**Retention of Records Form**

<Insert Setting Privacy Statement>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Document: |  |
| D.O.B (if applicable) | |  | | |
| To be completed by: Setting Manager or Registered person | | | | |
| Date last attended the setting: | | |  | |
| Retention period: | | |  | |
| Types of records retained: | | |  | |
| Reason and decisions for the retention of the records (and any advice sought) | | |  | |
| Where are the records stored: | | |  | |
| Name of person completing the form: (print) | | |  | |
| Position: | | |  | |
| Signature: | | |  | |
| Date: | | |  | |
| **Date for destruction:** | | |  | |

|  |  |
| --- | --- |
| Type of record |  |
| Consider the types of records held:   * Paper * Electronic files (including database, Word documents, PowerPoint presentations, Spreadsheets, webpages and e-mails) * Photographs, scanned images, CD-ROMs and video tapes |  |
| Accident / Incident records |  |
| Childrens records |  |
| Contracts and invoices |  |
| Employee information (prospective, existing and former) |  |
| File note |  |
| Financial accounts |  |
| Funding paper work and data |  |
| Information shared with software providers (e.g electronic learning journal) |  |
| Legal advice |  |
| Minutes of meetings |  |
| Registers |  |
| Safeguarding records |  |
| Submissions from external parties |  |
| Other: please state: |  |