

Document Retention Policy

2024-25

1 Overview Information

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| Lead Responsible: | Data Protection Officer |
| Approval Dates for Revisions: | |
| Equality Impact Assessment | |
| Audit Committee | 29 February 2024 |
| Governing Body | 27 March 2024 |
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| Review Date: | Spring 2025 |
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1. Policy

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").
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.
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.
4. This Policy applies to all College employees, consultants, contractors and temporary personnel hired to work on behalf of the College ("College Personnel").
5. All College Personnel with access to personal data must comply with this Retention Policy.
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.
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

8. 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

9. 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.
10. 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

11. 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:
 - a) the purpose for which the data was obtained;
 - b) whether the purpose has been fulfilled; and
 - c) whether the data needs to be retained for any potential legal claims.
 - d) the legal and contractual requirements for keeping the data.
12. Please see Appendix 1 to 12 of this Policy for specific data retention information.

5. Changes to this policy

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

Appendix 1: Human Resources

Human Resources retention periods by information type:

2 Information

| 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 |

| College Department | Information Type | Retention |
|--------------------|--|---|
| 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 |

| College Department | Information Type | Retention |
|--------------------|--|---|
| 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 * |

| College Department | Information Type | Retention |
|--------------------|--|---------------------------------------|
| 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 exposed to hazardous substances during employment. | Termination of employment + 40 years |
| 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:

2 Information

| 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:

2 Information

| 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 |

| College Department | Information Type | Retention |
|--------------------|--|--|
| 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 |

| College Department | Information Type | Retention |
|--------------------|--|--|
| 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:

2 Information

| 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:

2 Information

| 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 |

| College Department | Information Type | Retention |
|---------------------------|--|---------------------------------|
| 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:

2 Information

| 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 |

| College Department | Information Type | Retention |
|----------------------|--|--|
| 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 |

| College Department | Information Type | Retention |
|---------------------------|--|--|
| 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:

2 Information

| 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:

2 Information

| 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:

2 Information

| 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:

2 Information

| 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 |

| College Department | Information Type | Retention |
|--------------------|---|---------------------------------|
| 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 |

Appendix 11: Estates

Estates record retention periods by information type:

2 Information

| 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 issues 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 |

| College Department | Information Type | Retention |
|--------------------|--|-------------------------------------|
| 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 * |

| College Department | Information Type | Retention |
|--------------------|--|---|
| 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 |

| College Department | Information Type | Retention |
|--------------------|---|--|
| 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 | Elimination of risk + 5 years OR Updating of |

| College Department | Information Type | Retention |
|--------------------|---|--|
| | premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes. | 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 |

| College Department | Information Type | Retention |
|--------------------|--|---|
| 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 |

| College Department | Information Type | Retention |
|--------------------|--|--|
| 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 |

| College Department | Information Type | Retention |
|--------------------|---|--|
| 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 |

Appendix 12: Management Information

Management Information record retention periods by information type:

2 Information

| 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 |

| College Department | Information Type | Retention |
|------------------------|--|--|
| 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 |

| College Department | Information Type | Retention |
|------------------------|---|--------------------------------------|
| 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 |

| College Department | Information Type | Retention |
|------------------------|--|--|
| 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 |

| College Department | Information Type | Retention |
|-------------------------------|--|-----------------------|
| 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 |