



Records for permanent preservation

This is a summary of the records that should generally form part of a school's archive and be preserved at Derbyshire Record Office:

- Log Books
- Admission Register
- Governors' Annual Reports to Parents
- Minutes of Governors Meetings, including subcommittees
- Reports to Governors, particularly Headteachers' reports
- Minutes of Parents/Parent Teacher Association
- Curriculum Statements
- Minutes of Staff Meetings
- School Prospectus/Syllabi/Timetables
- School Magazines
- Programmes of school events
- School/Pupils Projects/Scrapbooks (only particularly noteworthy examples over time)
- Annual class, school and staff photographs (a small selection of other captioned groups and events may be retained)

Archivists make careful decisions about which records to select for preservation as archives. As part of this appraisal process, we may decide to keep only a representative sample of what you offer. When you are ready to send archives to Derbyshire Record Office, please complete the [Depositors form](#) on www.derbyshire.gov.uk/recordoffice. Please do not send records until we confirm we are ready to receive them.

Records for non-permanent preservation

For advice on records which do not need to be preserved forever such as pupil files or headteachers' correspondence, refer to the IRMS toolkits for [schools](#) and [academies](#).

Particular note regarding Governors' Files

Please remove items such as government circulars, draft documents and apologies for absence from governors' files before transfer. Ideally, we would like the files to contain only minutes, reports, and agreed versions of policies and procedures – but you could also include other items listed above, if the governors' files contain the only copy.

Contact

Records Manager: 01629 539203, records.management@derbyshire.gov.uk

Duty Archivist: 01629 538180, record.office@derbyshire.gov.uk

You are responsible for ensuring the preservation of your records. Those requiring permanent preservation can be sent to the Record Office, safely stored in our high-spec strong rooms and managed in line with legislation including GDPR – all free of charge.

Sending your archives to us

Complete the Services for Depositors form online (www.derbyshire.gov.uk/recordoffice) and we will email a template for providing a **list of records** to be transferred. This is used to confirm that the records are appropriate for permanent preservation and can be transferred. Although we will manage the records on your behalf, the school remains the owner and items can be returned for special events.

Preparing your archives for deposit

- Check your school's retention schedule, which should identify records for **permanent retention** using a phrase such as "offer to archives"
- Remove the records from ring binders and plastic wallets
- Remove duplicates, drafts, notes, printed publications, letters, circulars from the council or other organisations, etc.
- Please do not send any records to us before we've agreed to accept them and made arrangements for them to come to us
- We do **not** accept records which are not for permanent retention.

Traded Services for Schools

For advice and services relating to **current records** (including retention and policy guidance, Data Protection, off-site document storage and confidential waste) see the **Education Data Hub** website www.educationdatahub.org.uk or write to educationdatahub@derbyshire.gov.uk.

Have you heard about our Education Programme?

Bring learning to life through Record Office **resource packs** and **workshops**, capture your pupils' **imagination** by connecting a range of topics to their own **real life experiences** and handling real **historical artefacts**. See [Derbyshire Services for Schools](#) website (above).

Contact

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Search the **catalogue** for your school's archives already at the Record Office: calmview.derbyshire.gov.uk/