



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

Log books

While there is no longer a statutory obligation to have a log book in every educational establishment, Argyll and Bute Council would welcome continuation of the practice of maintaining a log book.

The log book has traditionally been the official record concerning the life and work of the school and is of local historical significance.

Within a reasonable time and, if practicable, within 7 days of making an entry concerning any member of staff, the head of establishment shall give the person concerned the opportunity of appending her/his initials as evidence that s/he has seen the entry. It should be noted, however, that no reflections or opinions of a general nature concerning staff may be entered in the log. No entry in the log may be removed or altered except by a subsequent entry.

As log books are valuable historical documents, they are worthy of preservation and should be made available centrally to anyone conducting a research project on social or educational history. Nevertheless, to protect the interests of staff, log books which are to be issued for research should be at least 50 years old. I therefore ask heads of establishment to send log books which are more than 50 years old to the Archives and Administration Manager, Archives, Manse Brae, Lochgilphead PA31 8QU.

Yours sincerely

Executive Director of Community Services
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