

Document Retention Policy 2021-22

Lead Responsible:	Data Protection Officer
Approval Dates for Revisions:	
Equality Impact Assessment	
Audit Committee	
Governing Body	
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1. Policy

- 1.1 Capel Manor College will, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and related legislation (together, "Data Protection Laws").
- 1.2 This Retention Policy should be read in conjunction with the College's Data Protection Policy, which sets out the College's overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- 1.3 The College is under a legal obligation only to keep personal data for as long as the College needs it. Once the College no longer needs personal data, the College will securely delete it. The College recognises that the correct and lawful treatment of data will maintain confidence in the College and will provide for a successful working environment.
- 1.4 This Policy applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("College Personnel").
- 1.5 All College Personnel with access to personal data must comply with this Retention Policy.
- 1.6 Please read this Retention Policy carefully. All College Personnel must comply with it at all times. If you have any queries regarding this Retention Policy, please consult your manager and/ or the Data Protection Officer. You are advised that any breach of this Retention Policy will be treated seriously and may result in disciplinary action being taken against you.
- 1.7 College Personnel will receive a copy of this Policy when they start and may receive periodic revisions of this Policy. This Policy does not form part of any College Personnel's contract of employment and the College reserves the right to change this Policy at any time. All College Personnel are obliged to comply with this Policy at all times.

2. About this policy

This Retention Policy explains how the College complies with our legal obligation not to keep personal data for longer than we need it and sets out when different types of personal data will be deleted. In particular, it sets out details of the College's policies for the retention of Special Category personal data.

3. Data retention periods

- a. The College has assessed the types of personal data that the College holds and the purposes the College uses it for. The following appendices sets out the retention periods that have been set for each departments within the College and the different types of data that they each hold.
- b. If any member of College Personnel considers that a particular piece of personal data needs to be kept for more or less time than the period set out in this policy, please contact the Data Protection Officer for guidance.

4. Retention periods for different categories of Data

Data retention looks at all data streams and one size does not fit all. Defined retention periods have been set in relation to each category of personal data after consideration of:

- the purpose for which the data was obtained;
- whether the purpose has been fulfilled; and
- whether the data needs to be retained for any potential legal claims.
- the legal and contractual requirements for keeping the data.

Please see Appendix 1 to 12 of this Policy for specific data retention information.

5. Changes to this policy

The College reserves the right to change this policy at any time.

Appendix 1: Human Resources

Human Resources retention periods by information type:

College Department	Information Type	Retention
Human Resources	Records documenting the operation of the Statutory Sick Pay scheme.	6 Years guided by The UK Limitation Act 1980
Human Resources	Records documenting the operation of the Statutory Maternity Pay scheme.	6 Years guided by The UK Limitation Act 1980
Human Resources	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Over the life of the membership
Human Resources	Records documenting payments of the institution's employees' contributions to pension schemes.	Over the life of the membership
Human Resources	Records documenting the development of the institution's personnel strategy.	10 years after ceasing to be effective
Human Resources	Records documenting the formulation of plans for the implementation of the institution's personnel strategy.	10 years after ceasing to be effective
Human Resources	Records containing data on, and analyses of, performance against the plans for the implementation of the institution's personnel strategy.	10 years after ceasing to be effective
Human Resources	Records containing reports of performance against the plans for the implementation of the institution's personnel strategy.	10 years after ceasing to be effective
Human Resources	Records documenting the conduct and results of audits and reviews of the personnel management function, and responses to the results.	Current year + 10 years
Human Resources	Records documenting the development and establishment of the institution's personnel management policies.	10 years after ceasing to be effective

Human Resources	Records documenting the development of the institution's personnel management procedures.	10 years after ceasing to be effective
Human Resources	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	6 Years after termination, guided by The UK Limitation Act 1980
Human Resources	Records documenting management succession plans.	6 Years after termination, guided by The UK Limitation Act 1980
Human Resources	Records documenting the development and evaluation of job specifications.	6 Years after termination, guided by The UK Limitation Act 1980
Human Resources	Records documenting internal authorisation for recruitment.	6 Years after termination, guided by The UK Limitation Act 1980
Human Resources	Records documenting the advertising of vacancies.	6 Years after termination, guided by The UK Limitation Act 1980
Human Resources	Records documenting enquiries about vacancies and requests for application forms.	6 months
Human Resources	Records documenting the handling of applications for vacancies: unsuccessful applications.	12 months
Human Resources	Records documenting the handling of applications for vacancies: successful applications.	12 months
Human Resources	Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Current year + 5 years
Human Resources	Records documenting the handling of unsolicited applications for employment.	Last action on application + 1 year
Human Resources	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 + 5 years
Human Resources	Records documenting the administration of induction programmes.	Completion of programme + 1 year OR Termination of programme + 1 year

Human Resources	Records containing summary information on workforce training and development needs.	Current year + 5 years
Human Resources	Records documenting the development of training and development programmes to meet defined needs.	Completion of programme + 5 years
Human Resources	Records containing individual feedback on training and development programmes.	Completion of analysis of feedback
Human Resources	Records documenting (anonymised) workforce feedback on training and development programmes.	Current year + 5 years
Human Resources	Records documenting management analyses of the impact of training and development programmes.	Current year + 5 years
Human Resources	Records documenting the development of workforce performance assessment systems.	Life of system + 5 years
Human Resources	Records containing summary (anonymised) results of employees' performance assessments.	Current year + 3 years
Human Resources	Records documenting management analyses of the impact of workforce performance assessment systems.	Current year + 5 years
Human Resources	Records documenting the development of the institution's remuneration structure.	Current year + 10 years
Human Resources	Records documenting pay reviews.	Current year + 5 years
Human Resources	Records documenting special reward schemes e.g. Merit Reviews.	Termination of scheme + 5 years
Human Resources	Records documenting the development of workforce welfare schemes and services e.g. counselling services.	Current year + 5 years
Human Resources	Records documenting the monitoring of hours worked by employees, as required by the Regulations cited.	Date of record + 2 years *
Human Resources	Records documenting the design of workforce surveys and consultations.	Completion of survey + 5 years

Human Resources	Records containing (identifiable) individual responses to workforce surveys and consultations.	Completion of analysis of responses
Human Resources	Records containing summary (anonymised) results of workforce surveys and consultations.	Completion of survey + 5 years
Human Resources	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
Human Resources	Records documenting an employee's initial application for employment with the institution.	Termination of employment + 6 years
Human Resources	Records detailing Disclosure Barring Service (DBS), Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) check.	Completion of appointment
Human Resources	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
Human Resources	Records documenting an employee's subsequent applications for other jobs within the institution.	Termination of relationship with student + 6 years
Human Resources	Records documenting an employee's contract(s) of employment with the institution.	Termination of employment + 6 years
Human Resources	Records documenting changes to an employee's terms and conditions of employment.	Termination of employment + 6 years
Human Resources	Records documenting the job descriptions of positions held by an employee within the institution.	Duration of job + 1 year
Human Resources	Records documenting induction programmes attended by an employee.	Completion of induction + 1 year

Human Resources	Records documenting an employee's identified training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years
Human Resources	Records documenting job-specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements.	Expiry of certification + 6 years OR Superseded + 6 years
Human Resources	Records documenting routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years
Human Resources	Records documenting disciplinary proceedings against an employee, where employment continues.	Closure of case + 6 years
Human Resources	Records documenting disciplinary proceedings against an employee, where employment does not continue.	Closure of case + 6 years
Human Resources	Records documenting an employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	Current year + 3 years
Human Resources	Records relating to the administration of an employee's contractual holiday entitlement.	Current Year+ 1
Human Resources	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Current year + 1 year
Human Resources	Records documenting an employee's absence due to sickness.	Termination of employment + 40 years
Human Resources	Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years
Human Resources	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3 years *
Human Resources	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	While current
Human Resources	Records documenting pre-employment health screening of an employee: employees	Termination of employment + 40 years

	exposed to hazardous substances during employment.	
Human Resources	Records documenting major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years
Human Resources	Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years
Human Resources	Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	Provision of reference + 1 year
Human Resources	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Termination of relationship + 5 years
Human Resources	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

Appendix 2: Finance

Finance retention periods by information type:

College Department	Information Type	Retention
Finance	2.1 Debt management, Policies and Procedures - Commercial	Six year history and current year
Finance	2.2 Student bursary, Policies and Procedures	Six year history and current year
Finance	2.3 Direct debit money collection, Policies and Procedures	Six year history and current year
Finance	2.4 Credit card receipts processing, Policies and Procedures	Six year history and current year
Finance	2.5 Purchase ledger, Policies and Procedures	Six year history and current year
Finance	2.6 Staff expenses, Policies and Procedures	Six year history and current year
Finance	2.7 Records documenting the payment of honoraria to third parties. *	Six year history and current year
Finance	2.8 Records documenting the payment of expenses to third parties (e.g. honorary appointees).	Six year history and current year
Finance	2.9 Records documenting the receipt and processing of students' fees.	Six year history and current year
Finance	2.10 Payroll and Pensions	Six year history and current year
Finance	2.11 Cash, Investments and Assets	Six year history and current year

Appendix 3: Admissions Student Records

Admissions student record retention periods by information type:

College Department	Information Type	Retention
Admissions	Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years
Admissions	Records detailing the Structure and Content of each programme.	Master copy kept permanently
Admissions	Records of Tuition and other course fees.	Length of course +6 years
Admissions	Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 years
Admissions	Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 years
Admissions	Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 years
Admissions	Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years
Admissions	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year
Admissions	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year
Admissions	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years
Admissions	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years

Admissions	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years
Admissions	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year
Admissions	Records documenting the administration of the clearing process.	Current academic year + 1 year
Admissions	Records containing data on overall student numbers.	Current academic year + 1 year
Admissions	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years
Admissions	Records documenting the initial assessment of Students.	Termination of student relationship + 6 years
Admissions	Records containing summaries and analyses of data on registration of students on programmes.	Current academic year + 5 years
Admissions	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years
Admissions	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year
Admissions	Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 years minimum
Admissions	Records containing full personal data on individual students.	Minimum required. Variable for different types of personal data.
Admissions	Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years
Admissions	Records of administration of Student Financial and employment support.	Current + 6 Years
Admissions	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years
Admissions	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year

Admissions	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request + 1 year
Admissions	First Destination Surveys: individual responses.	Completion of analysis of responses
Admissions	Policies and Procedures for disciplinary proceedings against students.	Superseded +6 Years
Admissions	Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years
Admissions	Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years
Admissions	Records relating to the provision of Student Accommodation.	Current + 6 Years
Admissions	Results of student surveys: summaries and analyses of responses.	Completion of survey + 3 years
Admissions	Records documenting the development of the institution's programmes.	Superseded + 10 years
Admissions	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years
Admissions	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
Admissions	Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year
Admissions	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme
Admissions	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years

Admissions	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
Admissions	Records documenting the development of the institution's courses.	Life of course + 10 years
Admissions	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years
Admissions	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
Admissions	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback
Admissions	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
Admissions	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years
Admissions	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years
Admissions	Timetabling of Courses	Current year + 1 year
Admissions	Assignment of students to classes/groups	Current year + 1 year
Admissions	Course Assignment Registers	Current year + 1 year

Appendix 4: Student Services

Student Services record retention periods by information type:

College Department	Information Type	Retention
Student Services	Records documenting the development and establishment of the institution's student support services management policies.	Superseded + 10 years
Student Services	Records documenting the development of the institution's student support services management procedures.	Superseded + 5 years
Student Services	Records documenting the development of procedures for the operation, management and development of a student support service.	Superseded + 3 years
Student Services	Records documenting the development and establishment of service standards for a student support service.	Superseded + 1 year
Student Services	Records documenting the conduct and results of independent reviews of service quality, and the responses to the results.	Current year + 5 years
Student Services	Records documenting the provision of Welfare/Advice Services to individual students.	current year +6 years
Student Services	Student Counselling Services.	current year +2
Student Services	Student Health Services.	Medical Records
Student Services	Records relating to the provision of Sports and Recreational facilities.	Current Year +3

Student Services	Records relating to Learning Support for Students with specific needs.	Current +7 Years
Student Services	Records documenting the handling of user/customer complaints about a student support service.	Last action on complaint + 6 years
Student Services	Chaplaincy Services.	permanent
Student Services	Records documenting policies and procedures for handling student complaints.	permanent
Student Services	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years
Student Services	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years
Student Services	Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	permanent
Student Services	Student Publications.	permanent
Student Services	Records relating to the operation and activities of clubs and non-academic activities organised by Student Services.	current year +2

Appendix 5: All Academic Schools

All Academic Schools record retention periods by information type:

College Department	Information Type	Retention
Academic School	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
Academic School	Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 years
Academic School	Records documenting the development of the institution's programmes.	Superseded + 10 years
Academic School	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years
Academic School	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
Academic School	Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year
Academic School	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme

Academic School	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years
Academic School	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
Academic School	Records documenting the development of the institution's courses.	Life of course + 10 years
Academic School	Final versions of taught course materials.	Life of course
Academic School	Working papers documenting the planning and conduct of teaching events.	Current academic year + 1 year
Academic School	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years
Academic School	Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback. - Same as	Current academic year + 5 years OR Life of course + 1 year
Academic School	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback
Academic School	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
Academic School	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years
Academic School	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years
Academic School	Timetabling of Courses	Current year + 1 year

Academic School	Assignment of students to classes/groups	Current year + 1 year
Academic School	Course Assignment Registers	Current year + 1 year
Academic School	Learning Profile of each student in cohort	Current academic year + 5 years
Academic School	Student File with personal information	Current academic year + 5 years

Appendix 6: Business Development & Apprenticeships

Business Development record retention periods by information type:

College Department	Information Type	Retention
Business Development	Records Relating to Careers Advice.	Duration of enrolment +3 years
Business Development	Records detailing the Structure and Content of each programme.	Master copy kept permanently
Business Development	Records of Tuition and other course fees.	Length of course +6 years
Business Development	Records documenting the development and establishment of the institution's student administration strategy.	Superseded + 10 years
Business Development	Records documenting the development and establishment of the institution's student administration policies.	Superseded + 10 years
Business Development	Records documenting the development and establishment of the institution's student administration procedures.	Superseded + 10 years
Business Development	Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years
Business Development	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year
Business Development	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year
Business Development	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years
Business Development	Records documenting the development and establishment of the institution's admission criteria and policies.	Superseded + 10 years

Business Development	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years
Business Development	Records documenting the handling of applications for admission: unsuccessful applications.	Current academic year + 1 year
Business Development	Records documenting the administration of the clearing process.	Current academic year + 1 year
Business Development	Records containing data on overall student numbers.	Current academic year + 1 year
Business Development	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years
Business Development	Records documenting the initial assessment of Students.	Termination of student relationship + 6 years
Business Development	Records containing summaries and analyses of data on registration of students on programmes.	Current academic year + 5 years
Business Development	Records documenting the design, conduct and review of induction programmes for new students.	Completion of induction programme + 5 years
Business Development	Records documenting the administration of induction programmes and events for new students.	Current academic year + 1 year
Business Development	Records about the collection, maintenance, and use of personal information about students.	Superseded + 6 years minimum
Business Development	Records containing full personal data on individual students.	Minimum required. Variable for different types of personal data.
Business Development	Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years
Business Development	Records of administration of Student Financial and employment support.	Current + 6 Years
Business Development	Records containing standard analyses of data from individual students' records.	Current academic year + 5 years
Business Development	Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Last action on request + 1 year

Business Development	Records documenting the handling of individual students'/ employers requests for statements of results/transcripts.	Last action on request + 1 year
Business Development	First Destination Surveys: individual responses.	Completion of analysis of responses
Business Development	Policies and Procedures for disciplinary proceedings against students.	Superseded +6 Years
Business Development	Records documenting the conduct and results of disciplinary proceedings against individual students.	Last action on case + 6 years
Business Development	Records documenting the development and establishment of the institution's student support services strategy.	Superseded + 10 years
Business Development	Records relating to the provision of Student Accommodation.	Current + 6 Years
Business Development	Results of student surveys: summaries and analyses of responses.	Completion of survey + 3 years
Business Development	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
Business Development	Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 years
Business Development	Records documenting the development of the institution's programmes.	Superseded + 10 years
Business Development	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years
Business Development	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
Business Development	Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year

Business Development	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme
Business Development	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years
Business Development	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
Business Development	Records documenting the development of the institution's courses.	Life of course + 10 years
Business Development	Final versions of taught course materials.	Life of course
Business Development	Working papers documenting the planning and conduct of teaching events.	Current academic year + 1 year
Business Development	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years
Business Development	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
Business Development	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback
Business Development	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
Business Development	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years
Business Development	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years
Business Development	Timetabling of Courses	Current year + 1 year
Business Development	Assignment of students to classes/groups	Current year + 1 year
Business Development	Course Assignment Registers	Current year + 1 year

Appendix 7: Marketing & Events

Marketing record retention periods by information type:

College Department	Information Type	Retention
Marketing & Events	Records documenting enquiries from members of the community and the responses provided.	Last action of enquiry + 2 years
Marketing & Events	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
Marketing & Events	Records documenting the organisation and administration of local community events.	Completion of event + 1 year
Marketing & Events	Records documenting the development and establishment of the institution's marketing policy.	Superseded + 5 years
Marketing & Events	Design and control of the institution's corporate identity	permanent
Marketing & Events	Identification and exploitation of promotional opportunities	Superseded + 5 years
Marketing & Events	Student Recruitment information and materials	current+5 years
Marketing & Events	Planning and execution of Marketing Campaigns and impact assessment	permanent
Marketing & Events	Records documenting the development and establishment of the institution's public relations policies.	Superseded + 5 years
Marketing & Events	Records documenting the institution's media contacts.	Superseded
Marketing & Events	Records documenting the planning and organisation of media briefings.	Last action on briefing + 1 year
Marketing & Events	Transcripts of media briefings and Interviews	Last action on briefing + 5 years
Marketing & Events	Press Releases	Issue + 5 years
Marketing & Events	Records documenting the monitoring and analysis of media coverage of the institution.	Creation + 5 years
Marketing & Events	Design and Management of WWW sites	permanent

Marketing & Events	Records documenting the formulation of plans for the implementation of the institution's fundraising strategy.	Superseded + 5 years
Marketing & Events	Records documenting the design, conduct and summary results of fundraising campaigns.	Last action on campaign + 5 years
Marketing & Events	Records containing details of individual responses to fundraising campaigns.	Completion of analysis of data

Appendix 8: eLearning

e-Learning record retention periods by information type:

College Department	Information Type	Retention
e-Learning	Core student data.	This is the minimal record kept to provide references for former students required for at least 10 years
e-Learning	Records documenting the academic progress of individual students	Termination of relationship with student + 6 years
e-Learning	Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Superseded +2 years
e-Learning	Records documenting routine solicited feedback on taught programmes: individual feedback.	Current academic year + 5 years OR Life of course + 1 year
e-Learning	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years
e-Learning	Timetabling of Courses	Current year + 1 year
e-Learning	Messages and forum posts	Current year + 1 year
e-Learning	Assignment of students to classes/groups	Current year + 1 year

Appendix 9: Governance

Business Development record retention periods by information type:

College Department	Information Type	Retention
Governance	Records documenting the establishment and development of the institution's legal framework.	Life of institution
Governance	Records documenting the establishment and development of the institution's governance structure.	Life of institution
Governance	Records documenting the appointment of members of the institution's governing body.	Termination of appointment + 6 years
Governance	Records documenting the provision of training and development for members of the institution's governing body.	Current year + 3 years
Governance	Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Termination of appointment + 6 years
Governance	Records documenting the organisation of meetings of the institution's governing body.	Current year + 1 year
Governance	Records documenting the conduct and proceedings of meetings of the institution's governing body.	Current year + 50 years
Governance	Records documenting the development and establishment of terms of reference for the institution's executive committees.	Life of committee
Governance	Records documenting the provision of training and development for members of the institution's executive committees.	Current year + 3 years
Governance	Records documenting the organisation of meetings of the institution's executive committees.	Current year + 1 year

Governance	Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Current year + 50 years
Governance	Records documenting the appointment and designation of the institution's senior officers.	Termination of appointment + 5 years

Appendix 10: IT Services

IT Services record retention periods by information type:

College Department	Information Type	Retention
IT Services	Records documenting the development and establishment of the institution's ICT systems strategy.	Superseded + 5 years
IT Services	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years
IT Services	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
IT Services	Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years
IT Services	Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years
IT Services	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years
IT Services	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years
IT Services	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years
IT Services	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
IT Services	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year

IT Services	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year
IT Services	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence
IT Services	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years
IT Services	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year
IT Services	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year
IT Services	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year
IT Services	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
IT Services	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months
IT Services	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year
IT Services	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year
IT Services	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year
IT Services	Records documenting the development and establishment of the institution's health and safety management strategy.	Superseded + 50 years

IT Services	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
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Appendix 11: Estates

Estates record retention periods by information type:

College Department	Information Type	Retention
Estates	Records documenting the development and establishment of the institution's estate strategy.	Superseded + 10 years
Estates	Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Current year + 10 years
Estates	Records documenting the development and establishment of the institution's estate management policies.	Superseded + 10 years
Estates	Records documenting the acquisition of ownership of properties.	Ownership of property
Estates	Deeds and certificates of title for properties owned by the institution.	Ownership of property
Estates	Records documenting negotiations for properties where the property was not acquired.	Closure of negotiations + 6 years
Estates	Records documenting the acquisition of use of properties by lease or rental.	Disposal of property + 6 years
Estates	Records documenting the development of properties.	Ownership of property
Estates	Records documenting the restoration of contaminated land.	Ownership of land
Estates	Records documenting inspection, maintenance and repair of properties.	Completion of work + 2 years
Estates	Records documenting the history of major maintenance works on properties.	Ownership of property
Estates	Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Review of assessment *
Estates	Records documenting the removal of hazardous materials from properties.	Removal of material + 5 years

Estates	Records documenting the disposal of properties.	Disposal of property + 6 years
Estates	Fire Certificates.	Issue of new certificate
Estates	Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Completion of subsequent inspections
Estates	Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Creation + 2 years
Estates	CCTV Recordings.	Creation +1 Month
Estates	Records of security passes issued to visitors.	Expiry of pass + 1 year
Estates	Records of security passes issued to employees, other staff and students.	Expiry of pass + 1 year
Estates	Records documenting the conduct of routine security surveillance of properties.	Creation +1 Month
Estates	Records documenting security breaches or incidents, and action taken.	Last action on incident + 1 year
Estates	Records documenting leasing-out arrangements for properties.	Termination of lease + 6 years
Estates	Records documenting the specification of requirements for facilities.	Next fit-out + 1 year
Estates	Records documenting the carrying out of interior decoration and fitting-out works.	Next fit-out + 1 year
Estates	Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Completion of subsequent inspection
Estates	Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Current year + 1 year
Estates	Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection
Estates	Records documenting plans for the relocation of facilities within buildings or to other buildings.	Completion of relocation + 10 years
Estates	Records documenting the physical relocation of facilities.	Completion of relocation + 2 years

Estates	Records documenting the formulation of plans for the implementation of the institution's equipment and consumables management strategy.	Superseded + 5 years
Estates	Records documenting the development and establishment of the institution's equipment and consumables management policies.	Superseded + 5 years
Estates	Records documenting the development of the institution's equipment and consumables management procedures.	Superseded + 3 years
Estates	Records documenting the development of specifications for, and the selection of, equipment/consumables: major items.	Life of item + 6 years
Estates	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
Estates	Records documenting the development of specifications for, and the selection of, equipment/consumables: other items.	Life of item
Estates	Records documenting routine stocktaking and stock checking.	Current year + 1 year
Estates	Records documenting the movement of stock into and from storage.	Current year + 1 year
Estates	Records documenting the installation of equipment/consumables: major items.	Decommissioning
Estates	Records documenting the installation of equipment/consumables: items which are safety critical or associated with hazardous operations.	Decommissioning
Estates	Records documenting the installation of equipment/consumables: other items.	Decommissioning
Estates	Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *

Estates	Reports of pre-commissioning examinations of accessories for lifting, as required by the Regulations cited.	Issue of report + 2 years *
Estates	Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Decommissioning *
Estates	Records documenting the inspection and testing of equipment/consumables.	Completion of subsequent inspection record OR Disposal of item + 1 year
Estates	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
Estates	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years *
Estates	Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Creation + 5 years *
Estates	Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Completion of subsequent inspection record *
Estates	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
Estates	Records documenting the maintenance of equipment / consumables: major items.	Decommissioning
Estates	Records documenting the maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations.	Decommissioning
Estates	Records documenting the maintenance of equipment / consumables provided to control exposure to asbestos.	Creation + 5 years
Estates	Records documenting the maintenance of equipment provided to meet the requirements of the Control of Asbestos at Work Regulations 2002.	Creation + 5 years

Estates	Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Disposal of item + 1 year
Estates	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
Estates	Records documenting the cleaning / sanitisation of equipment / consumables prior to disposal: other items.	Disposal of item + 1 year
Estates	Records documenting the transfer of ownership of equipment / consumables.	Disposal of item + 1 year
Estates	Records documenting the development and establishment of the institution's health and safety management policies.	Superseded + 50 years
Estates	Records documenting the development of the institution's health and safety management procedures.	Superseded + 50 years
Estates	Records documenting the conduct and results of health and safety audits, and action taken to address issues raised.	Completion of audit + 5 years
Estates	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
Estates	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
Estates	Records documenting consultations and other communications with safety representatives appointed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years

Estates	Records documenting the formation of a safety committee under the Safety Representatives and Safety Committees Regulations 1977. Includes records documenting the objectives, role, functions, composition and administration of the committee.	Life of committee + 50 years
Estates	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
Estates	Records documenting the proceedings and decisions of a safety committee formed under the Safety Representatives and Safety Committees Regulations 1977.	Current year + 50 years
Estates	Records documenting the election of representatives of employee safety under the Health and Safety (Consultation with Employees) Regulations 1996.	Termination of appointment + 1 year
Estates	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
Estates	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
Estates	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

Estates	Records documenting the provision of information, instruction and training for employees, students and others on health and safety in the institution's premises.	Current year + 5 years
Estates	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.	superseded+5 years
Estates	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
Estates	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
Estates	Records documenting hazardous substances present / in use.	Updated + 40 years
Estates	List of employees exposed to Group 3 or Group 4 biological agents (defined in the Regulations).	Last entry + 40 years
Estates	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *
Estates	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
Estates	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination

Estates	Records documenting the conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure.	Date of action + 5 years *
Estates	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 *
Estates	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
Estates	Records documenting the examination, testing and repair of plant and equipment provided to control exposure to lead.	Date of examination / test / repair + 5 years *
Estates	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
Estates	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *
Estates	Health surveillance records of identifiable individual employees who are exposed to lead.	Date of last entry on record + 40 years *
Estates	Records documenting assessments to determine the presence of asbestos.	Elimination of asbestos + 5 years OR Review of assessment + 5 years
Estates	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 *
Estates	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
Estates	Records documenting written plans of work (as defined in the Regulations) for undertaking work with asbestos.	Duration of work to which plan relates *

Estates	Records documenting notifications of work with asbestos to the enforcing authorities.	Duration of work
Estates	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 *
Estates	Records documenting air monitoring conducted in accordance with the requirements of the Regulations: in all other cases.	Date of monitoring + 5 years *
Estates	Health surveillance records of identifiable individual employees who are exposed to asbestos.	Date of last entry on record + 40 years *
Estates	Certificates of medical examination of identifiable individual employees who are exposed to asbestos.	Date of certificate + 40 years *
Estates	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
Estates	Records documenting the recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Date of recording + 3 years *
Estates	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years
Estates	Reporting of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities.	Date of notification + 3 years
Estates	Records documenting accidents and incidents involving Group 3 or Group 4 biological agents (defined in the Regulations).	Date of recording + 40 years *
Estates	Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years
Estates	Health (surveillance) records of identifiable individual employees, other than those specified below.	Date of last surveillance action + 40 years

Estates	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 *
Estates	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 *
Estates	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 *
Estates	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 *
Estates	Records documenting the nomination/appointment of fire wardens.	Termination of appointment
Estates	Records documenting the provision of role-specific training for fire wardens.	Termination of appointment + 5 years
Estates	Records documenting assessment of requirements for fire-fighting systems and equipment.	Review of assessment + 5 years
Estates	Records documenting the appointment of official first aiders.	Termination of appointment
Estates	Records documenting the provision of approved training (specifically related to their functions as first aiders) for first aiders.	Termination of appointment + 5 years
Estates	Records documenting assessment of requirements for first aid facilities and equipment.	Re-assessment + 5 years
Estates	Records documenting specifications for first aid facilities and equipment.	Superseded + 5 years
Estates	Records documenting arrangements with external emergency service organisations.	Review of arrangements + 5 years
Estates	Records documenting the development and establishment of the institution's environmental management strategy.	Superseded + 10 years

Estates	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
Estates	Records documenting the development and establishment of the institution's environmental management policies.	Superseded + 10 years
Estates	Records documenting the development of the institution's environmental management procedures.	Superseded + 10 years
Estates	Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Completion of audit + 5 years
Estates	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
Estates	Records documenting the attainment and maintenance of the institution's accreditation under established environmental management schemes.	Termination of accreditation + 1 year
Estates	Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Current year + 5 years
Estates	Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Last action on incident + 40 years
Estates	Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Closure of investigation + 40 years
Estates	Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Date of notification + 5 years
Estates	Records documenting routine monitoring of the institution's use and consumption of energy.	Current year + 5 years

Estates	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
Estates	Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Removal of waste consignment + 2 years
Estates	Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 2 years *
Estates	Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Removal of waste consignment + 3 years
Estates	Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Removal of waste consignment + 3 years *
Estates	Records documenting the development and establishment of the institution's internal services strategy.	Superseded + 5 years
Estates	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
Estates	Records documenting the development and establishment of the institution's policies on the overall management and development of internal services.	Superseded + 5 years
Estates	Records documenting the development of the institution's procedures for the overall management and development of internal services.	Superseded + 3 years
Estates	Records documenting the planning of the management and operation of an internal service.	Current year + 3 years
Estates	Records documenting the conduct and results of audits and reviews of an internal service, and the responses to the results.	Current year + 3 years

Estates	Records documenting the development and establishment of policies on the operation, management and development of an internal service.	Superseded + 5 years
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Appendix 12: Management Information

Management Information record retention periods by information type:

College Department	Information Type	Retention
Management Information	Results of user/customer surveys: individual responses.	Completion of analysis of survey responses
Management Information	Records documenting the development and establishment of the institution's information resources management strategy.	Superseded + 5 years
Management Information	Records documenting the development and establishment of the institution's information resources management policies.	Superseded + 5 years
Management Information	Records documenting the development of the institution's information resources management procedures.	Superseded + 3 years
Management Information	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years
Management Information	Records documenting the handling of requests for access to personal information held by the institution under the Data Protection Act 1998.	Last action on request + 6 years
Management Information	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the institution under the Data Protection Act 1998.	Current year + 10 years
Management Information	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
Management Information	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

Management Information	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
Management Information	Records documenting classification and indexing schemes for business and other records.	Superseded + 5 years
Management Information	Records documenting the monitoring and control of the storage of records.	Current year + 1 year
Management Information	Final versions of Records Retention Schedules.	Life of institution
Management Information	Records documenting authorisation for the disposal of redundant business records.	Life of records + 6 years
Management Information	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
Management Information	Records documenting the development and establishment of the selection criteria for records to be preserved as archives.	Life of archives
Management Information	Records documenting the appraisal, selection and acquisition of records for preservation as institutional archives.	Life of records
Management Information	Records of the administration of Archive Material.	NA
Management Information	Records documenting authorisation for the disposal of de-accessioned records.	Life of archives
Management Information	Records documenting the development and establishment of the institution's selection/acceptance criteria for collections and publications.	NA
Management Information	Records documenting policies governing availability and access to Library Facilities.	Life of Policy+6 years
Management Information	Records documenting the development and establishment of the institution's intellectual property management strategy.	Superseded + 5 years

Management Information	Records documenting the development and establishment of the institution's intellectual property management policies.	Superseded + 5 years
Management Information	Records documenting the development and establishment of the institution's intellectual property management procedures.	Superseded + 3 years
Management Information	Original patent documents.	Life of patent
Management Information	Records documenting the assignment of institutional patents to third parties.	Termination of assignment + 6 years OR Life of patent + 6 years
Management Information	Records documenting the licensing of institutional patents to third parties.	Termination of license + 6 years OR Life of patent + 6 years
Management Information	Records documenting administration of patent licensing agreements and collection of fees.	Termination of licence + 6 years
Management Information	Records documenting the development and establishment of the institution's ICT systems strategy.	NA
Management Information	Records documenting the formulation of plans for the implementation of the institution's ICT systems strategy.	Superseded + 5 years
Management Information	Records containing reports of performance against the plans for the implementation of the institution's ICT systems strategy.	Current academic year + 5 years
Management Information	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
Management Information	Records documenting the development and establishment of the institution's ICT systems management policies.	Superseded + 5 years
Management Information	Records documenting the development of the institution's ICT systems management procedures.	Superseded + 3 years
Management Information	Records documenting the initial development and post-implementation modification and maintenance of ICT systems.	Decommissioning of system + 5 years

Management Information	Records documenting the initial development of ICT systems which are not implemented.	Last action on development + 5 years
Management Information	Records documenting the management of ICT systems development projects (i.e. project management records).	Termination of project + 5 years
Management Information	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
Management Information	Records documenting faults reported by users of ICT systems, and action taken to investigate and resolve the problem.	Last action on fault + 1 year
Management Information	Records documenting the management of system data storage, including the operation of routine data backup, archiving and deletion routines.	Current year + 1 year
Management Information	Records documenting user requests to recover data from backup or archive stores, and action taken.	Last action on request + 3 months
Management Information	Records documenting the maintenance of appropriate software licences for live ICT systems.	Issue of new licence
Management Information	Records documenting the security arrangements for ICT systems.	Decommissioning of system + 5 years
Management Information	Records documenting the opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year
Management Information	Records documenting routine monitoring of the use of ICT systems to ensure compliance with legal requirements and institutional policies.	Current year + 1 year
Management Information	Records documenting attempted or actual security breaches of the institution's ICT systems, and action taken.	Last action on incident + 1 year
Management Information	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

Management Information	Records documenting the removal / return of mobile ICT systems hardware and software from / to the institution's premises.	Return of equipment + 3 months
Management Information	Records documenting arrangements for the sanitisation of institutional ICT equipment prior to disposal.	Disposal of equipment + 1 year
Management Information	Records documenting the development of technical and application training for ICT system users.	Superseded + 1 year
Management Information	Records documenting user requests for technical and application support, and assistance provided.	Last action on request + 1 year
Management Information	Records governing the policies for availability and conditions of use of computing facilities.	Life of Policy+6 years
Management Information	Records containing information that institutions are legally obliged to provide to the funding Bodies	permanent
Management Information	Reports/Returns made to standards bodies, professional bodies, other government departments.	permanent
Management Information	Records dealing with the management of relationships with regulatory bodies	Current Year +6
Management Information	Monitoring of and participation in the development of policies which will affect the institution	permanent
Management Information	Records relating to funds administered under the European Social Fund	Current Year +6
Management Information	Records documenting the development of the institution's programmes.	Superseded + 10 years
Management Information	Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Current academic year + 5 years
Management Information	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

Management Information	Records documenting the monitoring of programme developments in other FE institutions.	Current academic year + 1 year
Management Information	Records documenting the process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies.	Life of programme
Management Information	Records containing data on, and analyses of, student numbers and other programme statistics.	Current academic year + 5 years
Management Information	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
Management Information	Records documenting the development of the institution's courses.	Life of course + 10 years
Management Information	Records containing data on, and analyses of, student numbers and other taught course statistics.	Current academic year + 5 years
Management Information	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
Management Information	Records documenting routine solicited feedback on taught courses from students: individual feedback.	Completion of analysis of feedback
Management Information	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
Management Information	Records containing reports of routine internal reviews of taught courses.	Current academic year + 5 years
Management Information	Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Current academic year + 5 years
Management Information	Timetabling of Courses	Current year + 1 year
Management Information	Assignment of students to classes/groups	Current year + 1 year
Management Information	Course Assignment Registers	Current year + 1 year