



Dunscore Pre-school Centre

PAPERWORK RETENTION

Accounts:

Bank & accounts Information 10yrs
(incl wage slips, NI and tax returns)

Committee:

Minutes of meetings 6yrs
Insurance certificates 40yrs
Contact details 2yrs

Staff, volunteers & students:

Staff & personnel details 7yrs
Staff attendance Records 21yrs
Unsuccessful Job Applications: 4months
Accident & Incident Reports 27yrs
Records and personal details
of students & volunteers 2yrs

Children's Details:

Parent's contact details 2yrs
Child's details 2yrs
Registers 21yrs
Medical Information 30yrs

Permission Details:

Permission to administer medication
& emergency treatment 21yrs 3months
Accident & Incident Reports 27yrs
Collection Authority 21yrs
Outings Permission 2yrs

Visitors:

Visitor records 2yrs