



Document Retention Scheme

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Class	Description	Retention period	Legal Reference (UK)
Alumni	<ul style="list-style-type: none"> Summary (anonymised) statistical records of alumni. Records documenting the development and establishment of the College's alumni relations management policies. 	Current year + 10 years	
Audit	<ul style="list-style-type: none"> Records documenting the development of the College's audit procedures. 	Superseded + 3 years	
	Records documenting: <ul style="list-style-type: none"> the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results. the conduct and results of audits and reviews of the organisational development function, and responses to the results. the conduct and results of audits, and action taken to address issues raised. 	Current academic year + 5 years	
	Records documenting: <ul style="list-style-type: none"> the College's audit strategy. the development and establishment of the College's audit policies. 	Superseded + 5 years	
	<ul style="list-style-type: none"> Records documenting the conduct and results of financial audits, and action taken to address issues raised. 	Last action on audit + 6 years	c.58 Limitation Act 1980
Board of Governors	<ul style="list-style-type: none"> Records documenting the organisation of meetings of the College's Board of Governors. 	Current year + 1 year	

	<ul style="list-style-type: none"> Records documenting the provision of training and development for members of the College's Board of Governors. 	Current year + 3 years	
	<ul style="list-style-type: none"> Records documenting the appointment of members of the College's Board of Governors. Register of Interests of members of the Board of Governors, senior staff and others covered by conflict of interest policies. 	Termination of appointment + 6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records documenting the conduct and proceedings of meetings of the College's Board of Governors. 	Current year + 50 years	
Complaints	<ul style="list-style-type: none"> Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided. 	Last action on complaint + 1 year	
	<ul style="list-style-type: none"> Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated. 	Last action on complaint + 3 years	
	<ul style="list-style-type: none"> Records documenting the handling of formal complaints made by individual students against the institution. 	Last action on case + 6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records documenting policies and procedures for handling student complaints. 	Permanent	
Contracts not under seal	<ul style="list-style-type: none"> Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the College and others: - other contracts and agreements. 	Termination of contract + 6 years	c.58 Limitation Act 1980
Contracts under seal	<ul style="list-style-type: none"> Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: - agreements and contracts under seal. 	Termination of contract + 12 years	c.58 Limitation Act 1980

Corporation	Records documenting: <ul style="list-style-type: none"> the establishment and development of the College's legal framework. the establishment and development of the College's governance structure. the monitoring of and participation in the development of policies which will affect the College. The design and control of the College's corporate identity. 	Life of institution	1992 c. 13 Further and Higher Education Act
Data Protection	<ul style="list-style-type: none"> Records documenting the College's notification of data controller details to the Office of the Information Commissioner. 	Expiry of notification + 6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Final versions of Records Retention Schedules. 	Life of institution	
ESF	<ul style="list-style-type: none"> Records relating to funds administered under the European Social Fund 	Current Year +6	c.58 Limitation Act 1980
Estates	<ul style="list-style-type: none"> CCTV Recordings. Records documenting the conduct of routine security surveillance of properties. 	Creation +1 Month	
	Records documenting: <ul style="list-style-type: none"> the installation of equipment. the inspection and testing of equipment/consumables. authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal. security breaches or incidents, and action taken. the attainment and maintenance of the College's accreditation under established environmental management schemes. Records of security passes issued to visitors, employees, other staff and students. 	Current year + 1 year	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998

	<p>Records documenting:</p> <ul style="list-style-type: none"> the physical relocation of facilities. inspection, maintenance and repair of properties. property access controls to secure areas (e.g. access registers, key registers, security data logs). Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited. documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal. Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors. Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited. 	Current year + 2 years	<p>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</p> <p>S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998</p> <p>S.I. 1991 / 2839 Environmental Protection (Duty of Care) Regulations 1991</p>
	<p>Records documenting:</p> <ul style="list-style-type: none"> the classification, collection and storage of 'special waste' prior to removal from the premises for disposal. Register of 'special waste' removed from the premises for disposal by registered/licensed contractors. 	Current year + 3 years	<p>S.I. 1996 / 972 * The Special Waste Regulations 1996</p>
	<p>Records documenting:</p> <ul style="list-style-type: none"> the maintenance of equipment / consumables provided to control exposure to asbestos. the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002. the examination, testing and repair of equipment/consumables provided to control exposure to asbestos. 	Current year + 5 years	<p>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</p> <p>S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002</p> <p>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</p>

	<ul style="list-style-type: none"> Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results. the conduct and results of environmental audits, and action taken to address issues raised. the conduct and results of formal reviews of the College's use and consumption of energy, and action taken to address issues raised. the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances. the notification and reporting of reportable environmental incidents to enforcing authorities. action taken by the institution to raise awareness of environmental issues among its employees, other staff and students. routine monitoring of the College's use and consumption of energy. the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations. identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments. the removal of hazardous materials from properties. 		
	<p>Records documenting:</p> <ul style="list-style-type: none"> negotiations for properties where the property was not acquired. the maintenance of equipment / consumables: major items. 	Current year + 6 years	c.58 Limitation Act 1980 c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998

	<ul style="list-style-type: none"> the installation of equipment/consumables: major items. the cleaning / sanitisation of equipment / consumables prior to disposal: items used in connection with operations involving substances hazardous to health. the acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management. the disposal of properties. leasing-out arrangements for properties. 		
	Records documenting: <ul style="list-style-type: none"> the conduct and results of audits and reviews of the estate management function, and responses to the results. plans for the relocation of facilities within buildings or to other buildings. the development and establishment of the College's estate strategy. the development and establishment of the College's environmental management strategy. the development and establishment of the College's environmental management policies. the development of the College's environmental management procedures. 	Current year + 10 years	
	Records documenting: <ul style="list-style-type: none"> the installation of equipment/consumables: items which are safety critical or associated with hazardous operations. the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations. 	Current year + 40 years	c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998

	<ul style="list-style-type: none"> the investigation of environmental incidents on the College's premises or caused by its operations. the recording of environmental incidents on the College's premises or caused by its operations. 		
	Records documenting: <ul style="list-style-type: none"> the acquisition of ownership of properties. Deeds and certificates of title for properties owned by the institution. the development of properties. the history of major maintenance works on properties. the restoration of contaminated land 	Ownership of land/property	
External Relations	<ul style="list-style-type: none"> Records documenting the College's general communications with other institutions, other educational institutions, professional associations and bodies. 	Current year + 5 years	
	<ul style="list-style-type: none"> Records relating to cooperative partnerships 	End of partnership+6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records documenting the establishment and maintenance of corporate or individual (institutionally-funded) membership of professional associations and other organisations in the sector. 	Renewal Termination of membership + 1 year	
	<ul style="list-style-type: none"> Records documenting the College's official representation on committees of professional and other organisations in the sector. 	Termination of membership of organisation	

Financial and Management Accounting	<p>Records documenting:</p> <ul style="list-style-type: none"> the issue of sales invoices and the processing of incoming payments. the receipt and payment of purchase invoices. the payment and/or reimbursement of employees' expenses. the payment of honoraria to third parties. ** Unless honoraria are administered through the payroll. the receipt and processing of students' fees. the preparation of annual accounts. the preparation and filing of the College's tax returns. <p>Annual Accounts.</p>	Current financial/tax year + 6 years	c.9 * 1970 c.9 Taxes Management Act 1970 c.58 Limitation Act 1980 c.23 Value Added Tax Act 1994 HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts
Financial Planning, Policies and Procedures and budgeting	<p>Records containing data on, and analyses of, performance against the plans for the implementation of the College's finance strategy.</p> <p>Records documenting:</p> <ul style="list-style-type: none"> the preparation of annual operating budgets. analyses of the internal deployment of the College's financial resources. the processing of internal accounting transactions between operating units (i.e. cross-charges). 	Current financial year + 1 year	
	<ul style="list-style-type: none"> Records containing reports of performance against the plans for the implementation of the College's finance strategy. Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results. the development and establishment of the College's finance management policies. 	Current financial year + 10 years	

	<ul style="list-style-type: none"> the development of the College's finance management procedures. the formulation of plans for the implementation of the College's finance strategy. 		
Freedom of Information	<ul style="list-style-type: none"> Records documenting enquiries from members of the community and the responses provided. 	Last action of enquiry + 2 years	Freedom of Information Act 2000
	<ul style="list-style-type: none"> Records documenting the development and maintenance of the College's Publication Scheme, as required by the Freedom of Information Acts. 	Completion of revision of Publication Scheme + 5 years	Freedom of Information Act 2000
	Records documenting: <ul style="list-style-type: none"> the handling of requests for access to personal information held by the institution under the Data Protection Act 1998. the handling of requests for access to information held by the institution under the Freedom of Information Acts. 	Last action on request + 6 years	c.58 Limitation Act 1980
Funding	<ul style="list-style-type: none"> Records documenting the administration of annual funding allocations from the appropriate statutory funding body. 	Current financial year + 10 years	
Health and safety	Records documenting: <ul style="list-style-type: none"> notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977. the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996. the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977. 	Termination of membership/appointment + 1 year	S.I. 1977 / 500 S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996 S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999

	<ul style="list-style-type: none"> the nomination/appointment of fire wardens. the appointment of official first aiders. 		c.37 Health and Safety at Work etc. Act 1974 S.I. 1981 / 917
	<ul style="list-style-type: none"> Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities. Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the College's premises. 	Current year + 3 years	S.I. 1995 / 3163 S.I. 1979 / 628 S.I. 1985 / 967 (Amended by SI 1938 1991)
	<p>Records documenting:</p> <ul style="list-style-type: none"> air monitoring conducted in accordance with the requirements of the Regulations: in all other cases. assessment of requirements for first aid facilities and equipment. the College's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations). arrangements with external emergency service organisations. assessment of requirements for fire-fighting systems and equipment. the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level. written plans of work (as defined in the Regulations) for undertaking work with asbestos. 	Current year + 5 years	<p>S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002</p> <p>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</p> <p>1974 c.37 Health and Safety at Work etc. Act 1974</p> <p>S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981</p> <p>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</p> <p>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</p> <p>S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002</p> <p>S.I. 1981 / 917</p> <p>S.I. 1989 / 1790</p> <p>S.I. 1989 / 635</p> <p>S.I. 1989 / 682</p>

	<ul style="list-style-type: none"> the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977. the conduct and results of health and safety inspections of the College's land, buildings, facilities or operations, and action taken to address issues raised. the provision of information, instruction and training for employees, students and others on health and safety in the College's premises. For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning. the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996. the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure. the examination, testing and repair of plant and equipment provided to control exposure to lead. the conduct and results of health and safety audits, and action taken to address issued raised. the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases. the identification of general health and safety hazards to the College's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes. the conduct and results of risk assessments of work which exposes employees to lead. 		<p>S.I. 1992 / 2792 S.I. 1992 / 2793 S.I. 1992 / 2932 S.I. 1992 / 2966 S.I. 1996 / 341 S.I. 1997 / 1840 S.I. 1996 / 1513 S.I. 1998 / 2306 S.I. 1999 / 3242 S.I. 2002 / 2675 S.I. 2002 / 2676 S.I. 2002 / 2677</p> <p>c.37 Health and Safety at Work etc. Act 1974 c.65 Sex Discrimination Act 1975 c.50 Disability Discrimination Act 1995 S.I. 1989 / 1790 S.I. 1992 / 2792 S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981 1957 c.31</p>
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	<ul style="list-style-type: none"> assessments to determine the presence of asbestos. the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited. specifications for first aid facilities and equipment. the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery. 		
	Records documenting: <ul style="list-style-type: none"> the provision of role-specific training for fire wardens. the provision of approved training (specifically related to their functions as first aiders) for first aiders. 	Termination of appointment + 5 years	c.37 Health and Safety at Work etc. Act 1974 S.I. 1997 / 1840 S.I. 1981 / 917
	<ul style="list-style-type: none"> Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results. 	Current year + 10 years	c.37 Health and Safety at Work etc. Act 1974
	Records documenting: <ul style="list-style-type: none"> the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the College's premises. air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10. the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees. 	Current year + 40 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002 S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002 S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002

	<ul style="list-style-type: none"> • air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21. • accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations). • accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations). <p>List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).</p> <p>Records documenting hazardous substances present / in use.</p> <p>Health surveillance records:</p> <ul style="list-style-type: none"> • of identifiable individual employees who are exposed to lead. • of identifiable individual employees who are exposed to asbestos. • of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited. • of identifiable individual employees who are exposed to lead, as required by the Regulations cited. • of individual employees who are exposed to asbestos, as required by the Regulations cited. <p>Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.</p> <p>Certificates of medical examination of identifiable individual employees who are exposed to asbestos.</p>		
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	Records documenting: <ul style="list-style-type: none"> consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977. the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977. consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees directly. the development and establishment of the College's health and safety management strategy. the development of the College's health and safety management procedures. 	Current year + 50 years	S.I. 1977 / 500 S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996
	<ul style="list-style-type: none"> Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee. 	Life of committee + 50 years	S.I. 1977 / 500
Human Resources	Records documenting: <ul style="list-style-type: none"> the advertising of vacancies. the handling of applications for vacancies: unsuccessful applications. 	After closure of job online +12 months max.	c.65 Sex Discrimination Act 1975 c.74 Race Relations Act 1976 c.50 Disability Discrimination Act 1995 ICO recommendations endorsing CIPD standards

	Records documenting: <ul style="list-style-type: none"> unsolicited applications for employment or CVs. enquiries about vacancies and requests for application forms. 	6 months after receipt	ICO recommendations endorsing CIPD standards
	Records documenting: <ul style="list-style-type: none"> Disclosure & Barring Scheme check 	End of employment + 6 years	Data Protection Act ICO & Keeping Children Safe In Education (KCSIE) 2016
	Records documenting: <ul style="list-style-type: none"> Summary of outcome in malicious allegation cases 	Until Normal Retirement Age + 10 years	ICO & Keeping Children Safe In Education (KCSIE) 2016
	Records documenting: <ul style="list-style-type: none"> Senior executives' records (that is, those on a senior post holder contract) Senior Post Holder Advertising & Recruitment documentation 	Permanent	
	Records documenting: <ul style="list-style-type: none"> Parental leave records. Maternity leave records Paternity leave records Shared Parental Leave records 	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance.	S.I. 1999 / 3312 The Maternity & Parental Leave etc. Regulations 1999
	Records documenting: <ul style="list-style-type: none"> training records (including disciplinary records and working time records) Redundancy details, calculations of payments, refunds, notification to the Secretary of State Statutory Sick Pay records, calculations, certificates, GP FIT Notes, 	6 years after employment ceases.	<i>The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have</i>

	<ul style="list-style-type: none"> • routine assessments (ie Appraisal/Probation/Performance Management) of an employee's performance, and any consequent action taken. • induction programmes attended by an employee. • Supporting documentation (e.g. references) for an employee's initial application for employment with the College. • references provided in confidence in support of an employee's application(s) for employment by another organisation. • Obsolete job descriptions of positions previously held by an employee within the College. • an employee's identified training and development needs, and the action taken to meet these needs. • pre-employment health screening of an employee. 		<i>to keep sickness records to best suit their business needs. It is advisable to keep records for 6 years after the employment ceases.</i>
	<p>Records documenting:</p> <ul style="list-style-type: none"> • disciplinary proceedings against an employee, where employment continues. • disciplinary proceedings against an employee, where employment does not continue. • grievances raised by staff (which do not relate directly to their own contracts of employment), the College's response, action taken and the outcome. 	Termination of employment + 6 years	
	<p>Records documenting</p> <ul style="list-style-type: none"> • an employee's initial application for employment with the College. • an employee's contract(s) of employment with the College. • changes to an employee's terms and conditions of employment. 	Termination of employment + 6 years	c.65 Sex Discrimination Act 1975 c.74 Race Relations Act 1976 c.50 Disability Discrimination Act 1995 c.58 Limitation Act 1980

	<ul style="list-style-type: none"> • an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal. • an employee's subsequent applications for other jobs within the College. 		
	Records documenting: <ul style="list-style-type: none"> • the authorisation and administration of special leave, e.g. compassionate leave, study leave. • internal authorisation for recruitment. • the administration of induction programmes. 	Current year + 6 years	
	Records documenting: <ul style="list-style-type: none"> • the development of training and development programmes to meet defined needs. • the management of individual organisational restructuring processes. • (anonymised) workforce feedback on training and development programmes. • management analyses of the impact of training and development programmes. • management analyses of the impact of workforce performance assessment systems. • pay reviews. • the development of workforce welfare schemes and services e.g. counselling services. • employer's routine communications with the pension schemes. Records containing:	Current year + 6 years	UK Limitation Act 1980

	<ul style="list-style-type: none"> • summary statistical information about job applicants e.g. ethnicity/gender analyses. • summary information on workforce training and development needs. • summary (anonymised) results of workforce surveys and consultations. 		
	Records containing: <ul style="list-style-type: none"> • data on, and analyses of, performance against the plans for the implementation of the College's HR strategy. • management analyses of recruitment effectiveness e.g. use of advertising media. • individual feedback on training and development programmes. • (identifiable) individual responses to workforce surveys and consultations. • Records relating to the administration of an employee's contractual holiday entitlement. 	Current year + 1 year	
	<ul style="list-style-type: none"> • Records documenting the monitoring of hours worked by employees, as required by the Regulations cited. 	Current year + 2 years from date created	The Working Time Regulations 1998 (SI 1998/1833).
	<ul style="list-style-type: none"> • Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements. • Records containing summary (anonymised) results of employees' performance assessments. • College organisational development plan. 	Current year + 3 years	c.58 Limitation Act 1980

	<ul style="list-style-type: none"> the development, overall delivery and assessment of induction programmes for new employees. the design of workforce surveys and consultations. 		
	Records documenting: <ul style="list-style-type: none"> the College's relationships with pension schemes to which all or part of its workforce belong. The College's relationships with third party providers for OH / Benefits / Welfare / EAP / E-Systems services Contracts and subsequent novation contracts of third party providers for OH / Benefits / Welfare / EAP / E-Systems services 	Termination of relationship/contract + 5 years	
	Records documenting: <ul style="list-style-type: none"> Records documenting employees' authorisation for non-statutory payroll deductions. institutional recognition/de-recognition of trades unions. an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards). management succession plans. the development and evaluation of job specifications. Expired certification of job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements. 	Current year + 6 years	1970 c.41 Equal Pay Act 1970 c.58 Limitation Act 1980 S.I. 1999 / 584
	Records relating to former plans & implementation of the College's HR strategy. Records documenting: <ul style="list-style-type: none"> reported conduct and results of audits and reviews of the HR management function, and responses to the results. Terminated agreements with trades unions. 	Current year of end of use + 10 years	

	<ul style="list-style-type: none"> • Superseded development plan for College's HR strategy. • Superseded implementation plan for College HR strategy. • Superseded College's remuneration structure. 		
	Records documenting: <ul style="list-style-type: none"> • routine communications with trade union representatives, including notes of meetings. • consultations/negotiations with trades unions on specific issues. • Obsolete Trade union agreements. 	Current year + 20 years	
	Records documenting: <ul style="list-style-type: none"> • Works council minutes (Forum For Employment) • Trade union agreements (current) • Trade union recognition agreements 	Permanent record	
	Records documenting : <ul style="list-style-type: none"> • pre-employment health screening of an employee: employees exposed to hazardous substances during employment. • Record of major injuries to an employee arising from accidents in the workplace. 	Termination of employment + 40 years	c.23 Value Added Tax Act 1994 c.58 Limitation Act 1980
Insurance	<ul style="list-style-type: none"> • Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance. 	Commencement of policy + 40 years OR Renewal of policy + 40 years	1969 c.57 S.I. 1998 / 2573 * The Employers' Liability (Compulsory Insurance) Regulations 1998
	<ul style="list-style-type: none"> • Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance. 	Expiry of policy + 6 years	c.58 Limitation Act 1980

	<ul style="list-style-type: none"> Records documenting claims made under insurance policies. 	Settlement/withdrawal of claim + 6 years	c.58 Limitation Act 1980
IT	<ul style="list-style-type: none"> Records documenting the opening, maintenance and closure of user accounts for ICT systems. 	Closure of account + 1 year	
	<ul style="list-style-type: none"> Records containing reports of performance against the plans for the implementation of the College's ICT systems strategy. Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results. 	Current academic year + 5 years	
	<p>Records documenting:</p> <ul style="list-style-type: none"> the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance. the management of system data storage, including the operation of routine data backup, archiving and deletion routines. routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies. faults reported by users of ICT systems, and action taken to investigate and resolve the problem. attempted or actual security breaches of the College's ICT systems, and action taken. user requests for technical and application support, and assistance provided. arrangements for the sanitisation of institutional ICT equipment prior to disposal. 	Current year + 1 year	

	Records documenting: <ul style="list-style-type: none"> the initial development and post-implementation modification and maintenance of ICT systems. the security arrangements for ICT systems. 	Decommissioning of system + 5 years	
	<ul style="list-style-type: none"> Records documenting the maintenance of appropriate software licences for live ICT systems. 	Issue of new licence	
	Records documenting the initial development of ICT systems which: <ul style="list-style-type: none"> are not implemented. are implemented. 	Last action on development + 5 years	
	<ul style="list-style-type: none"> Records documenting user requests to recover data from backup or archive stores, and action taken. 	Last action on request + 3 months	
	<ul style="list-style-type: none"> Records governing the policies for availability and conditions of use of computing facilities. 	Life of Policy+6 years	
	<ul style="list-style-type: none"> Records documenting the removal / return of mobile ICT systems hardware and software from / to the College's premises. 	Return of equipment + 3 months	
	<ul style="list-style-type: none"> Records documenting the development of technical and application training for ICT system users. 	Superseded + 1 year	
	Records documenting the development: <ul style="list-style-type: none"> of the College's ICT systems management procedures. of the College's information resources management procedures. 	Superseded + 3 years	
	Records documenting: <ul style="list-style-type: none"> the development and establishment of the College's ICT systems strategy. 	Superseded + 5 years	

	<ul style="list-style-type: none"> the development and establishment of the College's ICT systems management policies. the development and establishment of the College's information resources management strategy. development and establishment of the College's information resources management policies. the formulation of plans for the implementation of the College's ICT systems strategy. the development and establishment of the College's ICT systems management policies. 		
	<ul style="list-style-type: none"> Requests for, and authorisation of, connections of third party equipment to the College's networks, either on institutional premises or via dial-up communications links. 	Termination of connection + 1 year	
	<ul style="list-style-type: none"> Records documenting the management of ICT systems development projects (i.e. project management records). 	Termination of project + 5 years	
Legal advice on legal position	<ul style="list-style-type: none"> Records documenting legal advice requested by, and provided to, the institution concerning:- interpretation of legislation affecting the College's legal - proposals for new legislation affecting the College's legal framework, governance, responsibilities or operations framework, governance, responsibilities or operations- the College's relationships with government bodies and HE regulators- industrial relations issues- health, safety and environmental issues. 	Life of institution	

Legal representation	<ul style="list-style-type: none"> Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement. 	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	c.58 Limitation Act 1980
MIS	<ul style="list-style-type: none"> Timetabling of Courses Course Assignment Registers Assignment of students to classes/groups Working papers documenting the planning and conduct of teaching events. 	Current year + 1 year	
	<p>Records containing (anonymised) management statistics, analyses and reports of requests for:</p> <ul style="list-style-type: none"> access to personal information held by the institution under the Data Protection Act 1998. access to information held by the institution under the Freedom of Information Acts. 	Current year + 10 years	
Payroll and Pensions	<p>Records documenting:</p> <ul style="list-style-type: none"> the operation of the Statutory Sick Pay scheme. the operation of the Statutory Maternity Pay scheme. entitlements to, and calculations of, Statutory Maternity Pay. 	Current financial/tax year + 3 years	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.
	<p>Records documenting:</p> <ul style="list-style-type: none"> National Minimum Wage Records. 	3 years after the pay reference period following the one that the records cover	National Minimum Wage Act 1989

	Records documenting: <ul style="list-style-type: none"> Income Tax Records, Income Tax Records and correspondence with HMRC 	Not less than 3 years after the end of the financial year to which they relate.	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).
	Records documenting: <ul style="list-style-type: none"> the operation of the Statutory Sick Pay scheme. the operation of the Statutory Maternity Pay scheme. entitlements to, and calculations of, Statutory Maternity Pay. calculation and payment of payroll payments to employees. 	Current financial/tax year + 6 years	S.I. 1982 / 894 S.I. 1986 / 1960 c.4 Social Security Contributions & Benefits Act 1992 c.9 Taxes Management Act 1970 S.I. 1993 / 744 S.I. 1999 / 584 c.58 Limitation Act 1980
	Inland Revenue/HMRC approvals	Permanently	
	Records documenting payments of the College's: <ul style="list-style-type: none"> employers' contributions to pensions schemes for its employees. employees' contributions to pension schemes. 	Termination of employment + 75 years	c.58 Limitation Act 1980
Policies & procedures	<ul style="list-style-type: none"> Complaints System and Procedures. 	5 years	
	<ul style="list-style-type: none"> Records documenting purchasing authorisation limits. 	Superseded + 1 year	
	<ul style="list-style-type: none"> Records documenting the development and establishment of the College's personnel management policies and procedures. 	Superseded + 10 years	

	Records documenting: <ul style="list-style-type: none"> the development of the College's quality management procedures. the development of the College's procurement procedures. 	Superseded + 3 years	
	Records documenting the development and establishment of the College's <ul style="list-style-type: none"> overall quality management policies. marketing policy. procurement policies. public relations policies. 	Superseded + 5 years	
	<ul style="list-style-type: none"> Records documenting the development and establishment of the College's health and safety management policies. 	Superseded + 50 years	c.37 Health and Safety at Work etc. Act 1974
Procurement	Records documenting: <ul style="list-style-type: none"> the process of inviting and evaluating pre-qualification submissions from prospective suppliers. the issue of Invitations to Tender and handling of incoming tenders. the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders. 	Award of supply contract + 1 year	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995
	<ul style="list-style-type: none"> Records documenting internal authorisation for procurement. 	Current financial year + 1 year	
	<ul style="list-style-type: none"> Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited). 	Current year + 3 years	S.I. 1991 / 2680 S.I. 1993 / 3228 S.I. 1995 / 201
	<ul style="list-style-type: none"> Records documenting supplier evaluation criteria. 	Superseded + 5 years	

	<ul style="list-style-type: none"> Purchase Orders. Goods received notes 	Current financial/tax year + 6 years	c.58 Limitation Act 1980 HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts
	Records documenting: <ul style="list-style-type: none"> Invitations to Tender and tender evaluation criteria. the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders. variations to contracts (e.g. revisions, extensions). the monitoring of supplier performance and action taken regarding under-performance. Contract award report (as required by the Regulations cited).	Termination of supply contract awarded + 6 years	c.58 Limitation Act 1980 S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995
Public Relations	<ul style="list-style-type: none"> Press Releases Transcripts of media briefings and Interviews Records documenting the monitoring and analysis of media coverage of the institution. 	5 years	
Quality	<ul style="list-style-type: none"> Records documenting the attainment and maintenance of the College's accreditation under established independent quality management schemes. 	Termination of accreditation + 1 year	
	<ul style="list-style-type: none"> Records documenting the conduct and results of quality audits, and action taken to address issues raised. 	Completion of audit + 3 years	
Regulatory bodies	<ul style="list-style-type: none"> Records dealing with the management of relationships with regulatory bodies 	Current Year +6	c.58 Limitation Act 1980

	<ul style="list-style-type: none"> Records containing information that institutions are legally obliged to provide to the funding Bodies Inspection Reports Reports/Returns made to standards bodies, professional bodies, other government departments. 	Permanent	
Risk management	<ul style="list-style-type: none"> Records documenting identified risks to the institution and assessments of those risks. 	Superseded + 1 year	
	<ul style="list-style-type: none"> Records documenting the development and establishment of the College's risk management procedures. 	Superseded + 3 years	
	<ul style="list-style-type: none"> Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results. 	Current Year+5	
	<ul style="list-style-type: none"> Records documenting the development and establishment of the College's risk management strategy. 	Superseded + 5 years	
	<ul style="list-style-type: none"> Records documenting the development and testing of the College's risk management strategy. 	Current Year+10	
SLT	<ul style="list-style-type: none"> Records documenting the organisation of meetings of the College's executive committees. 	Current year + 1 year	
	<ul style="list-style-type: none"> Records documenting the conduct and proceedings of meetings of the College's executive committees. 	Current year + 5 years	
Strategic planning	<ul style="list-style-type: none"> Records containing reports on the College's performance against its strategic plan. 	Current year + 5 years	

	Records documenting the development of the College's: <ul style="list-style-type: none"> • policies on strategic planning and performance management. • overall strategic plan. 	Current year + 5 years	
Student achievement & progression	<ul style="list-style-type: none"> • Pass/Qualification/Awards lists. 	Current year+10 years	
Student Administration and Support	<ul style="list-style-type: none"> • Records documenting the issue of student recruitment materials in bulk to schools and other organisations. 	Current academic year	
	Records documenting: <ul style="list-style-type: none"> • the handling of enquiries from prospective students. • the handling of applications for admission: unsuccessful applications. • the administration of the clearing process. • the administration of induction programmes and events for new students. • the handling of requests for ad hoc analyses of data from individual students' records. • the handling of individual students'/ employers requests for statements of results/transcripts. • the control of examination papers and examination scripts. • the organisation of examination facilities, including special arrangements for students with special needs. • individual students' submission of assessed work and handling of reports of mitigating circumstances. • the timetabling of examinations. Records containing data on overall student numbers.	Current academic year + 1 year	

	<ul style="list-style-type: none"> Records documenting the development and establishment of service standards for a student support service. 	Superseded + 1 year	
	<ul style="list-style-type: none"> Records documenting the selection, appointment and training of external examiners. 	Termination of appointment + 1 year	
	<ul style="list-style-type: none"> Student Counselling Services. 	Current year +2	
	<ul style="list-style-type: none"> Records relating to the provision of Sports and Recreational facilities. Records documenting the design and conduct of surveys of Student satisfaction. Results of student surveys: summaries and analyses of responses. 	Current Year +3	
	<ul style="list-style-type: none"> Records Relating to Careers Advice. 	Duration of enrolment +3 years	c.65 Sex Discrimination Act 1975 c.50 Disability Discrimination Act 1995
	<ul style="list-style-type: none"> Records documenting the design, conduct and review of induction programmes for new students. 	Completion of induction programme + 5 years	
	<p>Records containing:</p> <ul style="list-style-type: none"> summaries and analyses of enquiry, recruitment and retention data. summaries and analyses of data on registration of students on programmes. standard analyses of data from individual students' records. <p>Records documenting:</p> <ul style="list-style-type: none"> the conduct and results of independent reviews of service quality, and the responses to the results. 	Current academic year + 5 years	

	<ul style="list-style-type: none"> Records documenting the design, operation and summary results of student recruitment schemes. 	Current academic year + 5 years OR Termination of scheme + 5 years	
	<ul style="list-style-type: none"> Records of administration of Student Financial and employment support. Arrangements for Assessments and examinations. Records documenting the provision of Welfare/Advice Services to individual students. Records relating to the provision of Student Accommodation. 	Current + 6 Years	
	<ul style="list-style-type: none"> Records documenting the conduct and results of disciplinary proceedings against individual students. Records documenting the handling of user/customer complaints about a student support service. 	Current year + 6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records of Tuition and other course fees. Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students. 	Length of course +6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records about the collection, maintenance, and use of personal information about students. Policies and Procedures for disciplinary proceedings against students. 	Superseded + 6 years minimum	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records containing full personal data on individual students. 	End of 'registered student' relationship with institution + 6 years	c.58 Limitation Act 1980

	Records documenting: <ul style="list-style-type: none"> the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress. the withdrawal of individual students from the institution. the termination of individual students' programmes. the registration of individual students on programmes. the initial assessment of Students. the handling of applications for admission: successful applications.	Termination of relationship with student + 6 years	c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records relating to Learning Support for Students with specific needs. 	Current +7 Years	c.50 Disability Discrimination Act 1995
	<ul style="list-style-type: none"> Core student data. 	10 years	
	Records documenting: <ul style="list-style-type: none"> the development and establishment of the College's student administration strategy, policies and procedures. the development and establishment of the College's student support services strategy and policies. the development and establishment of the College's admission criteria and policies. the development and establishment of the College's assessment and examination rules and procedures. 	Superseded + 10 years	
	<ul style="list-style-type: none"> Student Health Services. 	Medical Records permanent	
	<ul style="list-style-type: none"> Records detailing the Structure and Content of each programme. Chaplaincy Services. Records relating to Meetings of Staff /Student Bodies. 	Permanent	

	<ul style="list-style-type: none"> Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students. 		
Teaching and Learning	<ul style="list-style-type: none"> Records documenting routine solicited feedback on taught courses from students: individual feedback. 	Completion of analysis of feedback	
	<ul style="list-style-type: none"> Records documenting the monitoring of programme developments in other FE institutions. 	Current academic year + 1 year	
	<ul style="list-style-type: none"> Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students 	Current year +2 years	
	<p>Records documenting:</p> <ul style="list-style-type: none"> the conduct and results of formal internal reviews of teaching quality, and responses to the results. monitoring of external developments and trends to inform the development of the College's programmes. the conduct and results of formal reviews of taught courses, and the responses to the results. routine solicited feedback on taught courses from staff and examiners: individual feedback. the development and establishment of the College's teaching procedures. the conduct and results of external reviews and audits of teaching quality and standards. the conduct and results of formal reviews of the College's programmes and courses and responses to the results. the development of the College's courses. the development and establishment of the College's teaching policies. 	Current academic year + 5 years	

	<ul style="list-style-type: none"> the development of the College's programmes. <p>Records containing:</p> <ul style="list-style-type: none"> reports of routine internal reviews of taught courses. data on, and analyses of, student numbers and other taught course statistics. (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students. data on, and analyses of, student numbers and other programme statistics. 		
	<p>Records documenting:</p> <ul style="list-style-type: none"> the development of taught course assessment procedures. final versions of taught course assessment procedures. the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies. final versions of taught course materials. 	Life of course/programme	
Treasury	<ul style="list-style-type: none"> Records documenting the opening, closure and routine administration of bank accounts. 	Closure of account + 6 years	c.58 Limitation Act 1980
	<p>Records documenting:</p> <ul style="list-style-type: none"> routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.) the overall management of the College's financial investment portfolio. 	Current financial/tax year + 6 years	c.9 Taxes Management Act 1970 c.58 Limitation Act 1980
	<ul style="list-style-type: none"> Records documenting standing orders, direct debits etc. 	Life of instruction + 6 years	c.58 Limitation Act 1980