

Document No:	GP012
Issue No.	6
Issue Date:	2022-11-09
Renewal Date:	2025-11-09
Originator:	Governance and Policy
Responsibility:	Director of Governance and Policy

COLLEGE RECORDS RETENTION POLICY

(See complementary Archiving Policy)

1. The retention schedule was produced from a collaborative project undertaken by JISC, JISC infoNet and members of the Further Education community to provide guidance on the periods of time for which particular records must be retained by institutions. Section 46 of The Freedom of information Act (2000) and the subsequent instruction from the Department of Constitutional Affairs require that Public Authorities make proper provision for the care and maintenance of the records they create during the course of their business. One essential part of that is knowing how long records need to be kept.
2. The aim was to be as comprehensive as possible, but to produce something which could be searched easily. Inevitably it will never be completely definitive and is to be treated as a work in progress. Detailed information will change across time as legislation and regulation are changed. For this reason it was decided to mount the output as a searchable database accessible from the JISC infoNet website, which can in future be amended and extended as necessary. This master reference source has been used to provide the basic outline retention/destruction schedule for the institution and the database is available now both online (read-only) and as a downloadable spreadsheet. The development/release status of the database and a link to the read-only version can be accessed on <http://bcs.jiscinfonet.ac.uk/fe/>
3. It is suggested that this database is revisited at 6 monthly intervals to check on any changes or additions. Changes will be versioned, dated and highlighted on the infoNet website.
4. The schedule deals with three distinct areas of legislation and regulation: Legislation which applies throughout the UK; legislation which applies only to one or more of the constituent parts of the UK; educational regulation particular to England, Wales, Scotland or Northern Ireland. Wherever possible these variations have been indicated in the schedule.
5. This policy applies to all College activity including ESF contracts.

Records Retention Schedule - Index

1.0 Governance/ Corporate Management

1.1. Legal Framework	4
1.2. Governance Structure	4
1.3. Governing Body	4
1.4. Management of Executive Committee	4
1.5. Appointment of Senior Officers	5
1.6. Strategic Planning and Performance	5
1.7. Organisational strategy, Development and Performance	5
1.8. Contingency/ Risk Planning and Management	6
1.9. Quality Management	6
1.10. Competitor Monitoring	6
1.11. Audit	7
1.12. Legal Matters	7

2.0 Financial Resources

2.1. Financial Planning, Policies and Procedures	8
2.2. Financial Audit	8
2.3. Financial Management Accounting	8
2.4. Funding	10
2.5. Budgeting	10
2.6. Payroll and Pensions	10
2.7. Cash, Investments and Assets	11
2.8. Procurement	12
2.9. Insurance	15

3.0 Human Resources

3.1. Human Resources Strategy and Planning	16
3.2. Recruitment	16
3.3. Induction, Training and Development	18
3.4. Performance and Reward	18
3.5. Workforce Welfare	19
3.6. Workforce Relations	19
3.7. Contracts/Conditions of Employment	19
3.8. Pensions	22
3.9. Trades Unions/Industrial Relations	22
3.10. Health and Safety (Refer to 4.4)	22
3.11. Staff IT	23

4.0 Physical Resources

4.1. Estate Management	23
4.2. Equipment and Consumables Management	25
4.3. Information & Communications Systems Management	28
4.4. Health and Safety	30
4.5. Environmental Management	37
4.6. Internal Services	39

5.0 Student Administrations and Support

5.1. Course Information	39
5.2. Student Administration Development and Planning	40
5.3. Student Recruitment	40
5.4. Student Admission Policies and Procedures	40
5.5. Student Admission and Registration/Enrolment	41
5.6. Student Record Administration	41
5.7. Student Progress and Assessment Administration	42
5.8. Student Discipline	44
5.9. Student Support and Welfare Management	44
5.10. Student Liaison	45
5.11. Student Complaint Handling	45
5.12. Student Associations and Unions	46

6.0 Information Services

6.1. Information Resources Management	46
6.2. Intellectual Property Management	48
6.3. Information and Communications Systems Management (Refer to 4.3)	49

7.0 Teaching and Learning

7.1. Course Information	50
7.2. Institutional Teaching Policies and Procedures	51
7.3. Teaching Quality Assurance and Monitoring	51
7.4. Development and Execution of Programme and Courses	51
7.5. Internal and External Review of Courses	52
7.6. Course Administration	53

8.0 External Relations

8.1. Government and Regulator Relations	53
8.2. Institutional Relations	53
8.3. Community Relations	54
8.4. Marketing and Recruitment	54
8.5. Public Relations	55

8.6. Fundraising/Grants 55
8.7. Alumni Relations 56
8.8. Welsh and Gaelic Language 56

Description	Retention	Legal Reference (UK)	Notes/Comments
1.0 Governance/ Corporate Management			
1.1 Legal Framework			
Records documenting the establishment and development of the institution's legal framework.	Life of institution	1992 c. 13 Further and Higher Education Act	Archival
1.2 Governance Structure			
Records documenting the establishment and development of the institution's governance structure.	Life of institution	NA	NA
1.3 Governing Body			
Records documenting the appointment of members of the institution's governing body.	Termination of appointment + 6 years	1980 c.58 Limitation Act 1980	Review for archival value.
Records documenting the provision of training and development for members of the institution's governing body.	Current year + 3 years	NA	NA
Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Termination of appointment + 6 years	NA	NA
Records documenting the organisation of meetings of the institution's governing body.	Current year + 1 year	NA	NA
Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current year + 50 years	NA	Review for archival value.
1.4 Management of Executive Committees			
Records documenting the development and establishment of terms of reference for the institution's executive committees.	Life of committee	NA	Review for archival value.
Records documenting the provision of training and development for members of the institution's executive committees.	Current year + 3 years	NA	NA

Records documenting the organisation of meetings of the institution's executive committees.	Current year + 1 year	NA	NA
Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current year + 50 years	NA	Review for archival value.
1.5 Appointment of Senior Officers			

Page 4 of 54

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the appointment and designation of the institution's senior officers.	Termination of appointment + 5 years	NA	Review for archival value.
1.6 Strategic Planning and Performance			
Records documenting the development of the institution's policies on strategic planning and performance management.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development of the institution's overall strategic plan.	Superseded + 10 years	NA	Review for archival value.
Records containing reports on the institution's performance against its strategic plan.	Current academic year + 10 years	NA	Review for archival value.
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 + 5 years	NA	Review for archival value.
1.7 Organisational Strategy, Development and Performance			
Records documenting the development of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of plans for the implementation of the institution's organisational development strategy.	Superseded + 5 years	NA	Review for archival value.

Records documenting the conduct and results of audits and reviews of the organisational development function, and responses to the results.	Current year + 5 years	NA	Review for archival value.
Records documenting the development of the institution's organisational development procedures.	Superseded + 3 years	NA	Review for archival value.
Records documenting the management of individual organisational restructuring processes.	Completion of process + 5 years	NA	Review for archival value.
1.8 Contingency/Risk Planning and Management			
Records documenting the development and testing of the institution's risk management strategy.	Current Year+10	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of the institution's risk management strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's risk management procedures.	Superseded + 3 years	NA	NA
Records documenting the conduct and results of audits and reviews of the risk management function, and responses to the results.	Current Year+5	NA	Review for archival value.
Records documenting identified risks to the institution and assessments of those risks.	Superseded + 1 year	NA	NA
1.9 Quality Management			
Records documenting the development and establishment of the institution's overall quality management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's quality management procedures.	Superseded + 3 years	NA	NA

Records documenting the conduct and results of quality audits, and action taken to address issues raised.	Completion of audit + 3 years	NA	Review for archival value.
Records documenting the attainment and maintenance of the institution's accreditation under established independent quality management schemes.	Termination of accreditation + 1 year	NA	Review for archival value.
Complaints System and Procedures.	5 years	NA	NA
Public Complaints.	3 years	NA	Part of FOI/DP Monitoring
1.10 Competitor Monitoring			
Records of the strategies, activities, and performance of the Institution's competitors.	current year +2	NA	A suggestion not a recommendation
1.11 Audit			
Records documenting the institution's audit strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's audit policies.	Superseded + 5 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development of the institution's audit procedures.	Superseded + 3 years	NA	NA
Records documenting the conduct and results of audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Review for archival value.
1.12 Legal Matters			
Records documenting the development and establishment of the institution's policies on legal affairs and the acquisition/provision of legal services.	Superseded + 5 years	NA	Review for archival value.

Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and third parties: - agreements and contracts under seal.	Termination of contract + 12 years	1980 c.58 Limitation Act 1980	Review for archival value.
Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and others: - other contracts and agreements.	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	Review for archival value.
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	1980 c.58 Limitation Act 1980	Review for archival value.
Records documenting legal advice requested by, and provided to, the institution concerning: <ul style="list-style-type: none"> - interpretation of legislation affecting the institution's legal framework, governance, responsibilities or operations - proposals for new legislation affecting the institution's legal framework, governance responsibilities or operations, - the institution's relationships with government bodies and HE regulators - industrial relations issues - health, safety and environmental issues 	Life of institution	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting contracts/service level agreements and other legal agreements:			
Contracts under £5,000	Termination of contract + 2 years	1980 c.58 Limitation Act 1980	

Contracts over £5,000	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	
Contracts executed under seal	Termination of contract + 12 years	1980 c.58 Limitation Act 1980	
Contracts lasting more than 10 years	Review after five years and then again after five years	1980 c.58 Limitation Act 1980	
2.0 Financial Resources			
2.1 Financial Planning, Policies and Procedures			
Records documenting the formulation of plans for the implementation of the institution's finance strategy.	Superseded + 10 years	NA	Review for archival value.
Records containing data on, and analyses of, performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 1 year	NA	NA
Records containing reports of performance against the plans for the implementation of the institution's finance strategy.	Current financial year + 10 years	NA	NA
Records documenting the conduct and results of audits and reviews of the finance management function, and responses to the results.	Current financial year + 10 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's finance management policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development of the institution's finance management procedures.	Superseded + 10 years	NA	NA
2.2 Financial Audit			
Records documenting the conduct and results of financial audits, and action taken to address issues raised.	Last action on audit + 6 years	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
2.3 Financial and Management Accounting			
Records documenting the issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994 HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	NA
Records documenting the receipt and payment of purchase invoices.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994 HMCE 700/21	NA
Records documenting the payment and/or reimbursement of employees' expenses.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA
Records documenting the payment of honoraria to third parties. *	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA

* Unless honoraria are administered through the payroll.

Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA
--	---	--	----

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the handling of petty cash.	Current financial year + 6 years *	1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994	NA
Records documenting the receipt and processing of students' fees.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA
Records documenting the preparation of annual accounts.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	NA
Annual Accounts.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	Review for archival value.
Records documenting analyses of the internal deployment of the institution's financial resources.	Current financial year + 1 year	NA	NA
Records documenting the preparation of the institution's statutory accounts.	Current financial year + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	NA	NA
Records documenting the preparation and filing of the institution's tax returns.	Current tax year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	NA
2.4 Funding			

Records documenting the administration of annual funding allocations from the appropriate statutory funding body.	Current financial year + 10 years	NA	NA
ESF Project Funding and ESF Match Funding	31 December 2030 at the earliest	ESF Rules	NA
2.5 Budgeting			
Records documenting the preparation of annual operating budgets.	Current financial year + 1 year	NA	NA
2.6 Payroll and Pensions			

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting employees' authorisation for non-statutory payroll deductions.	Current tax year + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting calculation and payment of payroll payments to employees.	Current tax year + 3 years * Recommended: Current tax year + 6 years	1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980 S.I. 1993 / 744 * The Income Tax (Employments) Regulations 1993 S.I. 1999 / 584 * The National Minimum Wage Regulations 1998	NA
Records documenting the operation of the Statutory Sick Pay scheme.	Current tax year + 3 years *	S.I. 1982 / 894 * The Statutory Sick Pay (General) Regulations 1982 (Amended by SI 989 2005)	NA
Records documenting the operation of the Statutory Maternity Pay scheme.	Current tax year + 3 years *	S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)	NA
Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Termination of employment + 75 years	1980 c.58 Limitation Act 1980	NA

Records documenting payments of the institution's employees' contributions to pension schemes.	Termination of employment + 75 years	1980 c.58 Limitation Act 1980	NA
2.7 Cash, Investments and Assets			
Records documenting the opening, closure and routine administration of bank accounts.	Closure of account + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting standing orders, direct debits etc.	Life of instruction + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the purchase / sale of investments.	Current financial year (of transaction) + 6 years*	1970 c.9 * 1970 c.9 Taxes Management Act 1970	NA
Records documenting the overall management of the institution's financial investment portfolio.	Divestment + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the value of the institution's capital assets.	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	NA
Records documenting decisions (and authorisations) to dispose of capital assets.	Current financial year (of disposal) + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	NA
2.8 Procurement			
Records documenting the formulation of plans for the implementation of the institution's procurement strategy.	Superseded + 5 years	NA	Review for archival value.

Records documenting the development and establishment of the institution's procurement policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's procurement procedures.	Superseded + 3 years	NA	NA
Records documenting supplier evaluation criteria.	Superseded + 5 years	NA	NA
Records documenting invitations to prospective suppliers to apply for approval.	Expiry of invitation OR Rejection of application + 6 months OR Completion of approval	NA	NA
Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	NA	NA
Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers.	Rejection + 1 year	NA	NA
	Award of supply contract + 1 year	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers.		S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	

Records documenting Invitations to Tender and tender evaluation criteria.	Termination of supply contract awarded + 6 years	1980 c.58 Limitation Act 1980 S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	NA
Records documenting the issue of Invitations to Tender and handling of incoming tenders.	Award of supply contract + 1 year	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	NA
Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders.	Award of supply contract + 1 year	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	NA
Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders.	Termination of supply contract awarded + 6 years	1980 c.58 Limitation Act 1980 S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
		S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	

Contract award report (as required by the Regulations cited).	Termination of supply contract awarded + 6 years	1980 c.58 Limitation Act 1980 S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	NA
Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Current year + 3 years	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	NA
Records documenting variations to contracts (e.g. revisions, extensions).	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the monitoring of supplier performance and action taken regarding underperformance.	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting purchasing authorisation limits.	Superseded + 1 year	NA	NA
Records documenting internal authorisation for procurement.	Current financial year + 1 year	NA	NA
Purchase Orders.	Current financial year + 6 year *	1980 c.58 Limitation Act 1980 HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	NA
Goods Received Notes / Goods Inwards Notes.	Current financial year + 6 year *	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
		HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	
2.9 Insurance			
Records documenting the development and establishment of the institution's insurance management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's insurance management procedures.	Superseded + 3 years	NA	NA
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	Commencement of policy + 40 years OR Renewal of policy + 40 years *	1969 c.57 Employers Liability (Compulsory Insurance) Act S.I. 1998 / 2573 * The Employers' Liability (Compulsory Insurance) Regulations 1998	NA
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	Expiry of policy + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting claims made under insurance policies.	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58 Limitation Act 1980	NA
3.0 Human Resources			
3.1 Human Resources Strategy and Planning			
Records documenting the development of the institution's personnel strategy.	Superseded + 10 years	NA	Review for archival value.
Records documenting the formulation of plans for the implementation of the institution's personnel strategy.	Superseded + 10 years	NA	Review for archival value.
Records containing data on, and analyses of, performance against the plans for the implementation of the institution's personnel strategy.	Current year + 1 year	NA	NA

Records containing reports of performance against the plans for the implementation of the institution's personnel strategy.	Current year + 10 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of the personnel	Current year + 10 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
management function, and responses to the results.			
Records documenting the development and establishment of the institution's personnel management policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development of the institution's personnel management procedures.	Superseded + 10 years	NA	NA
Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current year + 3 years	1980 c.58 Limitation Act 1980	Review for archival value.
Records documenting management succession plans.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and evaluation of job specifications.	Superseded + 5 years	NA	NA
3.2 Recruitment			
Records documenting internal authorisation for recruitment.	Current year + 1 year	NA	NA
Records documenting the advertising of vacancies.	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)	1975 c.65 Sex Discrimination Act 1975 1976 c.74 Race Relations Act 1976 1995 c.50 Disability Discrimination Act 1995	NA

Records documenting enquiries about vacancies and requests for application forms.	Completion of appointment	NA	NA A recruitment process is completed when an offer of employment has been made and has been accepted, AND when all unsuccessful applicants have been notified
Records documenting the handling of applications for vacancies: unsuccessful applications.	Completion of appointment + 1 year	1975 c.65 Sex Discrimination Act 1975 1976 c.74 Race Relations Act 1976	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
		1995 c.50 Disability Discrimination Act 1995 Equality Act 2010	
Records documenting the handling of applications for vacancies: successful applications.	Termination of employment + 6 years	1975 c.65 Sex Discrimination Act 1975 1976 c.74 Race Relations Act 1976 1995 c.50 Disability Discrimination Act 1995 1980 c.58 Limitation Act 1980	see employee contracts
Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current year + 5 years	NA	NA
Records containing management analyses of recruitment effectiveness e.g. use of advertising media.	Current year + 1 year	NA	NA
Records documenting the handling of unsolicited applications for employment.	Last action on application + 1 year	NA	NA
Records documentation on an employee's Disclosure and Barring Service (DBS) certificate (Reference number and Date of Certificate only)	Termination of employment + 6 years		

3.3 Induction, Training and Development			
Records documenting the development, overall delivery and assessment of induction programmes for new employees. For records documenting individual employees' induction programmes, see Employee Contract Management.	Current year + 6 years	NA	NA
Records documenting the administration of induction programmes.	Completion of programme + 1 year OR Termination of programme + 1 year	NA	NA
Records containing summary information on workforce training and development needs. For records documenting individual employees' training and development needs, see Employee Contract Management.	Current year + 6 years	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years	NA	NA
Records containing individual feedback on training and development programmes.	Completion of analysis of feedback	NA	NA
Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years	NA	NA
Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years	NA	NA
3.4 Performance and Reward			
Records documenting the development of workforce performance assessment systems.	Life of system + 5 years	NA	Review for archival value.
Records containing summary (anonymised)	Current year + 5 years	NA	NA

results of employees' performance assessments.			
Records documenting management analyses of the impact of workforce performance assessment systems.	Current year + 5 years	NA	NA
Records documenting the development of the institution's remuneration structure.	Current year + 10 years	NA	Review for archival value.
Records documenting pay reviews.	Current year + 6 years	NA	Review for archival value.
Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme + 6 years	NA	Review for archival value.
3.5 Workforce Welfare			
Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current year + 5 years	NA	Review for archival value.
Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Date of record + 2 years *	S.I. 1998 / 1833 * The Working Time Regulations 1998	NA
3.6 Workforce Relations			
Records documenting the design of workforce surveys and consultations.	Completion of survey + 5 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis of responses	NA	NA
Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years	NA	Review for archival value.

Records documenting 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	1980 c.58 Limitation Act 1980	NA
3.7 Contracts/Conditions of Employment			
Records documenting an employee's initial application for employment with the institution.	Termination of employment + 6 years	1980 c.58 Limitation Act 1980	NA
Supporting documentation (e.g. references) for an employee's initial application for employment with the institution. For records documenting pre-employment health screening, see Health & Safety Management, Employee Health Surveillance.	Completion of appointment	NA	NA
Records documenting an employee's subsequent applications for other jobs within the institution.	Duration of job + 1 year	1980 c.58 Limitation Act 1980	
Records documenting an employee's contract(s) of employment with the institution.	Termination of employment + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting changes to an employee's terms and conditions of employment.	Termination of employment + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the job descriptions of positions held by an employee within the institution.	Duration of job + 1 year	NA	NA
Records documenting induction programmes attended by an employee.	Completion of induction + 1 year	NA	NA
Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	NA	NA
Records documenting job-specific statutory/regulatory training requirements for an	Expiry of certification + 6 years OR Superseded + 6 years	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
-------------	-----------	----------------------	----------------

employee, and the training provided to meet these requirements.			
Records documenting routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years	NA	NA
Records documenting disciplinary proceedings against an employee, where employment continues.	Termination of employment + 6 years	NA	NA
Records documenting disciplinary proceedings against an employee, where employment does not continue.	Closure of case + 6 years	NA	NA
Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Minimum Current year + 3 years Recommended Current year + 6 years	1970 c.41 Equal Pay Act 1970 1980 c.58 Limitation Act 1980 S.I. 1999 / 584 * The National Minimum Wage Regulations 1998	NA
Records relating to the administration of an employee's contractual holiday entitlement.	Current Year+ 1	NA	NA
Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Current year + 1 year	NA	NA
Records documenting an employee's absence due to sickness.	Termination of employment + 6 years	1994 c.23 Value Added Tax Act 1994 Statutory Sick Pay Manual for employers	NA
Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years	S.I. 1999 / 3312 The Maternity & Parental Leave etc. Regulations 1999	NA
Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3 years *	1992 c.4 Social Security Contributions & Benefits Act 1992 S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	Superseded	NA	NA
Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Termination of employment + 40 years	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002 S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002 S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years	1980 c.58 Limitation Act 1980	NA
Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	Provision of reference + 1 year	NA	NA
Records documenting an employee's Disclosure Barring Service (DBS) (to document Reference number of certificate and date only)	Termination of employment + 6 years	NA	NA
3.8 Pensions			
Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Termination of relationship + 5 years	NA	NA
Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	Current year + 5 years	NA	NA

For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	NA	NA	NA
3.9 Trades Unions/Industrial Relations			

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting institutional recognition/derecognition of trades unions.	Derecognition + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting agreements with trades unions.	Termination of agreement + 10 years	(Note: CIPD = Chartered Institute of Personnel & Development) 1980 c.58 Limitation Act 1980	NA
Records documenting routine communications with trade union representatives, including minutes of meetings.	Current year + 20 years	NA	Review for archival value.
Records documenting consultations/negotiations with trades unions on specific issues.	Last action on issue + 20 years	NA	Review for archival value.
3.10 Health and Safety (see 4.4)			
See 4.4	NA	NA	NA
3.11 Staff IT accounts			
Staff email accounts	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
Staff h drives	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
Staff OneDrive accounts	Termination of employment + 1 year	NA	To allow for reinstatement if staff member comes back to work for the College/retrieval of documents
4.0 Physical Resources			

4.1 Estate Management			
Records documenting the development and establishment of the institution's estate strategy.	Superseded + 10 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Current year + 10 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's estate management policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the acquisition of ownership of properties.	Ownership of property	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Deeds and certificates of title for properties owned by the institution.	Ownership of property	NA	Transfer to new owner when property is disposed of
Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management.	Disposal of property + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the development of properties.	Ownership of property	NA	Transfer to new owner when property is disposed of
Records documenting the restoration of contaminated land.	Ownership of land	NA	Transfer to new owner when property is disposed of
Records documenting inspection, maintenance and repair of properties.	Completion of work + 2 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	NA
Records documenting the history of major maintenance works on properties.	Ownership of property	NA	Transfer to new owner when property is disposed of

Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Review of assessment *	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002	NA
Records documenting the removal of hazardous materials from properties.	Removal of material + 5 years	NA	NA
Records documenting the disposal of properties.	Disposal of property + 6 years	1980 c.58 Limitation Act 1980	NA
Fire Certificates.	Issue of new certificate	NA	NA
Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Completion of subsequent inspections	NA	NA
Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years	NA	NA
CCTV Recordings.	Creation +1 Month	NA	Result of Risk Assessment and local advice

Description	Retention	Legal Reference (UK)	Notes/Comments
Records of security passes issued to visitors.	Expiry of pass + 1 year	NA	NA
Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year	NA	NA
Records documenting the conduct of routine security surveillance of properties.	Creation +1 Month	NA	NA
Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year	NA	NA
Records documenting leasing-out arrangements for properties.	Termination of lease + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the specification of requirements for facilities.	Next fit-out + 1 year	NA	NA

Records documenting the carrying out of interior decoration and fitting-out works.	Next fit-out + 1 year	NA	NA
Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection	NA	NA
Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current year + 1 year	NA	NA
Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities
Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years	NA	NA
Records documenting the physical relocation of facilities.	Completion of relocation + 2 years	NA	NA
4.2 Equipment and Consumables Management			
Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	Superseded + 5 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of the institution's equipment and consumables management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's equipment and consumables management procedures.	Superseded + 3 years	NA	NA
Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item + 6 years	1980 c.58 Limitation Act 1980	NA

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	NA	NA
Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item	NA	NA
Records documenting routine stocktaking and stock checking.	Current year + 1 year	NA	NA
Records documenting the movement of stock into and from storage.	Current year + 1 year	NA	NA
Records documenting the installation of equipment/consumables: major items.	Decommissioning removal + 6 years	1980 c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	NA
Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning removal + 40 years	1980 c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	Potential long-term liability
Records documenting the installation of equipment/consumables: other items.	Decommissioning removal + 1 year	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	NA
Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report + 2 years *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	NA
Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	NA

Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record OR Disposal of item + 1 year	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	NA
Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	Disposal of item + 5 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	NA
Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation + 5 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	NA
Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Completion of subsequent report OR Issue of report + 2 years, whichever is the longer	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	NA
Records documenting the maintenance of equipment / consumables: major items.	Decommissioning removal + 6 years	1980 c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	NA
Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning removal + 40 years	1980 c.58 Limitation Act 1980 S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	Potential long-term liability
Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
-------------	-----------	----------------------	----------------

Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year	NA	NA
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 + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item + 1 year	NA	NA
Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year	NA	NA
4.3 ICT Systems Management			
Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded + 5 years	NA	Review for archival value.
Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years	NA	NA

Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	NA	NA
Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA	NA
Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	NA	NA
Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	NA	NA
Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	NA	NA
Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA
Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA	NA
Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	NA
Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	NA	NA
Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA	NA

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	NA	NA
Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months	NA	NA
Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA	NA
Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA	NA
4.4 Health and Safety			
Records documenting the development and establishment of the institution's health and safety management strategy.	Superseded + 50 years	1974 c.37 Health and Safety at Work etc. Act 1974	Review for archival value.
Records documenting the conduct and results of audits and reviews of the health and safety management function, and responses to the results.	Current year + 10 years	1974 c.37 Health and Safety at Work etc. Act 1974	Review for archival value.
Records documenting the development and establishment of the institution's health and safety management policies.	Superseded + 50 years	1974 c.37 Health and Safety at Work etc. Act 1974	Review for archival value.
Records documenting the development of the institution's health and safety management procedures.	Superseded + 50 years	1974 c.37 Health and Safety at Work etc. Act 1974	NA
Records documenting the conduct and results of health and safety audits, and action taken to address issued raised.	Completion of audit + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974	Review for archival value.

Records documenting notifications of appointments of safety representatives by trade unions under the Safety Representatives and Safety Committees Regulations 1977.	Termination of appointment + 1 year	S.I. 1977 / 500	NA
Records documenting the provision of time off, and other facilities and assistance, for safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 5 years	S.I. 1977 / 500	NA
Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	S.I. 1977 / 500	NA
Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives,	Life of committee + 50 years	S.I. 1977 / 500	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
role, functions, composition and administration of the committee.			
Records documenting the election of members of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Termination of membership + 1 year	S.I. 1977 / 500	NA
Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years	S.I. 1977 / 500	NA
Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment + 1 year	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA

Records documenting consultations and other communications with representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996, or with all employees directly.	Current year + 50 years	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA
Records documenting the provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the Health and Safety (Consultation with Employees) Regulations 1996.	NA	NA	NA
Records documenting the provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the Health and Safety (Consultation with Employees) Regulations 1996.	Current year + 5 years	S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996	NA
Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises. For role-specific training for fire wardens and first-aiders, see Health & Safety Emergency Planning.	Current year + 5 years	S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981 S.I. 1989 / 1790 The Noise at Work Regulations 1989 S.I. 1989 / 635 The Electricity at Work Regulations 1989	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
-------------	-----------	----------------------	----------------

		<p>S.I. 1989 / 682 The Health and Safety Information for Employees Regulations 1989</p> <p>S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992</p> <p>S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992</p> <p>S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992</p> <p>S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992</p> <p>S.I. 1996 / 341 The Health & Safety (Safety Signs and Signals) Regulations 1996</p> <p>S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997</p> <p>S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998</p> <p>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</p> <p>S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002</p> <p>S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002</p> <p>S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</p>	
<p>Records documenting the content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery.</p>	<p>superseded+5 years</p>	<p>1957 c.31 Occupiers' Liability Act</p> <p>1974 c.37 Health and Safety at Work etc. Act 1974</p> <p>S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999</p>	<p>NA</p>

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the identification of general health and safety hazards to the institution's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years	S.I. 1989 / 1790 The Noise at Work Regulations 1989 S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA
Records documenting the institution's health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the Regulations).	Review of arrangements + 5 years	S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA
Records documenting hazardous substances present / in use.	Updated + 40 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	NA
List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting the conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action + 5 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA

Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: exposure of identifiable individual employees.	Date of monitoring + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting the conduct and results of risk assessments of work which exposes employees to lead.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair + 5 years *	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002	NA
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires individual employees to be under medical surveillance under Regulation 10.	Date of monitoring + 40 years	S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002	NA
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002	NA
Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record + 40 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002	NA
Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos + 5 years OR Review of assessment + 5 years	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002	NA
Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: where the exposure of employees may exceed the action level.	Duration of work to which assessment relates * Recommended: Completion of all work to which the plan relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Records documenting the conduct and results of risk assessments of work which exposes employees to asbestos: in all other cases.	Completion of work to which the assessment relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA

Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	Duration of work to which plan relates * Recommended: Completion of all work to which the plan relates + 5 years	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Records documenting notifications of work with asbestos to the enforcing authorities.	Duration of work	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002	NA
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: where exposure requires health records to be kept for individual employees under Regulation 21.	Date of monitoring + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
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.	Current year + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA

Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years *	S.I. 1979 / 628 * Social Security (Claims and Payments) Regulations 1979 S.I. 1985 / 967 * Social Security (Industrial Injuries)(Prescribed Diseases) Regulations 1985 (Amended by SI 1938 1991) S.I. 1995 / 3163 * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	NA
Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	NA	Potential long-term liability
Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years	S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	NA
Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA
Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years	1980 c.58 Limitation Act 1980	NA
Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action + 40 years	1980 c.58 Limitation Act 1980 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Health (surveillance) records of identifiable individual employees who are exposed to substances hazardous to health, as defined by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	NA
Health (surveillance) records of identifiable individual employees who are exposed to lead, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2676 * The Control of Lead at Work Regulations 2002	NA

Health (surveillance) records of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Certificates of medical examinations of individual employees who are exposed to asbestos, as required by the Regulations cited.	Date of last entry on record + 40 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	NA
Records documenting the nomination/appointment of fire wardens.	Termination of appointment	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA
Records documenting the provision of rolespecific training for fire wardens.	Termination of appointment + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	NA
Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	NA
Records documenting the appointment of official first aiders.	Termination of appointment	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981	NA
Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
-------------	-----------	----------------------	----------------

Records documenting assessment of requirements for first aid facilities and equipment.	Re-assessment + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981	NA
Records documenting specifications for first aid facilities and equipment.	Superseded + 5 years	1974 c.37 Health and Safety at Work etc. Act 1974 S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981	NA
Records documenting arrangements with external emergency service organisations.	Review of arrangements + 5 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997 S.I. 1999 / 3242 The Management of Health & Safety at Work Regulations 1999	NA
4.5 Environmental Management			
Records documenting the development and establishment of the institution's environmental management strategy.	Superseded + 10 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's environmental management policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development of the institution's environmental management procedures.	Superseded + 10 years	NA	NA
Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years	NA	Review for archival value.
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	NA	NA

Records documenting the attainment and maintenance of the institution's accreditation	Termination of accreditation + 1 year	NA	Review for archival value.
---	--	----	----------------------------

Description	Retention	Legal Reference (UK)	Notes/Comments
under established environmental management schemes.			
Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current year + 5 years	NA	Review for archival value.
Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years	NA	Potential long-term liability
Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation + 40 years	NA	Potential long-term liability
Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years	NA	NA
Records documenting routine monitoring of the institution's use and consumption of energy.	Current year + 5 years	NA	NA
Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.	Completion of review + 5 years	NA	NA
Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment + 2 years	S.I. 1991 / 2839 Environmental Protection (Duty of Care) Regulations 1991	NA
Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 2 years *	S.I. 1991 / 2839 * Environmental Protection (Duty of Care) Regulations 1991	NA
Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years	S.I. 1996 / 972 * The Special Waste Regulations 1996	NA

Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years *	S.I. 1996 / 972 * The Special Waste Regulations 1996	NA
4.6 Internal Services			
Records documenting the development and establishment of the institution's internal services strategy.	Superseded + 5 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the conduct and results of audits and reviews of the overall management of internal services, and the responses to the results.	Current year + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's procedures for the overall management and development of internal services.	Superseded + 3 years	NA	NA
Records documenting the planning of the management and operation of an internal service.	Current year + 3 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	Current year + 3 years	NA	Review for archival value.
Records documenting the development and establishment of policies on the operation, management and development of an internal service.	Superseded + 5 years	NA	Review for archival value.
5.0 Student Administration and Support			
5.1 Course Information			

Records detailing the Structure and Content of each programme.	Master copy kept permanently	NA	Archive
Records of Tuition and other course fees.	Length of course +6 years	1980 c.58 Limitation Act 1980	Treat as a contractual obligation
5.2 Student Administration Development and Planning			
Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 years	NA	NA
5.3 Student Recruitment			
Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years	NA	Review for archival value.
Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	NA	NA
Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year	NA	NA
Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	NA	Statistical Information recommended to be made available by the Cooke Report (2002)
5.4 Student Admission Policies and Procedures			

Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year	NA	NA
Records documenting the administration of the clearing process.	Current academic year + 1 year	NA	Appropriate for Colleges involved in degree level courses
Records containing data on overall student numbers.	Current academic year + 1 year	NA	NA
5.5 Student Admission and Registration/Enrolment			
Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the initial assessment of Students.	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records containing summaries and analyses of data on registration of students on programmes.	Current academic year + 5 years	NA	NA
Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years	NA	NA
Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year	NA	NA
5.6 Student Record Administration			

Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 years minimum	1980 c.58 Limitation Act 1980	Archival value Policies to be kept permanently?
Records containing full personal data on individual students.	Minimum required. Variable for different types of personal data. Recommended maximum retention: End of 'registered student' relationship with institution + 6 years	1980 c.58 Limitation Act 1980	NA
Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years	NA	Life-long learner record will fall into this category. Ceases to be a personal record on death of student
Records of administration of Student Financial and employment support.	Current + 6 Years	NA	NA
Records containing standard analyses of data from individual students' records.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year	NA	NA
Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request + 1 year	NA	NA
First Destination Surveys: individual responses.	Completion of analysis of responses	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
5.7 Student Progress and Assessment Administration			

Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Termination of relationship with student + 6 years	1980 c.58 Limitation Act 1980	May be included in Student record 5.6 above
Records documenting the withdrawal of individual students from the institution.	Termination of relationship with student + 6 years	1980 c.58 Limitation Act 1980	May be included in Student record 5.6 above
Records documenting the termination of individual students' programmes.	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Superseded + 10 years	NA	Review for archival value.
Records documenting the selection, appointment and training of external examiners.	Termination of appointment + 1 year	NA	NA
Records documenting the control of examination papers and examination scripts.	Current academic year + 1 year	NA	NA
Records documenting the timetabling of examinations.	Current academic year + 1 year	NA	NA
Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	NA	NA
Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year (Minimum)	NA	May have to be held longer as part of continuous assessment process or record retained if part of disciplinary/plagiarism case
Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	1980 c.58 Limitation Act 1980	NA
Arrangements for Assessments and examinations.	Current year + 6 years	CCM	Consider implications of 1998 c.29.

Pass/Qualification/Awards lists.	Completion of Programme+10 years	NA	External certification may rely on examining body to maintain records e.g. RSA etc.
----------------------------------	---	----	---

Description	Retention	Legal Reference (UK)	Notes/Comments
			External certification may rely on examining body to maintain records e.g. RSA etc. Colleges should consider whether to maintain record internally beyond 10 years.
FE student assessed work	Current year three years	-	
HE student assessed work	Five years	Office for Students Quality and Standards Conditions	Where possible, a provider is expected to retain records of student assessments in an anonymised form by removing students' personal data from the records. However, in doing so, it should ensure that removal of students' personal data would not limit the OfS's ability to assess the provider's compliance with condition B4, including by ensuring that all of the work of an individual student can be identified from the records.
5.8 Student Discipline			
Policies and Procedures for disciplinary proceedings against students.	Superseded +6 Years	1980 c.58 Limitation Act 1980	Should be considered for permanent retention
Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years	1980 c.58 Limitation Act 1980	NA
5.9 Student Support and Welfare Management			
Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years	NA	Review for archival value.

Records documenting the development and establishment of the institution's student support services management policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development of the institution's student support services management procedures.	Superseded + 5 years	NA	Review for archival value. Detail may be included in the Student Handbook
Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded + 3 years	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of service standards for a student support service.	Superseded + 1 year	NA	NA
Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years	NA	Review for archival value.
Records documenting the provision of Welfare/Advice Services to individual students.	Current year +6 years	1980 c.58 Limitation Act 1980	NA
Student Counselling Services.	Current year +2	NA	Confidential
Student Health Services.	Medical Records permanent	NA	Confidential
Records relating to the provision of Sports and Recreational facilities.	Current Year +3	NA	NA
Records Relating to Careers Advice.	Duration of enrolment +3 years	1975 c.65 Sex Discrimination Act 1975 1995 c.50 Disability Discrimination Act 1995	NA
Records relating to the provision of Student Accommodation.	Current + 6 Years	1980 c.58 Limitation Act 1980	Policies and development of properties will be found in 4.1 above

Records relating to Learning Support for Students with specific needs.	Current +7 Years	1995 c.50 Disability Discrimination Act 1995 CCM	NA
Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint + 6 years	1908c.58	NA
Chaplaincy Services.	Permanent	NA	NA
Student Safeguarding records.	Until student's 25th birthday	NA	Advice from NSPCC
5.10 Student Liaison			
Records relating to Meetings of Staff /Student Bodies.	Permanent	NA	Publish under FOI?
Records documenting the design and conduct of surveys of Student satisfaction.	Completion of survey + 3 years	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Results of user/customer surveys: individual responses.	Completion of analysis of survey responses	NA	NA
Results of student surveys: summaries and analyses of responses.	Completion of survey + 3 years	NA	Publish under FOI?
5.11 Student Complaint Handling			
Records documenting policies and procedures for handling student complaints.	permanent	NA	Archival
Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	NA	May include informal complaints about harassment, bullying or discrimination, dealt with as a matter of internal discipline in the first instance

5.12 Student Associations and Unions			
Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	Permanent	NA	NA
Student Publications.	Permanent	NA	Keep two clean sets for Archive
6.0 Information Services			
6.1 Information Resources Management			
Records documenting the development and establishment of the institution's information resources management strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's information resources management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's information resources management procedures.	Superseded + 3 years	NA	NA
Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 2018.	Last action on request + 6 years	1980 c.58 Limitation Act 1980	NA
Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 2018.	Current year + 10 years	NA	NA
Records documenting the development and maintenance of the institution's Publication Scheme, as required by the Freedom of Information Acts.	Completion of revision of Publication Scheme + 5 years	2000 Freedom of Information Act 2000	Subject to revision and direction from the Information Commissioners

Records documenting the handling of requests for access to information held by the institution under the Freedom of Information Acts.	Last action on request + 6 years	1980 c.58 Limitation Act 1980	Subject to revision and direction from the Information Commissioners
Records containing (anonymised) management statistics, analyses and reports of requests for access to information held by the institution under the Freedom of Information Acts.	Current year + 10 years	NA	NA
Records documenting applications for permission to copy material outside the scope of the Higher Education Licence Agreement, and the results.	Last action on application + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting routine monitoring of copying.	Current year + 1 year	NA	NA
Records documenting the institution's participation in inspections undertaken by copyright owners or their representatives to check the institution's compliance with legal and contractual provisions.	Last action on inspection + 1 year	NA	NA
Records documenting the handling of requests from third parties to use material in which the institution owns the copyright.	Last action on request + 5 years	NA	NA
Records documenting classification and indexing schemes for business and other records.	Superseded + 5 years	NA	NA
Records documenting the monitoring and control of the storage of records.	Current year + 1 year	NA	NA
Final versions of Records Retention Schedules.	Life of institution	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the transfer of records to the institution's archives, where this is required by established Records Retention Schedules.	Completion of transfer + 1 year	NA	NA

Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives	NA	NA
Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records	NA	NA
Records of the administration of Archive Material.	NA	NA	NA
Records documenting authorisation for the disposal of de-accessioned records.	Life of archives	NA	Detailed Information about archive administration not included here
Records documenting the development and establishment of the institution's selection/acceptance criteria for collections and publications.	NA	NA	Detailed Information about Library and Collection management not included here
Records documenting policies governing availability and access to Library Facilities.	Life of Policy + 6 years	NA	Review all policies for archival value
6.2 Intellectual Property Management			
Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's intellectual property management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's intellectual property management procedures.	Superseded + 3 years	NA	NA
Original patent documents.	Life of patent	NA	Review for archival value.
Records documenting the assignment of institutional patents to third parties.	Termination of assignment + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
-------------	-----------	----------------------	----------------

Records documenting the licensing of institutional patents to third parties.	Termination of license + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	NA
Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence + 6 years	1980 c.58 Limitation Act 1980	NA
6.3 Information and Communications Systems Management			
Records documenting the development and establishment of the institution's ICT systems strategy.	NA	NA	NA
Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.	Superseded + 5 years	NA	Review for archival value.
Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the conduct and results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years	NA	NA
Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years	NA	NA
Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years	NA	NA
Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years	NA	NA

Records documenting the routine monitoring and testing of the operation of ICT systems, and action taken to rectify problems and optimise performance.	Current year + 1 year	NA	NA
--	------------------------------	----	----

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year	NA	NA
Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year	NA	NA
Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months	NA	NA
Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence	NA	NA
Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years	NA	NA
Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year	NA	NA
Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year	NA	NA
Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year	NA	NA
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	NA	NA

Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months	NA	NA
Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year	NA	NA
Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year	NA	NA
Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year	NA	NA

Description	Retention	Legal Reference (UK)	Notes/Comments
Records governing the policies for availability and conditions of use of computing facilities.	Life of Policy+6 years	NA	Review all policies for archive
7.0 Teaching and Learning			
7.1 Course Information			
Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 years	NA	Master copy of material to retained for Archive
7.2 Institutional Teaching Policies and Procedures			
Records documenting the development and establishment of the institution's teaching strategy.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's teaching policies.	Superseded + 10 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's teaching procedures.	Superseded + 5 years	NA	Review for archival value.

Records documenting the development of taught course assessment procedures.	Life of course	NA	Review for archival value.
Final versions of taught course assessment procedures.	Life of course	NA	Review for archival value.
7.3 Teaching Quality Assurance and Monitoring			
Records documenting the development of the institution's internal quality assurance processes.	While current	NA	Review for archival value.
Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Current academic year + 5 years	NA	Review for archival value.
Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Next Review completed + 5 years	NA	Review for archival value.
7.4 Development and Execution of Programmes and Courses			

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development of the institution's programmes.	Superseded + 10 years	NA	Review for archival value.
Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years	NA	NA
Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	Current academic year + 10 years	NA	Review for archival value.
Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year	NA	NA
Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme	NA	NA

Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years	NA	NA
Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA	NA
Records documenting the development of the institution's courses.	Life of course + 10 years	NA	Review for archival value.
Final versions of taught course materials.	Life of course	NA	Check for copyright implications between institution and course compiler. Review for archival value.
Working papers documenting the planning and conduct of teaching events.	Current academic year + 1 year	NA	NA
7.5 Internal and External Review of Courses			
Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years	NA	NA
Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	NA	May be required as part of OFSTED review

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback	NA	NA
Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	NA	May also be required as part of OFSTED review
Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years	NA	Review for archival value.

Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years	NA	Review for archival value.
7.6 Course Administration			
Timetabling of Courses	Current year + 1 year	NA	NA
Assignment of students to classes/groups	Current year + 1 year	NA	NA
Course Assignment Registers	Current year + 1 year	NA	NA
8.0 External Relations			
8.1 Government and Regulator Relations			
Records containing information that institutions are legally obliged to provide to the funding Bodies	permanent	LSC, (England)	Should be reviewed for archive
Inspection Reports	permanent	OFSTED	Should be reviewed for archive
Reports>Returns made to standards bodies, professional bodies, other government departments.	permanent	NA	Should be reviewed for archive
Records dealing with the management of relationships with regulatory bodies	Current Year +6	1908c.58	NA
Monitoring of and participation in the development of policies which will affect the institution	permanent	NA	NA
8.2 Institutional Relations			
Records documenting the development and establishment of the institution's sector relations strategy.	Superseded + 5 years	NA	Review for archival value.

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of the institution's sector relations management policies.	Superseded + 5 years	NA	Review for archival value.

Records documenting the institution's general communications with other institutions, other educational institutions, professional associations and bodies.	Current year + 5 years	NA	Review for archival value.
Records documenting 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	NA	NA
Records relating to cooperative partnerships	end of partnership+6 years	1980 c.58 Limitation Act 1980	NA
Records documenting the establishment and maintenance of corporate or individual (institutionally-funded) membership of professional associations and other organisations in the sector.	Renewal Termination of membership + 1 year	NA	NA
Records documenting the institution's official representation on committees of professional and other organisations in the sector.	Termination of membership of organisation	NA	NA
8.3 Community Relations			
Records documenting the development and establishment of the institution's community relations strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the development and establishment of the institution's community relations management policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting enquiries from members of the community and the responses provided.	Last action of enquiry + 2 years	2000 Freedom of Information Act 2000	To be treated as an FOI request
Records documenting complaints from members of the local community, the internal handling of these complaints and the responses provided.	Last action on complaint + 1 year	NA	Assuming that the substance of the complaint is not covered by specific legislation
Records documenting the organisation and administration of local community events.	Completion of event + 1 year	NA	NA
8.4 Marketing and Recruitment			

Description	Retention	Legal Reference (UK)	Notes/Comments
Records documenting the development and establishment of the institution's marketing policy.	Superseded + 5 years	NA	Review for archival value.
Design and control of the institution's corporate identity	Permanent	NA	Review for archival value.
Identification and exploitation of promotional opportunities	Superseded + 5 years	NA	NA
Student Recruitment information and materials	Current+5 years	NA	Review for archival value.
Planning and execution of Marketing Campaigns and impact assessment	Permanent	NA	Review for archival value.
8.5 Public Relations			
Records documenting the development and establishment of the institution's public relations policies.	Superseded + 5 years	NA	Review for archival value.
Records documenting the institution's media contacts.	Superseded	NA	NA
Records documenting the planning and organisation of media briefings.	Last action on briefing + 1 year	NA	NA
Transcripts of media briefings and Interviews	Last action on briefing + 5 years	NA	NA
Press Releases	Issue + 5 years	NA	Review for archival value.
Records documenting the monitoring and analysis of media coverage of the institution.	Creation + 5 years	NA	Review for archival value.
Design and Management of WWW sites	Creation + 5 years	NA	Review for archival value.
8.6 Fundraising/Grants			

Description	Retention	Legal Reference (UK)	Notes/Comments
Records containing details of individual responses to fundraising campaigns.	Completion of analysis of data	NA	Retention must comply with the provisions of 1998 c.29
Records relating to funds administered under the Knowledge Expansion Fund	Current Year +6	1980 c.58 Limitation Act 1980	NA
Records relating to funds administered under the European Social Fund	31 December 2030 at the earliest	1980 c.58 Limitation Act 1980 ESF Rules	NA
8.7 Alumni Relations			
Records documenting the development and establishment of the institution's alumni relations management policies.	Superseded + 5 years	NA	Review for archival value.
Records containing personal data on individual alumni.	While current (or likely to be current)	NA	Retention must comply with the provisions of 1998 c.29
Summary (anonymised) statistical records of alumni.	Current year + 10 years	NA	Review for archival value.
Records documenting the design, planning and production of official alumni communications.	Issue of communication + 1 year	NA	NA
Results of alumni surveys: summaries and analyses of responses	Completion of survey + 3 years	NA	Review for archival value.
Records documenting the organisation and administration of institutional events for alumni.	Completion of event + 1 year	NA	NA
Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded + 5 years	NA	Review for archival value.
Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years	NA	Review for archival value.