all the school records currently held by the Records Office is available from the Records Office and on their website.

Berkshire Records Office

The records office is located at

9 Coley Avenue, Reading, RG1 6AF. There is parking on-site.

Tel 0118 901 5132

www.berkshirerecordoffice.org.uk

Schools are encouraged to deposit archival information with the Records Office, but an appointment should be made in advance

Full guidance on retention and disposal of school documents is available from the **Records Management Society**. There is a link to the website from the Bracknell Forest website in the School Management section.