How to Archive Old Census Returns

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Pupil Census 2023/24

Note: Schools with Post 16 students should **not** archive previous census returns.

The reason that we recommend archiving previous census returns is to prevent users from accidently submitting an old return instead of the most current, valid return.

Instructions for Prime Server Schools

Navigate to: **Y:MIS\census\data**
Highlight your redundant returns and census reports, right click and select **cut** or find **cut** on your **Edit** drop down menu.

Now navigate to: **Y:MIS\census\archive**
Right click and paste the old returns and old census reports into the archive folder. You may prefer to find **paste** on the **Edit** drop down menu. Your data folder should be empty until you create a new return.

If you produce more than one current return it would be good practice to archive or delete the redundant versions as found in your data folder.

Instructions for Non Prime Server Schools

Archive all previous census returns found in the imsftp\Data folder, before producing a new return.

Navigate to: **Z:sims\imfstp\data**.
Highlight your previous returns and old census reports, right click and select **cut** or find **cut** on your **Edit** drop down menu.

Now navigate to: **Z:sims\imfstp\archive**
Right click and paste the old returns and reports into the archive folder. You may prefer to find **paste** on the **Edit** drop down menu. Your data folder should be empty until you create a new return.

If you produce more than one current return it would be good practice to archive or delete the redundant versions as found in your data folder.