

School Records Retention Schedule

No.	Basic File Description	DPA applies?	Statutory Provisions	Retention Period	Final Action	Notes
11.0	Adult and Community Learning and Activities					
11.1	Annual funding agreements with Learning and Skills Council (LSC), Adult and Community Learning Unit, or colleges			Current year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.2	Enrolment forms, fee receipts, refund records, course registers, banking records			Current year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.3	LSC capital grants, expenditure records			Current year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.4	Community management agreements			Life of agreement + 7 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.5	Minutes of governors' management committees			Permanent	Permanent Retain in school for 6 years from date of meeting then transfer to HALS	

11.6	Annual Community Service plans			While current + 6 years	Transfer to archive Offer to HALS to review for historic interest	
11.7	Income records for centre-run activities			Current year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.8	Notice of successful applications for external funding, and conditions attached to grants			Period of funding or length of funding agreement (e.g. capital schemes) + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	
11.9	Adult learning course programmes and brochures			Current year + 3 years	Transfer to archive Offer to HALS to review for historic interest	
11.10	Records relating to the letting of school facilities to community or other groups, including after-school and holiday clubs	Yes	Statute of Limitations 1980	Current year + 6 years	Destroy Destroy as confidential waste or delete securely from electronic systems	