



The Norwegian School in London

Founded 1982

Optimum duo mundi

POLICIES/REGELVERK

Retention of documents Policy

Prepared by: Head Teacher
Approved by: The Governors
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For legal and functional reasons we are required to keep documents at the school. Below is the table of such documents and the length of time we are required to keep them. This policy is to incorporate both Norwegian and UK law so whichever country requires us to keep a document the longest we will meet that requirement:

Type of document	Retention Period
Registration documents of school	Indefinitely
Attendance register	Indefinitely
Minutes of Governors meetings	6 years
Annual curriculum	3 years
Individual pupil records	Indefinitely
Staff files	Indefinitely
DBS certificates	No longer than 6 months
Accident/incident reports	Indefinitely
Child protection files	Indefinitely
Special needs files	Indefinitely
Accounts/payroll	10 years
IT agreements	7 years
Central record of employees	Indefinitely
Pension records	Indefinitely
Unsuccessful job applications	3 months
Insurance policies	Indefinitely
Staff accident at work	4 years
Maintenance logs	10 years
Risk assessments	7 years
Data protection records/breaches	Indefinitely