

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Document Retention Schedule		May 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	2	May 2027

OWNER	Records Management Officer		
GROUP EXECUTIVE LEAD	Chief Finance Officer		
DOCUMENT TYPE	Policy <input type="checkbox"/> Group Procedure <input checked="" type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this procedure is to set out the retention periods for records generated as part of the business activity of NCG.		
APPLICABLE TO	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
	No Equality Analysis completed as this is a procedure		
KEY THINGS TO KNOW ABOUT THIS POLICY	1. Schedule has been split into identifiable business functions for ease of use. 2. Outlines retention periods as advised by Government and regulatory bodies. 3. Underpinning legislation, regulations and guidance included.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on records management, know their responsibilities in relation to the procedure and comply with the terms of the associated policy and procedure.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> Records Management Policy Information Governance Policy Information Security Policy Freedom of Information and Environmental Information Policy Data Protection Policy
KEYWORDS	<ul style="list-style-type: none"> Retention Records Documents

	<ul style="list-style-type: none">• Asset• Disposal• Schedule
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1. GENERAL PROCEDURE STATEMENT

Information (which includes records, documents, and data) is generated as part of the business activity of NCG and they may be in any format and can be held in hard or electronic copy. This includes but is not limited to:

Data in databases.	Office 365	CCTV
Datasets.	Letters	Photographs.
Reports.	Minutes	Films.
Webpages.	Plans.	Videos.
Emails.	Student records.	DVDs.
Teams sites.	Staff records.	

If this schedule does not cover records generated within your College or Service, or if you have queries about those records contained within please contact the Records Management Officer (frances.rugg@ncgrp.co.uk) who will help to evaluate your requirements and incorporate them into the schedule.

2. PURPOSE

A retention schedule promotes consistent records management by ensuring that the same type of information is kept for the same amount of time no matter where it is held. This schedule:

- Promotes control over NCG information.
- Enables staff to dispose of information which is no longer needed with confidence.
- Ensures the minimum quantity of information is retained whilst being consistent with economy and efficiency.

The retention of unnecessary information consumes staff time, space, and equipment. It also incurs liabilities in terms of the need to service information requests made under the General Data Protection Regulations (GDPR), the Data Protection Act 2018, the Freedom of Information Act 2000, and the Environmental Information Regulations 2004.

The Data Protection Act requires personal data to be kept for no longer than necessary; NCG can be sued for retaining unnecessary information if this causes damage to someone. It may also be a personal criminal offence to destroy

information requested under either of these Acts, therefore the retention and disposal schedule will help with accountability under this legislation by enabling NCG to demonstrate that any destruction has been undertaken in accordance with proper procedures and requirements. Destruction undertaken without a retention and disposal schedule will be open to accusations of improper practice.

The Code of Practice issued by the Information Commissioner under section 46 of the Freedom of Information Act 2000 specifically requires organisations subject to this legislation to have retention schedules for all their records. Although compliance with the Code is not mandatory, it is seen as indicative of whether an organisation has complied with the legislation.

3. RETENTION PERIODS

Minimum retention periods may be stated in Acts of Parliament and Statutory Instruments or recommended in codes of practice and business regulations.

Where there are specific requirements from a funding or other body these will be incorporated into the schedule. The NCG Records Management Officer should be notified of any omissions and queries.

JISC (post-16 and Higher Education IT and Digital specialists) has produced a comprehensive Records Retention Schedule for Educational institutions and this has been used to support and create this schedule:
<https://www.jisc.ac.uk/guides/records-retention-management>

For many records there is no mandated legal requirement for a specific retention period and can be dependent on individual institutional needs. For these records, the rationale will state “institutional business requirements”, with current year plus 6 used as a starting point as this is the period specified by the Limitation Act 1980.

4. OPERATIONAL STATEMENT

In any dispute it is important that NCG is able to demonstrate that normal practice was followed. This schedule represents normal practice.

As NCG academic and financial years coincide, an annual round of disposals is advised (though exceptions may be required), with an asset register kept to record

disposals that have taken place (please contact the Records Management Officer for further guidance on this process).

Where duplicates and working papers are held relating to regular events and processes, and no other retention period is specified, these may be kept for one year before disposition.

Colleges and Professional Services are responsible for applying the retention periods to the information they control on their shared network drives and in hard copy.

Information marked for permanent retention (including student records) should be transferred to NCG Archives. Please contact the Records Management Officer to make arrangements for permanent retention.

Where information is held in NCG record keeping systems, each system owner is responsible for ensuring that disposal is undertaken at the expiry of a retention period.

5. STATEMENT ON PROCEDURE IMPLEMENTATION

Upon approval, this procedure will be uploaded to the policy portal and communicated to staff via The Business Round-Up and Governance Headlines. Support with the implementation of this procedure can be obtained from the Records Management Officer.

The following work instructions and guidance have been produced in relation to creating Information Asset Registers:

- RM01 – Asset Register Work Instructions.
- RM01a – Asset Register Template.

6. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This procedure has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this procedure, we have

considered eliminating unlawful discrimination, promoting equality of opportunity, and promoting good relations between people from diverse groups.

7. STATEMENT ON CONSULTATION

This procedure has been reviewed in consultation with the Data Protection Officer for NCG as well as service leads across the business (whom have been consulted on the contents and timescales shown within the retention schedule).

A summary of the consultation output and any subsequent amendments to the procedure content was shared with the Policy Review Council as part of the policy approval process.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Document	N/A	Group Director, HR and Organisational Development	Feb 2017
2	Full Review	Comprehensive review to align to updates to legislation. Transferred to new policy template. Ownership changed to Records Management Officer.	Records Management Officer	April 2024

8. APPENDIX A: RECORD RETENTION SCHEDULE

8.1 The record retention schedule has been broken down into the following sections for ease of use. To navigate to your desired section press control and right click your mouse

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01: Admission and Applications

Ref	Record	Retention Period	Rationale
1.1	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years	Institutional business requirements.
1.2	Records documenting the handling of applications for admission: successful applications.	Current academic year + 6 year	Limitation Act 1980 c. 58 s 5
1.3	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	The Equality Act 2010 Reporting requirements for Office for Students.
1.4	Records documenting the administration of the clearing process.	Current academic year + 1 year	Institutional business requirements.
1.5	Records documenting the handling of enquiries from prospective students (subsequently registered as student).	Current academic year + 5 years Where students did not subsequently enrol at the institutional, retention is current academic year + 1 year.	Competitive Market Authority
1.6	Records relating to careers advice.	Duration of enrolment +3 years	The Equality Act 2010.
1.7	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.	OISC Code of Standards: 2016
1.8	Summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 6 years	Institutional business requirements.
1.9	Records documenting the initial assessment of students including: <ul style="list-style-type: none"> • Student Qualifications on Entry • Key Skills Assessments • Care Student Assessments 	Termination of student relationship + 6 years	Limitation Act 1980 c.58

02: Assessment and Examination

NB: Recommend that individual awarding bodies are consulted for retention periods that may differ from those advised here.

Ref	Record	Retention Period	Rationale
2.1	Records documenting the selection and appointment of external examiners / verifiers.	Termination of appointment + 1 year	Institutional business requirements.
2.2	Records documenting liaison with external verifiers / examiners on administrative matters.	Current academic year + 1 year	Institutional business requirements.
2.3	Records documenting the selection and appointment and training of examination invigilators.	Current academic year + 1 year	Institutional business requirements.
2.4	Records documenting the design and development of assessments.	Life of programme	Institutional business requirements.
2.5	Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	Institutional business requirements.
2.6	Records documenting the organisation and timetabling of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	Institutional business requirements.
2.7	Records documenting individual attendance at examinations and students' submission of assessed work plus the handling of reports of mitigating circumstances.	Current academic year + 1 year (minimum)	Institutional business requirements.
2.8	Submitted/completed assessments (formative and summative) and marks/grades given and, where appropriate, awards and classifications: FE	Current academic year + 6 years	Limitation Act 1980 c. 58 s 5
2.9	Qualification Lists/Pass Lists/Awards lists: FE	Lifetime of the student (80 years).	Institutional business requirements.
2.10	Submitted/completed assessments (formative and summative) and marks/grades given: HE	Current academic year + 5 years	OfS recommendations
2.11	Assessment outcomes: HE	Indefinitely	OfS recommendations

2.12	Records documenting the conduct of business at an Exam / Achievement Board: agenda, minutes, actions, and papers.	Current academic year + 6 years	Institutional business requirements.
2.13	Examples of past dissertations made available as examples to students of an excellent display of academic rigor.	Preserve in relevant Faculty once student consent for ongoing storage and access by third parties is received	Institutional business requirements.
2.14	Records documenting the handling of individual students'/employers' requests for statements of results/transcripts and requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions.	Last action on request + 1 year	Institutional business requirements.
2.15	Original certificates that have not been collected by the students or have been returned via post	Year produced + 1 year	Institutional business requirements.

03: Audit, Risk and Environmental Records

Ref	Record	Retention Period	Rationale
3.1	Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years	Institutional business requirements.
3.2	Records documenting identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments.	Elimination of risk + 5 years OR updating of risk assessment + 5 years	Institutional business requirements.
3.3	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation + 1 year	Institutional business requirements.
3.4	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current + 5 years	Institutional business requirements.

3.5	Records documenting the recording and investigation of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years OR Closure of investigation + 40 years	Institutional business requirements.
3.6	Notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	Institutional business requirements.
3.7	Routine monitoring and review of the institution's use and consumption of energy.	Completion of review + 5 years	Institutional business requirements.
3.8	Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	Institutional business requirements.
3.9	Records documenting the formulation, testing and maintenance of disaster response and recovery plans.	Superseded + 1 year	Institutional business requirements.
3.10	Records documenting the development and establishment of the institution's audit strategy: key records.	Superseded + 5 years	Institutional business requirements.
3.11	Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	Institutional business requirements.
3.12	Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of audit + 3 years	Institutional business requirements.
3.13	Records documenting the conduct and results of health and safety audits.	Completion of audit + 5 years	Retaining previous versions provides evidence of compliance and effective management of health and safety over time.

04: Business Assets

Ref	Record	Retention Period	Rationale
4.1	Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year	Institutional business requirements.
4.2	Records documenting the acquisition of ownership of properties.	Disposal of property + 12 years	Limitation Act 1980 c. 58 s 8

4.3	Deeds of title for properties owned by the institution.	Disposal of property	Deeds of title for a property are transferred to the new owner when the property is sold.
4.4	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	Limitation Act 1980 c. 58 s 2
4.5	Records documenting the disposal of properties by sale, transfer or donation.	Disposal of property + 12 years	Limitation Act 1980 c. 58 s 8

05: Communications, Events and Marketing

Ref	Record	Retention Period	Rationale
5.1	Enquiries from members of the local community and the responses provided.	Last action of enquiry + 1 year	Institutional business requirements.
5.2	Unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided.	Last action on feedback + 1 year	Institutional business requirements.
5.3	Records documenting the planning, organisation, administration, and impact / results of local community events.	Completion of event + 3 years	Institutional business requirements.
5.4	Records documenting the institution's membership of local community organisations.	Termination of membership + 1 year	Institutional business requirements.
5.5	Records documenting the institution's participation in the activities of local community organisations (including committees).	Termination of involvement + 1 year	Institutional business requirements.
5.6	Records documenting the design and development of market research tools.	Completion of research + 5 years	Institutional business requirements.
5.7	Market research data: data relating to identifiable individuals.	Completion of analysis + 1 years	Institutional business requirements.
5.8	Market research data: aggregated data and analyses.	Completion of research + 5 years	Institutional business requirements.
5.9	Records documenting the design, implementation and review of marketing campaigns.	Completion of campaign + 7 years	Institutional business requirements.
5.10	Records documenting the design of the institution's corporate identity marks (logos etc.)	Superseded	Institutional business requirements.

	and the development of style guides for use of these.		
5.11	Records documenting the development, placement and impact of advertisements.	Current + 5 years	Institutional business requirements.
5.12	Records documenting the institution's media contacts.	Superseded	Institutional business requirements.
5.13	Records documenting the planning and organisation of media briefings and interviews	Date of briefing + 5 year	Institutional business requirements.
5.14	Transcripts of media briefings and interviews	Date of briefing + 5 years	Institutional business requirements.
5.15	Press releases.	Current year + 5 years	Institutional business requirements.
5.16	Records documenting media enquiries, the internal handling of these enquiries and responses provided.	Last action on enquiry + 5 years	Institutional business requirements.
5.17	Records documenting the monitoring and analysis of media coverage of the institution.	Current year + 5 years	Institutional business requirements.
5.18	Press cuttings.	Creation + 5 year	Institutional business requirements.
5.19	Records documenting the planning, organisation, administration, and impact/results of public events.	Completion of event + 7 years	Institutional business requirements.
5.20	Records documenting the organisation and administration of official visits.	Completion of visit + 5 year	Institutional business requirements.
5.21	Records documenting the arrangements for corporate sponsorship of public events by the institution.	Termination of sponsorship + 6 years	Limitation Act 1980 c. 58 s 5
5.22	Records documenting the design, commissioning, editing, production and distribution of publications.	Issue of publication + 1 year	Institutional business requirements.
5.23	Records documenting the development of marketing plans for publications.	Life of publication	Institutional business requirements.
5.24	General communications with other HE / FE institutions, other education providers, professional associations and learned bodies.	Current year + 5 years	Institutional business requirements.

5.25	Records documenting the production of publications specifically intended for the HE and / or FE sector(s).	Publication + 1 year	Institutional business requirements.
5.26	Publications	While current + 1 year	Institutional business requirements.
5.27	General enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given.	Last action of enquiry + 1 year	Institutional business requirements.
5.28	Records documenting the preparation of the institution's formal responses to consultations conducted by HE / FE sector organisations (including records of internal consultation processes).	Last action on consultation + 1 year	Institutional business requirements.
5.29	Records documenting the institution's formal responses to consultations conducted by HE / FE sector organisations.	Last action on consultation + 3 years	Institutional business requirements.
5.30	Records documenting the planning, organisation, administration and impact/results of events for the HE sector.	Completion of event + 3 years	Institutional business requirements.
5.31	Records documenting the institution's membership of organisations.	Termination of membership + 1 year	Institutional business requirements.
5.32	Records documenting the institution's participation in the activities of external organisations (including committees).	Termination of involvement + 1 year	Institutional business requirements.
5.33	Records documenting the design, operation and summary results of student recruitment schemes, events, and campaigns.	Current academic year + 5 years OR Termination of scheme/campaign + 5 years	Institutional business requirements.
5.34	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	Institutional business requirements.
5.35	Records documenting the process of selecting publications to purchase.	Completion of purchase	Institutional business requirements.
5.36	Records documenting decisions to (dis)continue purchase of publications.	Last action on issue + 1 year	Institutional business requirements.

06: Estates, Facilities and Equipment

Ref	Record	Retention Period	Rationale
6.1	Records documenting the development of specifications for, and the selection of, equipment / consumables: major items	Life of item + 6 years	Limitation Act 1980 c.58 s 5.
6.2	Records documenting the development of specifications for, and the selection of, equipment / consumables: items which are safety critical or associated with hazardous operations	Life of item + 40 years	Retaining these records for a long period is in line with requirements/recommendations for retention of Health & Safety records.
6.3	Records documenting the development of specifications for, and the selection of, equipment / consumables: other items	Life of item	Institutional business requirements.
6.4	Monitoring of the condition of stored equipment/consumables.	Current year + 1 year	Institutional business requirements.
6.5	Routine stocktaking and stock checking.	Current year + 1 year	Institutional business requirements.
6.6	Records documenting the installation of equipment: major items.	Decommissioning/removal + 6 years	Limitation Act 1980 c. 58 s 5.
6.7	Records documenting the installation of equipment: items which are safety critical or associated with hazardous operations.	Decommissioning/removal + 40 years	Institutional business requirements.
6.8	Records documenting the installation of equipment: other items.	Decommissioning/removal	Institutional business requirements.
6.9	Records documenting the inspection, testing and maintenance of equipment, except as specified elsewhere.	Disposal of item + 1 year	Institutional business requirements.
6.10	Records documenting the inspection, testing and maintenance of equipment: major items other than those specified elsewhere.	Decommissioning/Removal + 6 years	Limitation Act 1980 c.58 s 5
6.11	Maintenance logs for equipment	Life of equipment + 6 years	The Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 5(2)

6.12	Records documenting the inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations.	Decommissioning/Disposal + 15 years	Limitation Act 1980 c.58 s 14
6.13	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to asbestos.	Date of examination/test/repair + 5 years	The Control of Asbestos Regulations (SI 2012/632) Regulation 13(3).
6.14	Reports of inspection and 'thorough examination' of lifting equipment.	Date of subsequent report OR Date of report + 2 years, whichever is the later	The Lifting Operations and Lifting Equipment Regulations (SI 1998/2307) Regulation 9
6.15	Records documenting authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	Institutional business requirements.
6.16	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health.	Disposal of item + 15 years	Limitation Act 1980 c.58 s 14
6.17	Records documenting the cleaning/sanitisation of equipment/consumables prior to disposal: other items.	Disposal if item + 6 year	Limitation Act 1980 c. 58 s 5
6.18	Records documenting the negotiation of leases and original lease agreements.	Expiry of lease + 15 years	Limitation Act 1980 c. 58 s 14B
6.19	Records documenting the development of properties.	Disposal of property	Institutional business requirements.
6.20	Health and Safety File for a structure.	Demolition of property OR Disposal of interest in property	The Construction (Design and Management) Regulations (SI 2015/51) Regulation 12
6.21	Applications for planning consents required to (re)develop property and consents granted.	Disposal of property or expiry of consent.	Planning consents which are valid when a property is sold are transferred to the new owner.

6.22	Records documenting routine inspections of property.	Date of inspection + 5 years OR Superseded + 1 year	Retaining inspection records provides evidence of effective property management.
6.23	Records documenting major maintenance works on property.	Disposal of property	Some of these records may be transferred to new owners when land is sold.
6.24	Records documenting minor maintenance works on property.	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14B
6.25	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Date of inspection + 5 years OR Superseded + 1 year	Institutional business requirements.
6.26	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	Institutional business requirements.
6.27	Records documenting the conduct of routine security surveillance of properties (e.g. CCTV)	Creation + 30 days or 3 years where there is a litigation/legal claim Where the retention period associated with the specific system differs from one calendar month and cannot be adjusted, the retention period should be documented for clarity.	Institutional business requirements.
6.28	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	Institutional business requirements.
6.29	Records documenting leasing-out arrangements for properties.	Expiry of lease + 12 years	Limitation Act 1980 c. 58 s 8

6.30	Records documenting the conduct and outcomes of space audits.	Completion of subsequent audit + 5 years	Institutional business requirements.
6.31	Records documenting the specification of requirements for facilities.	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14
6.32	Records documenting the development and completion of interior design and fit-out schemes.	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14
6.33	Records documenting routine inspections of facilities.	Completion of two subsequent inspections	Retaining inspection records provides evidence of effective property management over time.
6.34	Records documenting the carrying out of major maintenance works within facilities.	Completion of works + 15 years	Limitation Act 1980 c. 58 s 14B
6.35	Records documenting the carrying out of minor maintenance works within facilities.	Current year + 5 years	Institutional business requirements.
6.36	Records documenting the conduct and outcomes of security inspections of facilities.	Completion of two subsequent inspections	Retaining inspection records provides evidence of effective property management over time.
6.37	Records documenting occurrences of unauthorised access to facilities, and action taken.	Last action on incident + 1 year	Institutional business requirements.
6.38	Records relating to the provision of Sports and Recreational facilities.	Current Year +3	Institutional business requirements.

07: Finance, Funding, Insurance and Procurement

Ref	Record	Retention Period	Rationale
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7.1	Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2 Institutional business requirements.
7.2	Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2
7.3	Records documenting the payment and / or reimbursement of employees' and third-party expenses.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5
7.4	Records documenting the handling of petty cash.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2
7.5	Records documenting the receipt and processing of tuition fees.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5
7.6	Apprenticeship levy records	Current financial year + 3 years	Income Tax (Pay As You Earn) (Amendment) Regulations 2017, 147N.
7.7	Record documenting the preparation and finalisation of Annual Accounts	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5.
7.8	Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5.
7.9	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 6 year	Institutional business requirements.
7.10	Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	Institutional business requirements.

7.11	Records documenting the administration of funding from European Structural Funds. These funds include: <ul style="list-style-type: none"> • European Social Fund • European Regional Development Fund 	For the 2007-13 ESF Programme this is expected to be until at least 31 December 2022. For the 2014-20 ESF Programme until at least 31 December 2034.	Council Regulation (EC) No. 1303/2013 Article 140. The dates may be changed so it is advisable to retain all documents relating to ESF funded projects until a Government Office advises that they may be destroyed.
7.12	Records documenting the administration of scholarship funds.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
7.13	Records documenting the preparation of annual operating budgets.	Current financial year + 6 year	Institutional business requirements.
7.14	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 6 year	Institutional business requirements.
7.15	Records documenting the overall management of the institution's financial investment portfolio.	Divestment + 6 years	Limitation Act 1980 c. 58 s 5.
7.16	Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years	Taxes Management Act 1970 c. 9 s 34.
7.17	Records documenting the value of the institution's capital assets.	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34.
7.18	Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 ss 2 and 5.
7.19	Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years	Institutional business requirements.

7.20	Records documenting the management of the institution's relationship with donors to the institution (other than in response to fundraising campaigns).	Duration of relationship + 6 years	Limitation Act 1980 c. 58 s 5
7.21	Records documenting the process of making donations to third parties.	Last action on donation + 6 years	Limitation Act 1980 c. 58 s 5
7.22	Records documenting donations to the institution.	Current year + 5 years	A shorter/longer period may be appropriate for small/substantial donations.
7.23	Records documenting the arrangement and renewal of insurance policies	Expiry of policy + 6 years	Limitation Act 1980 c.58 s 5
7.24	Employers' Liability Insurance Certificates	Commencement/Renewal of policy + 40 years	The Employers' Liability (Compulsory Insurance) Regulations (SI 1998/2573) Regulation 4(4)
7.25	Records documenting claims, and the outcomes of claims, against insurance policies.	Settlement of claim + 6 years	Limitation Act 1980 c.58 s 5
7.26	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome	Termination of approval OR Rejection + 1 year	Institutional business requirements.
7.27	Supplier database	While current	Institutional business requirements.
7.28	Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded + 6 years OR Execution of Deed + 12 years	Limitation Act 1980 c. 58 s 5 Institutional business requirements.
7.29	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process	Termination of contract + 6 years OR Execution of Deed + 12 years	Limitation Act 1980 c. 58 s 5 Institutional business requirements.

7.30	Contract award notices sent to the Official Journal, as required by Regulation 31 of the Public Contracts Regulations 2015 (SI 2015/102) or by Regulation 31 of the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446).	Termination of contract + 6 years OR Execution of Deed + 12 years	Limitation Act 1980 c. 58 s 5 The Public Contracts Regulations (SI 2015/102) and SSI 2006/1 do not prescribe a retention period for these records. Institutional business requirements.
7.31	Records documenting contracts awarded, containing the information specified in Regulation 32 (14) of the Public Contracts Regulations 2015 (SI 2015/102) or by Regulation 32(14) of the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446).	Termination of contract + 10 years OR Execution of Deed + 12 years	Limitation Act 1980 c. 58 s 5 Institutional business requirements.
7.32	Records documenting purchasing authorisation limits.	Superseded + 1 year	Institutional business requirements.
7.33	Records documenting internal authorisation for procurement.	Current financial year + 1 year	Institutional business requirements.
7.34	Purchase orders	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 HMRC 700/21 para. 5.2
7.35	Goods received notes/goods inwards notes	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 HMRC 700/21 para. 5.2
7.36	Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Termination of contract + 6 years OR Execution of Deed + 12 years	Limitation Act 1980 c. 58 s 5 Institutional business requirements.
7.37	Records documenting the preparation and filing of the institution's tax returns.	Current tax year + 6 years	Taxes Management Act 1970 c. 9 s 34.
7.38	Records documenting the institution's accounting for VAT.	Current tax year + 6 years	Value Added Tax Act 1994 c. 23 s 58 and Schedule 11, para. 6(3) The Value Added Tax Regulations (SI 1995/2518) s 31 HMRC VAT Notice 700/21 para. 5.2.

7.39	Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	Limitation Act 1980 c. 58 s 5.
7.40	Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	Limitation Act 1980 c. 58 s 5.
7.41	Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5.
7.42	Records documenting the handling of applications for remission of tuition fees	Determination of application + 6 years	Limitation Act 1980 c. 58 s 5
7.43	Records documenting the collection of tuition fees.	Current academic year + 1 year	Institutional business requirements.
7.44	Records documenting the provision of financial aid funds to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 DfE funding guidance
7.45	Records documenting the provision of crisis / hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 DfE funding guidance
7.46	Records documenting the award of bursaries to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5 DfE funding guidance
7.47	Records documenting the award of scholarships and fellowships to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
7.48	Records documenting the process of negotiating and agreeing funding to be provided by the institution to its students' union.	Current financial year + 1 year	Institutional business requirements.

08: Governance

Ref	Record	Retention Period	Rationale
8.1	Records documenting the handling of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391) or the Environmental Information (Scotland) Regulations 2004 (SSI 2004/520).	Completion of request handling process + 3 years	Recommended by The National Archives for retention of records relating to the handling of requests for information under the Freedom of Information Act 2000. See Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000 (The National Archives).
8.2	(Anonymised) management statistics, analyses and reports of requests for environmental information held by the institution, made under the Environmental Information Regulations 2004 (SI 2004/3391) or the Environmental Information (Scotland) Regulations 2004 (SSI 2004/520).	Current year + 10 years	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000 (The National Archives).
8.3	The institution's notification of data controller details (to be added to the public register of data controllers) to the Information Commissioner's Office, as required by the Data Protection Act 2018.	Current year + 1 year	Notification must be renewed annually to maintain an entry in the public register of data controllers.
8.4	Records documenting the handling of requests for access to personal information held by the institution under the General Data Protection Regulation (GDPR).	Last action on request + 1 year	Common practice A longer retention period may be appropriate for records documenting the handling of requests which resulted in complaints or appeals.
8.5	(Anonymised) statistics, analyses and reports of requests for access to personal information held by the institution under current data protection laws.	Current year + 10 years	Institutional business requirements. the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679
8.6	Privacy notices.	Conclusion of the activity to which the privacy notice relates + 6 years	GDPR 5(1) Limitation Act 1980.

8.7	Records documenting the development and establishment of the institution's strategies policies and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.
8.8	Records documenting the development and establishment of the institution's strategy, policies and procedures: key records.	Superseded + 10 years	Institutional business requirements.
8.9	Master copies of procedures	Superseded + 3 years	Institutional business requirements.
8.10	Summary statistical information resulting from equality monitoring.	Current year + 5 years	Institutional business requirements.
8.11	Records documenting the development and delivery of training on equality and diversity issues and procedures.	Current year + 5 years	Institutional business requirements.
8.12	Records documenting the handling of formal complaints about discrimination by or within the institution.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 2
8.13	Records documenting the preparation/revision of the institution's Disability Equality Scheme.	Superseded + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.14	Records documenting the preparation of annual reports on the implementation of the institution's Disability Equality Scheme.	Current year + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.15	Records documenting assessments of the impact of the institution's policies and practices on equality for disabled persons.	Superseded + 5 years	Retaining previous versions provides evidence of compliance and effective management of equality over time.
8.16	Records documenting the preparation of the institution's race equality policy.	Superseded + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.

8.17	Records documenting assessments of the impact of the institution's policies on equality between different racial groups.	Superseded + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.18	Records documenting the monitoring, by racial group, of student admission and progress, plus employee recruitment and career progress.	Current year + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.19	Records documenting the preparation/revision of the institution's Gender Equality Scheme.	Superseded + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.20	Records documenting the preparation of annual reports on the implementation of the institution's Gender Equality Scheme.	Current year + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.21	Records documenting assessments of the impact of the institution's policies and practices on equality for men and women.	Superseded + 5 years	The Equality Act 2010 does not prescribe a retention period for these records.
8.22	Records documenting the development and maintenance of the institution's Publication Scheme.	Completion of revision of Publication Scheme + 5 years	Freedom of Information Act 2000 (c. 36) and the Freedom of Information (Scotland) Act 2002 (asp 13).
8.23	Records documenting the handling of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).	Completion of request handling process + 3 years	Freedom of Information Act 2000 Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000 (The National Archives).
8.24	(Anonymised) management statistics, analyses and reports of requests for information held by the institution, made under the Freedom of Information Act 2000 (c. 36) or the Freedom of Information (Scotland) Act 2002 (asp 13).	Current year + 10 years	Freedom of Information Act 2000 Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000 (The National Archives).
8.25	Records documenting the establishment and development institution's governance structure and rules.	Life of institution	Institutional business requirements.

8.26	Records documenting the establishment and development of the institution's legal framework.	Life of institution	Institutional business requirements.
8.27	Records documenting the appointment/ election/designation of the institution's senior officers.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5
8.28	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998 (c.23).	Closure of case + 6 years	Limitation Act 1980 c. 58 ss 2 and 5
8.29	Records documenting the development of the institution's annual operating plans: key records.	Current year + 5 years	Institutional business requirements.
8.30	Records documenting the development of the institution's annual operating plans: working papers.	Current year + 1 year	Institutional business requirements.
8.31	Records documenting the investigation and reporting on complaints against the students' union by independent investigators appointed by the institution's governing body.	Settlement of complaint + 6 years	Limitation Act 1980 c.58 s. 5
8.32	General correspondence with government bodies.	Current year + 5 years	Institutional business requirements.
8.33	Requests for information from government bodies, the consideration of the requests, preparation of responses and the responses provided.	Last action on request + 5 years	Institutional business requirements.
8.34	Records documenting the consideration and preparation of the institution's formal responses to consultations conducted by government bodies (including records of internal consultation processes).	Last action on consultation + 1 year	Institutional business requirements.

8.35	Records documenting the institution's formal responses to consultations conducted by government bodies.	Last action on consultation + 5 years	Institutional business requirements.
8.36	Records documenting the preparation and submission of reports to government bodies.	Submission of report + 3 years	Institutional business requirements.
8.37	Records documenting the institution's participation in formal government or public inquiries.	Last action on inquiry + 10 years	Institutional business requirements.
8.38	General correspondence with parliamentary bodies.	Current year + 5 years	Institutional business requirements.
8.39	Requests for information from parliamentary bodies, the consideration of the requests, preparation of responses and the responses provided.	Last action on request + 5 years	Institutional business requirements.
8.40	Records documenting the preparation of the institution's formal responses to consultations conducted by parliamentary bodies (including records of internal consultation processes).	Last action on consultation + 1 year	Institutional business requirements.
8.41	Records documenting the institution's formal responses to consultations conducted by parliamentary bodies.	Last action on consultation + 3 years	Institutional business requirements.
8.42	Records documenting the institution's participation in formal parliamentary inquiries.	Last action on inquiry + 10 years	Institutional business requirements.
8.43	Complaints from members of the public, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	Institutional business requirements.
8.44	Master copies of procedures relating to the management of legal affairs.	Superseded + 5 years	Institutional business requirements.

8.45	Records documenting the conduct and results of disciplinary proceedings against individual students and academic appeals.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
8.46	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	Institutional business requirements.
8.47	Records documenting the handling of formal complaints made by individual students and alumni against the institution.	Last action on case + 6 years	Limitation Act 1980, c.58 Retention for a longer period may be appropriate if the complaint, or the handling of the complaint, could be a basis for legal action against the institution.

09: Governing Body and Operational Oversight (Nee Committees)

Ref	Record	Retention Period	Rationale
9.1	Records documenting the development and establishment of terms of reference, and the rules and procedures, for Governing Body Boards and its Sub-committees.	Life of institution	Institutional business requirements. The institution may wish to transfer these records to the archive once they are no longer in active use.
9.2	Records documenting the appointment / election / designation of members of a board / committee, training undertaken by individual members of a statutory committee and register of interests of members of the institution's governing body.	Termination of appointment + 6 years	Limitation Act 1980 c. 58 s 5 Retaining previous versions of training programmes provides evidence of effective induction and training over time.
9.3	Records documenting the conduct of business for Governing Body Boards and its Sub-committees: agenda, minutes and supporting papers.	Life of institution	Institutional business requirements. The institution may wish to transfer these records to the archive once they are no longer in active use.
9.4	Records documenting the conduct of business for Governing Body Boards and its Sub-committees: correspondence and other records relating to the preparation of committee business or actions to be taken (or not taken) because of committee decisions.	Current year + 5 years	Institutional business requirements. The institution may wish to transfer these records to the archive once they are no longer in active use.

9.5	Records documenting the development and establishment of terms of reference, and the rules and procedures, for College Senior Leadership Meetings and Group Councils.	Current year + 5 years	Institutional business requirements.
9.6	Records documenting the conduct of business for College Senior Leadership Meetings and Group Councils.: agenda, minutes and supporting papers.	Current year + 5 years	Institutional business requirements.
9.7	Records documenting the conduct of business for College Senior Leadership Meetings and Group Councils.: correspondence and other records relating to the preparation of committee business or actions to be taken (or not taken) because of meeting decisions.	Current year + 5 years	Institutional business requirements.
9.8	Records documenting the conduct of business for Internal Service / School / Faculty meetings.: agenda, minutes and supporting papers.	Current year + 2 years	Institutional business requirements.
9.9	Records documenting the establishment of a safety committee to fulfil the institution's duty under s 2(7) of the Health and Safety at Work etc. Act 1974 (c. 37) and in accordance with Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Dissolution of committee + 50 years	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. Includes records documenting the objectives, role, functions, composition, and administration of the committee.
9.1	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).	Current year + 50 years	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records.

10: Health and Safety

Ref	Record	Retention Period	Rationale
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10.1	Records documenting the conduct and results of health and safety inspections of the institution's land, buildings, facilities or operations, and action taken to address issues raised.	Date of inspection + 5 years OR Superseded + 1 year	Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
10.2	Records documenting the provision of health and safety information, instruction and training for employees, students and others.	Current year + 5 years OR Superseded + 5 years	JISC recommendation based on regulatory requirements
10.3	Records documenting the conduct, review and revision of risk assessments.	Superseded + 5 years	Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).
10.4	Records documenting the maintenance of equipment provided to control exposure to substances hazardous to health.	Date of examination/test/repair + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)
10.5	Records documenting the conduct and results of monitoring employees' general exposure to substances hazardous to health.	Last entry + 5 years	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10(5)(b)
10.6	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health.	Superseded + 10 years	Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).
10.7	Records documenting the institution's response to accidents, incidents and emergencies involving substances hazardous to health.	Last action on event + 10 years	Regulation 13 of the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677).
10.8	Records documenting assessments of the presence and condition of asbestos.	Completion of work to which the assessment relates + 10 years	Regulation 5 of the Control of Asbestos Regulations 2012 (SI 2012/632).
10.9	Records documenting the conduct, review and revision of assessments of the risks to health created by exposure to asbestos.	Superseded + 10 years	Regulation 6 of the Control of Asbestos Regulations 2012 (SI 2012/632). A longer retention period may be appropriate if there have been potentially dangerous exposures.

10.10	Plans of work for undertaking work with asbestos.	Completion of work to which plan relates.	Control of Asbestos Regulations (SI 2012/632) Regulation 7(2)
10.11	Records documenting notifications to enforcing authorities of proposed work with asbestos.	Duration of work + 10 years	Regulation 9 of the Control of Asbestos Regulations 2012 (SI 2012/632).
10.12	Records documenting the maintenance of equipment provided to control exposure to asbestos.	Date of examination/test/repair + 5 years	Control of Asbestos Regulations (SI 2012/632) Regulation 13(3)
10.13	Records documenting the development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos.	Superseded + 10 years	Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632).
10.14	Records documenting the institution's response to accidents, incidents and emergencies involving asbestos.	Last action on event + 10 years	Regulation 15 of the Control of Asbestos Regulations 2012 (SI 2012/632). A longer retention period may be appropriate if there have been potentially dangerous exposures.
10.15	Records documenting the conduct and results of monitoring employees' general exposure to asbestos.	Date of monitoring + 5 years	Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(b)
10.16	Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3) The Social Security (Claims and Payments) Amendment (No. 3) Regulations (SI 1993/2113) Regulation 2 The contents of records to be kept are specified in Schedule 4 of (SI 2013/1471).
10.17	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	Limitation Act 1980 c. 58 s 11

10.18	Records documenting the notification and reporting (to the relevant enforcing authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) Regulation 7(3)
10.19	Records documenting the conduct, review and revision of fire safety risk assessments.	Superseded + 5 years	Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). Section 53 and/or Section 54 of the Fire (Scotland) Act 2005 (asp 5).
10.20	Records documenting the provision of role-specific training for 'competent persons' to implement fire-fighting measures in the institution's premises.	Current year + 5 years OR Superseded + 5 years	Article 13 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).
10.21	Records documenting the maintenance of premises, facilities and equipment.	Current year + 5 years	Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).
10.22	Records documenting the appointment of 'competent persons' to assist in implementing fire safety measures.	Termination of status as 'competent person'	Article 18 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). 'Competent persons' in this context are often referred to as 'fire wardens' or similar.
10.23	Records documenting the conduct and review of safety drills.	Current year + 5 years OR Superseded + 5 years	Article 15 of the Regulatory Reform (Fire safety) Order 2005 (SI 2005/1541).
10.24	Records documenting arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services.	Current year + 5 years OR Superseded + 5 years	Article 16 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).
10.25	Records documenting the provision of fire safety training to employees.	Current year + 5 years OR Superseded + 5 years	Article 21 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).
10.26	Records documenting the appointment of first aiders.	Termination of appointment	Institutional business requirements.

10.27	Records documenting the provision of approved training for first aiders.	Current year + 3 years OR Superseded + 3 years	Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).
10.28	Records documenting the monitoring of the condition of asbestos in premises, and of maintaining or removing it.	Removal of asbestos + 10 years OR Subsequent inspection + 10 years	Retaining these records provides evidence of compliance with SI 2012/632.
10.29	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years	The Special Waste Regulations (SI 1996/972) Regulation 15(4)
10.30	Records documenting hazardous waste to be disposed of.	Removal of waste + 3 years	The Hazardous Waste (England and Wales) Regulations SI 2005/894 Regulation 49(3)
10.31	Records documenting health or medical surveillance of individual employees who are exposed to substances hazardous to health, this can include but is not limited to; asbestos, chemicals, leads and noise	Date of last entry in record + 40 years	Regulation 9 of the Control of Noise at Work Regulations 2005 (SI 2005/1643). The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 10 (5) and 11(3) Control of Asbestos Regulations (SI 2012/632) Regulation 19(4)(a)

11: HE Records

Ref	Record	Retention Period	Rationale
11.1	Records documenting the notification of awards to students	Conferment of award + 1 year	Institutional business requirements.
11.2	Records documenting the organisation of award ceremonies.	Completion of ceremony + 1 year	Institutional business requirements.
11.3	Records documenting the production of award certificates.	Completion of ceremony + 1 year	Institutional business requirements.
11.4	Records documenting the mailing of award certificates to students.	Completion of ceremony + 1 year	Institutional business requirements.

11.5	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Current academic year + 1 year	Institutional business requirements.
11.6	List of prize winners	While prize is awarded	Institutional business requirements.
11.7	Records containing personal data on individual alumni.	While current (or likely to be current)	Institutional business requirements.
11.8	Alumni communications	Issue +5 years	Institutional business requirements.
11.9	Records documenting enquiries and feedback from alumni and the responses provided.	Last action on enquiry / feedback + 5 years	Institutional business requirements.
11.10	Records documenting the planning and impact/results of institutional events for alumni.	Completion of event + 3 years	Institutional business requirements.
11.11	Requests for contact details for alumni, action taken, and the responses provided.	Last action on request + 1 year	Institutional business requirements.
11.12	Records documenting the process of obtaining approval and/or accreditation for (modules of) taught programmes from professional, statutory or other accreditation bodies.	Life of programme	Institutional business requirements.

12: Human Resources, Payroll and Recruitment

Ref	Record	Retention Period	Rationale
12.1	Records documenting the preparation and submission of consultancy proposals / tenders, where the proposal / tender is unsuccessful (i.e. does not result in a contract).	Receipt of notification that proposal / tender was unsuccessful + 1 year	Institutional business requirements.
12.2	Records documenting the preparation and submission of consultancy proposals / tenders, where the proposal / tender is successful (i.e. results in a contract)	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5
12.3	Records documenting the negotiation and agreement of contracts, and subsequent variations to contracts:	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5

12.4	Records documenting the management of consultancy projects, scheduling of meetings, interviews, deliverables/outcomes, draft versions and other project work.	Termination of contract	Common audit requirement
12.5	Records documenting project deliverables / outcomes: final versions and confirmations of client acceptance.	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5
12.6	Records documenting the employee's initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, Disclosure and Barring Service (DBS) checks).	Termination of employment + 6 years (as part of employee contract records) except information which is not relevant to the ongoing employment relationship.	Limitation Act 1980 c. 58 s 5 See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2011).
12.7	Records documenting the employee's contract(s) of employment with the institution, this also includes changes to the employee's terms and conditions of employment.	Termination of employment + 6 years	Limitation Act 1980 c. 58 s 5
12.8	Job descriptions of positions held by the employee within the institution.	Duration of job + 1 year	Institutional business requirements.
12.9	Records documenting induction programmes attended by the employee.	Completion of induction + 1 year	Institutional business requirements.
12.10	Records documenting the employee's training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	Institutional business requirements.
12.11	Records documenting job-specific statutory / regulatory training requirements for the employee, and the training provided to meet these requirements.	Expiry of certification + 6 years OR Superseded + 6 years	Limitation Act 1980 c. 58 s 5
12.12	Routine assessments / reviews of the employee's performance, and any consequent action taken.	Superseded + 3 years	Institutional business requirements.
12.13	Records documenting disciplinary proceedings against the employee, where employment continues.	Closure of case + 6 years	Common HR practice

12.14	Records documenting grievances raised by the employee which relate directly to his / her own contract of employment, the institution's response, action taken and the outcome.	Closure of case + 6 years	Common HR practice
12.15	Records documenting the employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Current tax year + 6 years	Taxes Management Act 1970 c. 9 s 34 The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8) The National Minimum Wage Regulations 2015 (Part 7)
12.16	Records relating to the administration of the employee's contractual holiday entitlement.	Current year + 1 year	Institutional business requirements.
12.17	Records documenting the employee's absence due to sickness.	End of employment + 6 years	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55). Limitation Act, 1980.
12.18	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Current year + 1 year	Institutional business requirements.
12.19	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	The Maternity and Parental Leave etc. Regulations 1999 (SI 1999/3312)
12.20	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current Tax Year + 3 years	The Statutory Maternity Pay (General) Regulations (SI 1986/1960 Regulation 26)
12.21	Records documenting the employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	Limitation Act 1980 c. 58 s 5
12.22	Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation.	Provision of reference + 1 year	Institutional business requirements.

12.23	Records documenting right to work and immigration information	2 years after the termination of employment	Immigration, Asylum and Nationality Act 2006 Limitation Act 1980
12.24	Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	Limitation Act 1980 c. 58 s 5
12.25	Records documenting calculation and payment of employees' salaries and other payments.	Current tax year + 6 years	The National Minimum Wage Regulations (SI 2015/621) Regulation 59(8) The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8) Taxes Management Act 1970 c. 9 s 34
12.26	Employer's PAYE records which are not required to be sent to the Inland Revenue (under the provisions of the Income Tax (Pay As You Earn) Regulations 2003.	Current tax year + 6 years	The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8) 'PAYE records' are defined in Regulation 97(2) of the Income Tax (Pay As You Earn) Regulations 2003 (SI 2003/2682).
12.27	Records documenting the administration of payments made under the Statutory Sick Pay scheme.	Current tax year + 6 years	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55).
12.28	Records documenting the administration of payments made under the Statutory Maternity Pay scheme.	Current tax year + 6 years	The Statutory Maternity Pay (General) Regulations (SI 1986/1960) Regulation 26
12.29	Record of P45's	While employment continues and up to 7 years after employment ceases	Limitation Act, 1980
12.30	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Death of last known beneficiary of member + 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15 (SI 1995/3103)
12.31	Records documenting payments of the institution's employees' contributions to pension schemes.	Death of last known beneficiary of member + 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15 (SI 1995/3103)
12.32	Records documenting internal authorisation for recruitment.	Current year + 1 year	Institutional business requirements.

12.33	Records documenting the advertising of vacancies including screenshots of adverts and any further particulars taken on first day advertised by HR showing URL and date	Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship plus 1 year (7 years max)	Immigration, Asylum and Nationality Act 2006. Limitation Act 1980, The Equality Act 2010. Employment Practices Code, Section 1.7.1 (Information Commissioner's Office, 2011)
12.34	Records of application forms (for all appointed applicants).	While employment continues and up to 7 years after employment ceases	Limitation Act 1980
12.35	Records documenting the handling of applications for vacancies: successful applications.	Termination of employment + 6 years (as part of employee contract records) except information which is not relevant to the ongoing employment relationship.	Limitation Act 1980 c. 58 s 5 See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2011).
12.36	Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of recruitment process + 1 year.	The Equality Act 2010.
12.37	Records of interview notes, interview summary outcomes and any tests (appointee and unsuccessful interviewees) where no Tier 2 sponsored person was appointed.	6 months	Information Commissioner: Employment Practice Code Part 1: Recruitment and Selection (1.7.5)
12.38	Records of interview notes, interview summary outcomes and any tests for all interviewed candidates (appointee and unsuccessful interviewees) where a Tier 2 sponsored person was appointed.	For the life of the sponsorship plus 1 year (up to 7 years max)	Limitation Act 1980
12.39	Copy of job description and person specification for a role where a Tier 2 sponsored person was appointed.	For the life of the sponsorship plus 1 year (up to 7 years max)	Limitation Act 1980
12.40	Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation.	Provision of reference + 1 year	Institutional business requirements.

12.41	Records documenting the development, overall delivery and assessment of induction programmes for new employees.	Current year + 6 years	Institutional business requirements.
12.42	Summary information on workforce training and development needs.	Current year + 6 years	Institutional business requirements.
12.43	(Anonymised) workforce feedback on training and development programmes.	Current year + 5 years	Institutional business requirements.
12.44	Management analyses of the impact of training and development programmes.	Current year + 5 years	Institutional business requirements.
12.45	Summary (anonymised) results of employees' performance assessments.	Current year + 5 years	Institutional business requirements.
12.46	Management analyses of the impact of workforce performance assessment systems.	Current year + 5 years	Institutional business requirements.
12.47	Records documenting the development of the institution's remuneration structure.	Current year + 10 years	Institutional business requirements.
12.48	Records documenting discussion and outcome of staff pay reviews.	Current year + 6 years	Institutional business requirements.
12.49	Records documenting special reward schemes (e.g. Merit Reviews).	Termination of scheme + 6 years	Institutional business requirements.
12.50	Relocation service-records documenting the individuals enquiry for assistance when relocating to the institution and processes associated.	End of enquiry and annually reviewed	Institutional business requirements.
12.51	Records documenting the hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998 (SI 1998/1833).	Date of record + 2 years	Working Time Regulations (SI 1998/1833) Regulations 5 and 9
12.52	Health assessments for night workers, and the results of assessments, as required by the Working Time Regulations 1998 (SI 1998/1833).	Date of record + 2 years	Working Time Regulations (SI 1998/1833) Regulations 5 and 9
12.53	Records documenting the design of workforce surveys and consultations.	Completion of survey/consultation + 5 years	Institutional business requirements.

12.54	Summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years	Institutional business requirements.
12.55	Grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
12.56	Records documenting institutional recognition/derecognition of trades unions.	Derecognition + 6 years	Limitation Act 1980 c. 58 s 5
12.57	Records documenting routine communications with trade union representatives, including minutes of meetings.	Current year + 20 years	Institutional business requirements.
12.58	Records relating to any allegation of a child protection nature against a member of staff	<p>Until the person's retirement age or 10 years from the date of the allegation (whichever is the longer).</p> <p>Note: allegations that are found to be malicious should be removed from personnel files. If found to be true they are to be kept on the file and a copy provided to the person concerned unless the member of staff is part of any case which falls under the terms of reference of IICSA. If this is the case then the file will need to be retained until IICSA enquiries are complete</p>	<p>IRMS 2019</p> <p>DoFE 2023</p>
12.59	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belongs.	Termination of relationship + 5 years	Institutional business requirements.
12.60	Records documenting routine communications with the pension schemes.	Current year + 5 years	Institutional business requirements.

13: IT Services

Ref	Record	Retention Period	Rationale
13.1	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years or Last action on development + 5 years	Institutional business requirements.
13.2	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	Institutional business requirements.
13.3	Routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	Institutional business requirements.
13.4	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	Institutional business requirements.
13.5	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	Institutional business requirements.
13.6	User requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	Institutional business requirements.
13.7	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	Institutional business requirements.
13.8	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	Institutional business requirements.
13.9	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	Institutional business requirements.
13.10	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	Institutional business requirements.

13.11	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	Institutional business requirements.
13.12	Requests for, and authorisation of, connections of third-party equipment to the institution's networks, either on institutional premises or via dial-up communications links.	Termination of connection + 1 year	Institutional business requirements.
13.13	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months	Institutional business requirements.
13.14	Certificates of Destruction documenting disposal of institutional ICT equipment (sanitisation carried out by disposal service)	Disposal of equipment + 5 year	WEEE Waste Regulations. Institutional business requirements.
13.15	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	Institutional business requirements.

14: Legal, Contracts and Copyright

NB: for retention periods related to Local Authority and Partner funding contracts please contact PS Legal and Contracts for detailed retention periods.

Ref	Record	Retention Period	Rationale
14.1	Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed).	Termination of contract + 12 years	Limitation Act 1980 c. 58 s 8
14.2	Records documenting the negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements.	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5

14.3	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	Limitation Act 1980 c. 58 ss 2 and 5
14.4	Records documenting litigation between the institution and third parties where legal precedents are set.	Life of institution	Institutional business requirements.
14.5	Records documenting litigation between the institution and third parties which does not set legal precedents.	Settlement of case + 6 years	Limitation Act 1980 c. 58 ss 2 and 5
14.6	Legal advice on other matters requested by, and provided to, the institution.	Superseded + 5 years	Institutional business requirements.
14.7	Applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is not granted.	Last action on application + 1 year	Institutional business requirements.
14.8	Applications for permission to copy from published works which are not covered by Copyright Licensing Agency licences, where permission is granted.	Period for which permission is granted + 6 years	Limitation Act 1980 c. 58 s 5.
14.9	Records documenting the compilation of statistical and other data required by the Copyright Licensing Agency, and the submission of this data to the Agency.	Current year + 1 year	Institutional business requirements.
14.10	Records documenting the institution's participation in surveys / audits undertaken by the Copyright Licensing Agency.	Completion of survey/audit	Institutional business requirements.
14.11	Results of surveys / audits undertaken by the Copyright Licensing Agency (provided to the institution by the Agency).	Current + 5 years	Institutional business requirements.

14.12	Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal / contractual requirements.	Last action on case + 1 year	Institutional business requirements.
14.13	Records documenting the negotiation and establishment of contracts.	Termination of contract + 6 years	Limitation Act, 1980 c. 58 s 5
14.14	Records documenting the establishment of formal contractual relationships between the institution and other HE / FE institutions.	Termination of contractual relationship + 6 years	Limitation Act 1980 c. 58 s 5
14.15	Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract + 6 years	Limitation Act 1980 c. 58 s 5

15: Quality Assurance

NB: for provisions outside of the Ofsted remit, advice is to follow a retention period of current academic year + 6 years.

Ref	Record	Retention Period	Rationale
15.1	Dataset specifications and protocols for submission and collation of data.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements. If datasets are archived, dataset specifications and protocols should be archived with them.
15.2	Management information reports	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.3	Records documenting the operation of staff-student liaison committees.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.4	Records documenting the design and conduct of student surveys.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.

15.5	Results of student surveys: individual responses	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements. The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.
15.6	Results of student surveys: summaries and analyses of responses	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.7	Records documenting the design of, and overall response to, student suggestion schemes.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.8	Records documenting the handling of suggestions from individual students.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.9	Records documenting the development of the institution's internal quality assurance processes.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.10	Records documenting the conduct and results of formal internal and external reviews of teaching quality and standards, and responses to the results.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.11	Data on, and analyses of, student numbers and other programme statistics.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.12	Routine solicited feedback on programmes from staff and examiners: individual feedback, summaries and analysis	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.13	Routine solicited feedback on programmes from students: individual feedback, summaries and analysis	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements
15.14	Reports of routine internal reviews of programmes and documentation of formal independent reviews of programmes, and the responses to the results.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.

15.15	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.16	Records documenting the design and conduct of Graduate Outcomes Surveys and (anonymised) summaries and analyses of the results of First Destination Surveys.	Current academic year + 6 years	Institutional business requirements.
15.17	Graduate Outcomes Surveys: individual responses	Current academic year + 6 years	These should not be kept longer than necessary, and this should be stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.
15.18	Records documenting the preparation and submission of reports to HE / FE regulatory bodies.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.19	Data on, and analyses of, the institution's performance against its strategic plan.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.20	Reports on the institution's performance against its strategic plan.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.21	Records documenting the conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.22	Records documenting the development of the institution's key performance indicators.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.23	Records documenting benchmarking exercises with other comparable institutions.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.
15.24	Records documenting performance monitoring and analysis.	Current academic year + 6 years OR 2 Ofsted cycles (whichever is greater)	Institutional business requirements.

16: Records Management

Activity	Record	Retention Period	Rationale
16.1	Catalogues/indexes	Superseded	Institutional business requirements.
16.2	Records documenting classification and indexing schemes for records.	Superseded + 5 years	Institutional business requirements.
16.3	Records documenting the determination of retention periods for records.	Completion of revised Records Retention Schedule + 1 year	Institutional business requirements.
16.4	Final versions of Records Retention Schedules	Permanent	Retaining a history of retention periods provides evidence of effective control of records and the basis for disposal of records.
16.5	Review of individual records to determine requirements for ongoing retention, i.e. asset registers	Life of records + 25 years	Institutional business requirements.
16.6	Records documenting authorisation for the disposal of redundant records.	Disposal of records + 25 years	Institutional business requirements.
16.7	Records documenting storage locations of records.	Superseded	Institutional business requirements.
16.8	Records documenting the movement of records to/from storage or archives	Return of records + 1 year	Institutional business requirements.
16.9	Records documenting the monitoring and control of the storage or archives.	Current year + 1 year	Institutional business requirements.
16.10	Records documenting authorisation for the disposal of records.	Completion of disposal process + 6 years	Limitation Act 1980 c. 58 s 5
16.11	Records documenting the conduct and results of records surveys/audits.	Completion of subsequent survey/audit	This retention period assumes that the purpose and scope of the subsequent audit is comparable. If it is not, a longer retention period may be appropriate.
16.12	Records documenting enquiries about items in the archives, access to the archives and the responses provided.	Last action on enquiry + 1 year	Institutional business requirements.

17: Student Records

Ref	Record	Retention Period	Rationale
17.1	Records containing personal data on individual students: General	End of academic year + 6 years.	Limitation Act, 1980. Please note that this applies to records from 01/08/2019 onwards, we advise users to observe any separate funding rules handed down by appropriate funding bodies (ESFA, OfS, AEB etc.) or any separate contract providers.
17.2	Records containing personal data on individual students: European Social Fund	For the 2007-13 ESF Programme this is expected to be until at least 31 December 2028. For the 2014-20 ESF Programme until at least 31 December 2034.	Limitation Act, 1980. Please check the DWP - ESF guidance before destroying any paperwork in case the destruction date has changed.
17.3	The core record of a student as a learner	Lifetime of the student (80 years).	Sector norms / Institutional business requirements / Institutional charter / Institutional memory and archival requirements. This is the minimal record kept to provide references for former students
17.4	Individual Learning Record (ILR) software outputs, including: <ul style="list-style-type: none"> • Student numbers • Comparison reports • Raw data files 	Current academic year + 6 years	Institutional business requirements.
17.5	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	Institutional business requirements.
17.6	Records relating to student attendance, e.g. registers and contact logs	End of academic year + 6 years.	Institutional business requirements.

17.7	Records documenting references provided in confidence in support of the current and former students' application(s) for employment or education.	Provision of reference + 1 year	Institutional business requirements.
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18: Student Support and Safeguarding

Ref	Record	Retention Period	Rationale
18.1	Student counselling services: case notes, letters to doctors etc.	Current academic year + 6	Limitation Act, 1980. British Association for Counselling and Psychotherapy (BACP) recommendations. NCG practice
18.2	Safeguarding and support records (including Prevent records): children and young people.	7 years after school leaving age (25 years)	Limitation Act, 1980. Information and Records Management Society (IRMS), 2019
18.3	Safeguarding and support records (including Prevent records): adults	6 years from last action	GOV.UK, Prevent duty: Framework, Office for Students The Channel data privacy information notice states a maximum of 6 years retention of records from the date of 12-month review Limitation Act, 1980.
18.4	Child Protection Records	7 years after school leaving age (25 years)	Limitation Act, 1980. Information and Records Management Society (IRMS), 2019
18.5	Records relating to Learning Support for Students with specific needs: enrolled students	Current academic year + 6 years	The Equality Act 2010

18.6	Records relating to Learning Support for Students with specific needs: applicants who have not enrolled	Current academic year	Institutional business requirements.
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19: Teaching and Learning

Ref	Record	Retention Period	Rationale
19.1	Records documenting the administration of programmes.	Current academic year + 3 years	Institutional business requirements.
19.2	Records documenting the development of programmes.	Life of programme + 5 years	Institutional business requirements.
19.3	Records documenting the design and development of programme modules	Life of programme + 10 years	Institutional business requirements.
19.4	Records documenting the preparation of teaching and learning materials as well as the planning and conduct of teaching and learning events.	Current academic year + 1 year	Institutional business requirements.
19.5	Records documenting the preparation, planning and conduct of teaching and learning events.	Current academic year + 1 year	Institutional business requirements.
19.6	Records documenting the design, conduct, administration and review of induction programmes	Completion of induction programme + 5 years	Institutional business requirements.
19.7	Feedback on academic progress, and general academic guidance and support, given to individual students.	Completion of student's programme + 6 years	Limitation Act 1980 c. 58 s 5
19.8	Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students' programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c. 58 s 5

19.9	Records relating to the development, creation and implementation of programme timetables,	End of academic year + 6	Institutional business requirements.
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