Cardiff and Vale College
Coleg Caerdydd a'r Fro

Document Retention Procedures

1. Scope and Purpose of these Procedures

1.1 All Document Retention procedures have been developed within the context of existing College policies and procedures. This document provides guidelines for staff in complying with the College's Data Protection Policy. These guidelines must be read in conjunction with the College's Data Protection Policy.

1.2 These guidelines are designed to cover issues that will arise periodically and provide you with practical help.

1.3 The college expects all of its employees to fully comply with any published records retention or destruction procedures, provided that they note the following general exception to any stated destruction schedule:

1.3.1 If they believe, or the college informs them, that college records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation) then they must preserve those records until their line manager tells them that the records are no longer needed.

1.4 The College has a sustainability group and considers issues of sustainability including environmental sustainability. All documents which need to be destroyed must be disposed of carefully and in line with our Sustainability Policy.

1.5 Where possible all paper records which need to be disposed of should be recycled. In the case of documents containing any personal information these documents must be shredded before recycling. For large items of shredding and disposal, staff must contact the Estates Department who will provide additional resources where necessary in order to dispose of items securely.

2. Why do we need to keep documents?

2.1 The law and various regulatory bodies require the college to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for the minimum periods could subject an employee and the college to penalties and fines, cause pay back/claw back of specific grants, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit or tribunal, place the college in contempt of court, or seriously disadvantage the college in litigation.

3. What do I need to know about storing data?

3.1 All documents must be kept securely. Any personal information held on staff or learners must be kept in locked filling cabinets to ensure that they cannot be accessed by anyone other than the key holder. In line with the document timescales below documents can be transferred to college archives.

4. Transfer of data to archive

4.1 If records require archiving, staff are requested to contact the designated Data Protection Officer to request permission to access the College's archive facilities. The College has a number of archive facilities and staff will be briefed on which one to use. No items are to be stored without the appropriate permissions and students work is not to be archived in any of the stores.

4.2 Details of specific document types and retention schedules are noted in Appendix A.

4.2.1 Short Term Store. This is currently used by the following for the storage of regularly accessed items:

4.2.1.1 Admissions and Student Financial Support

4.2.1.2 Estates

4.2.1.3 Marketing

4.2.1.4 Finance

4.2.1.5 IS & Exams

4.2.2 Long Term Store - This is currently used by the following for long-term storage of files that require minimal access:

4.2.2.1 ESF

4.2.2.2 PTA

4.2.2.3 HR Store

4.2.3 The area for Human Resources files only and no access is available for college staff other than the Director of Human Resources and Human Resources staff.

5. Preparation of material for Archiving

5.1 All material stored will require future shredding/disposal so it is imperative staff follow the guidelines set out below:

5.1.1 All items should be placed in sturdy lidded boxes.

5.1.2 Items must not be archived in lever arch folders or any other type of folder.

5.1.3 Items must be removed from folders and elastic bands placed around each bundle.

5.1.4 Ensure boxes are not over loaded, and can be lifted easily.

5.1.5 Complete an Archive Form and attach one to each box.

5.1.6 Once boxes are ready for archiving contact the Data Protection Officer or member of his/her team.

5.1.7 Once permission has been agreed, the boxes can then be shipped to Archives where they will be checked.

5.1.8 If materials have not been prepared in the above manner it will be returned.

6. Retrieving Information from Archive

6.1 Should information need to be retrieved from the archive for any reason staff must, in the first instance, contact the Data Protection Officer. For external requests involving archived material, requests must be received in writing by the Data Protection Officer and permissions obtained from the relevant departments first

7. Security

7.1 Staff must sign for the key to access the college archives and note the date and time taken and returned.

7.2 The key is to be removed from the archive door and kept secure by staff accessing the store.

7.3 The archive store is never to be left unattended whilst unlocked at any time.

8. Destruction of stored material

8.1 Relevant staff will be informed of destruction dates on specific data files approximately one month in advance and are asked to ensure that all records are disposed of in the appropriate manner. Confidential material must be shredded and data erased from any disks. All electronic storage devices (hard drives / laptops / PDA's) are to be returned the IT Department for withdrawing and disposal.

There is a Welsh version of this document available.

Date approved:	**17 May 2013**	**Responsible Manager:**	**Director of IS & IT**
Approved by:	**Quality Standards Board**	**Executive Lead:** :	**VP Corporate Resources**
Review date:	**26/10/20**	**Accessible to Learners:** :	**No**