

Retention Schedule

Document	Description	Retention Period	Retention Medium	Comment
HCEY1/2 application forms	Original	Life of the childminder's registration plus 6 years	Electronic	
Suitability checks e.g. LA checks, DBS	Original & DBS copy	Life of the childminder's registration	Electronic	Destroyed if/when registration cancelled
Original ID	Original viewed not copied	N/A	N/A	Only the number taken & date seen e.g. passport no. Destroyed if emailed to us.
Qualification & training certificates	Copies	Life of the childminder's registration	N/A	Destroyed if/when registration cancelled
Health Declaration	Scanned copy	Life of the childminder's registration	Electronic	Destroyed if/when registration cancelled
References	Originals	Life of the childminder's registration	Electronic	Destroyed if/when registration cancelled
Q&A / 30in10 answers	Originals	Life of the childminder's registration	Electronic	Destroyed if/when registration cancelled
Annual suitability declaration	Originals	Life of the childminder's registration	Electronic	Destroyed if/when registration cancelled
Child & parent profile on EYMan	Online – EYMan software	Life of the child cared for by childminder	Online	Destroyed when parent leaves

Document	Description	Retention Period	Retention Medium	Remarks
Annual Budget for 2009	Original Copy	Ten years	Electronic and paper	
Receipts and Invoices	Original copies	Ten years	Paper	Destroy after BIR audit
Bank statements	Original copies	Five years	Paper	Destroy after audit
Job evaluation reports	Annual staff evaluations	Five years	Paper	
Attendance records	Original copies	Two years	Paper	
Correspondence	Received/sent by management		Electronic and paper	Subject to regular review/appraisal
Permits to Operate	Original copies	Keep permanently	Paper and digital copy	Store in vault