

Essex Record Office

School records accepted for permanent preservation

These are the main types of records which are of historical value and should be kept permanently, if possible on deposit in the ERO. For further guidance see the Information and Records Management Society's *Information Management Toolkit for Schools* (v.5, 2016) at www.irms.org.uk.

Governors' or managers' minutes (signed), including agendas and agenda papers

Headteacher's reports

Log books

Admission registers

Other summary pupil records (e.g. pupil record cards or indexes)

Attendance registers (where no admission register or equivalent exists)

Punishment books

Prospectuses

School magazines and newsletters

Photographs

Plans of school buildings

Accounts

The Essex Record Office does not offer a records management service and does not take:

Inspection copies of minutes

Pupil admission papers

Pupil files (except for Special Schools)

Curriculum development plans

Visitors' signing-in books

SATS statistics

PANDA reports

Appointment diaries

Bank statements, invoices, VAT returns, cheque book stubs, reconciliations, payroll returns, mileage claims or similar financial records

Where a state school is closing down and needs to store semi-current records not accepted by the ERO, the Council's Records Management Service may be able to help.

This is not an exhaustive list. If you have records outside these categories, please contact us by phone on 033301 32497 or email ero.enquiry@essex.gov.uk. We are always glad to advise.

We accept records of any date – always provided that they need permanent preservation.

If you can, please supply a list of the records. We can provide a spreadsheet template.