There is a Welsh version of this document available.

Document Retention Procedure - Annex A

Functional Role	Document Types	Retention Period	
Principal's PA	Agendas, Minutes and other records of the Senior Leaders	5 years	
Principal's PA	Operational, Quality, Equality and Strategic Plans	Indefinitely	
Clerk to Governing Body	Governors committee minutes Agendas and papers Internal & External Audit Records	Continuous (must not be disposed of) 10 years 7 years	
Professional Development	Staff professional development records and files. Performance Review training needs PGCE and 7302 / 7303– marks, attendance, assessment, results Learning and Development Candidate Assessment Decision Records Meeting Minutes External Verifier reports Scheme approval records Candidate Contact records	5 years 5 years 5 years	
Estates	Tenders & Time-expired contracts (on-going) Work permits for contractors (updated annually) Estates Maintenance Records (on-going) Asbestos register (on-going) PAT Testing Audits (annual inspection) Contractor management	6 years 3 years 5 years after equipment removed Continuous 3 years Indefinitely	
Information Services	Funding information	7 years	
Information Services	ESF Records	15 years	
Information Services	Student Records (Funding/Information) Staff timetables eilp	7 years 2 years 3 years	
Information Services	Exam & Assessment records & correspondence with exam boards, confidential student records, counselling records, student files,	10 years	
Work Based Learning	All documents related to WBL contracts and learning	15 years	

Functional Role	Document Types	Retention Period	
Finance	Financial records such as tax and accounting records include, but may not be limited to, expenses, proof of deductions, business costs, accounting procedures and other documents concerning the college's expenses and revenues. Documents concerning payroll	7 years Duration of individual's employment then archived for 10 years	
Procurement	Financial Records (all records including invoices, receipts, copies of ledgers & accounts – electronic and hard copy) Tenders	7 years 7 years	
Health & Safety	Health & Safety Policy (updated annually) Risk Assessments (updated every 3 years) DSE Assessments (updated every 3 years) H&S Training Records/Information (on-going) Insurance Certificates (updated annually) Emergency Planning files (updated annually) Internal Audit files (on-going) External Audit files (12 month inspection) Accident/Incident Reports Health surveillance reports – staff/students (on-going) Health & Safety Review minutes of committee meetings (on-going) H&S Action Plans (on-going)	Indefinite Indefinite 5 years Indefinite 40 years 5 years 3 years 3 years Indefinite Indefinite 5 years 5 years	
Student Services	Disciplinary records (student)	7 years	
Student Services	College Counsellor	2 years	
Quality	Internal Quality and Audit files College surveys	5 years 5 years	
Student Financial Support	Financial Assistance (Funding application forms/payments/reports)	7 years	
Student Services	Application forms	1 year	
Student Services	UCAS Application forms	7 years	
Student Services	Councelling records	7 years	
Learning Support	Initial assessment and diagnostic results	7 years	
Learning Support	Learning Support Disclosure records and records of support	7 years	
Curriculum	Student files including initial assessment	5 years	
Marketing	Customer Comments / College Surveys	5 years	
Examinations	Results & returned certificates Assessment records & correspondence with exam boards, confidential student records	Indefinitely 5 years	
IT	Software Licences and Hardware Inventories (both electronic and hard copy)	5 years	
IT	Software Licences and Hardware Inventories (both electronic and hard copy)	7 years	
Communications	Consent forms for use of pictures	5 years	

Functional Role	Document Types	Retention Period	
Safeguarding	Records of referrals made to Social Services	Indefinite	
Equality and Diversity	Records of complaints made about equality issues	Indefinite	
Human Resources	Recruitment information and Application forms (not recruited)	12 months	
Human Resources	Personnel File	6 years following end of employment	
Human Resources	Funded Projects	Length of project plus 7 years	
Human Resources	Attendance records in relation to work related sickness, safety regulations or health surveillance	40 years	
Human Resources	Pension information, which includes contract history and salary	40 years	
Human Resources	Basic details; name, employee reference, DOB, NI number	40 years	
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