

Staff Meeting Minutes	Company	10 years for paper, permanently for electronic	Paper and electronic	Head's office and Electronic Archive
Staff Appraisal Statements	Company	For the duration of employment and for 6 years after the member of staff leaves Wychwood	Paper and Electronic	Staff files – current and archive and Electronic Archive
Tax Records, including PAYE data	Financial	6 years from end of accounting period to which they relate	Paper and Electronic (PASS)	Bursar's office
Personnel Files	Employment	6 years from end of employment	Paper	School office
Accident Books	H&S	Permanently	Paper	Bursar's office
Records of Reportable Injuries	H&S	Permanently	Paper	Bursar's office
Health and Safety Records	H&S	50 years	Paper and Electronic	Bursar's office
Girls' GCSE and A-level Examination Certificate Copies	Personal	Permanently	Paper	Archive
Girls Extra-Curricular Certificates	Personal	2 years	Paper	Archive
Girls' Reports	Personal	Permanently	Electronic and paper	Archive
Girls' Weeded Files	Personal	Permanently	Paper	Archive
Girls' Mock results	Personal	To be kept until the girl stops doing the subject within Wychwood	Paper	Departmental filing
Girls' SEND files	Personal	25 after girl leaves (JCQ Inspector's advice)	Paper	Archive
Girls' School Health Records	Personal	Until girls reach 25 years of age	Electronic (PASS)	School office and Archive
DBS checks	Personal	A maximum of 6 months after check is received	Paper	Accounts Assistant's office
Marsh Insurance	Financial	Permanently	Paper	Archive

Tax returns	Financial	7 years	Electronic	Bursar's PC/Area of network
Bank Payments	Financial	7 years	Electronic	Bursar's PC/Area of network
Bank Receipts	Financial	7 years	Electronic	Bursar's PC/Area of network
Cheque books	Financial	7 years	Paper	Bursar's office
Credit card statements	Financial	7 years	Electronic	Bursar's PC/Area of network
Electricity bills	Financial	7 years	Paper and electronic	School office/Accounts Assistant area of network
Manual cheques	Financial	7 years	Paper	Bursar's office
Paying in books	Financial	7 years	Paper	Bursar's office
Billing ledger	Financial	7 years	Electronic	PASS
Finance journals & notes	Financial	7 years	Electronic	PASS and with Auditor
Petty cash books	Financial	7 years	Paper	School office
Teachers' Pension submissions	Financial	7 years	Electronic	PASS
People's Pension submission	Financial	7 years but currently from inception in 2014.	Electronic	PASS
BACS	Financial	7 years	Paper and electronic	Bursar's PC/Area of network
Finance Meeting minutes & accounts	Financial	Permanently	Paper and electronic	Bursar's office and Archive
Payroll checklist	Financial	7 years	Paper and electronic	Bursar's office and Archive
Purchase ledger	Financial	7 years	Paper and electronic	School office and Archive
Appeal	Financial	Permanently	Paper and electronic	Archive
Board members, former	Financial	Permanently	Paper and electronic	Archive
Charity Commission returns	Financial	Permanently	Paper and electronic	Bursar's office
Hut project	Financial	Permanently	Paper	Archive

