

Record Retention Schedule

<i>Function</i>	<i>Asset Description</i>	<i>Record Types</i>	<i>Trigger</i>	<i>Retention Period</i>	<i>Rationale</i>
Student Management	Student Records	<ul style="list-style-type: none"> • Student Personal Information • NOK Personal Information • Enrolment and Progress Information • Outcome and Destination Information 	End of Academic Year	7 years (destroy) Exam outcomes – 7 years (destroy / anonymise / archive)	Limitation Act 1980 s.5 College Requirements
	Student Recruitment	<ul style="list-style-type: none"> • Conducting recruitment campaigns • Managing international agents 	End of academic year	3 years (destroy)	College requirements
	Admissions	<ul style="list-style-type: none"> • Applications and enquires • Guidance records • Enrolment records • Admission decisions • Analysis of recruitment data 	End of academic year	Successful domestic student/unsuccessful international student - 6 years (destroy) Unsuccessful domestic student – 1 year (destroy)	College requirements Equality Act 2010
	Student Finance & Prizes	<ul style="list-style-type: none"> • International student tuition fee records • Financial aid/support, transport and scholarship records • Student prize records 	End of academic year	6 years (destroy)	Limitation Act 1980 s.5
	Safeguarding & Prevent	<ul style="list-style-type: none"> • Policy documents • Risk assessments • Compliance records • Prevent Duty records 	Date last modified	25 years	Limitation Act 1980 s.5 Chanel data privacy information College requirements
Teaching and Learning	Student Experience	<ul style="list-style-type: none"> • Field trip information • Work placement 	End of academic year	1 year (destroy)	College requirements
	Quality Reporting	<ul style="list-style-type: none"> • Student feedback • Subject statistics • External examiner feedback • Performance Reviews and Action Planning 	End of academic year	6 years (destroy)	College requirements
Examinations	Examination Management	<ul style="list-style-type: none"> • Invigilator details • Exam timetables, special accommodation, exam attendance records, controls over exam material, collation and notification of results 	End of academic year	1 year (destroy)	College requirements

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Finance	Financial Records & Tax Management	<ul style="list-style-type: none"> • Budgets • Financial Statements • Procurement documents • Supplier invoices and records • Fixed and Liquid Assets records • Purchase order records • Delivery of goods/services records • Purchase order details • Virement • Tax returns • VAT records • Correspondence with HMRC 	End of HMRC financial year	6 years (destroy)	Taxes Management Act 1970 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 HMRC VAT Notice 700/21 para. 5.3 HMRC 700/21 para. 5.2 College requirements
	Funding	<ul style="list-style-type: none"> • Grant applications • Funding agreements • Reporting obligations 	End of financial year	6 years (destroy)	Limitation Act 1980 s.5
	Payroll	<ul style="list-style-type: none"> • Payslips • Salary records • Deductions • Expense claims 	End of HMRC financial year	6 years (destroy)	The National Minimum Wage Regulations (SI 2015/621) Regulation 59(8) The Income Tax (Pay As You Earn) Regulations (SI 2003/2682) Regulation 97(8); Taxes Management Act 1970 s 34
People & Culture	CPD	<ul style="list-style-type: none"> • CPD event records (not individual records) 	End of academic year	6 years (destroy)	College requirements
	Equality Monitoring	<ul style="list-style-type: none"> • Equality data and records • Equality Impact Assessments 	End of Academic Year	6 years (destroy / anonymise)	Equality Act 2010
Facilities Management	Maintenance	<ul style="list-style-type: none"> • Facilities maintenance records 	End of Academic Year	6 years (destroy)	Limitation Act 1980 s.5 The Control of Substances Hazardous to Health Regulations (SI 2002/2677) Regulation 9(4)
	CCTV	<ul style="list-style-type: none"> • CCTV footage not involving an incident under investigation 	Date created	28 days (destroy)	College requirements ICO guidance

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	Body Worn Video	<ul style="list-style-type: none"> BWV footage not involving an incident under investigation 	Date created	1 Month (Destroy)	College requirements ICO guidance
	Waste Management	<ul style="list-style-type: none"> Disposal documentation 	End of academic year	3 years (destroy)	<p>The Special Waste Regulations (SI 1996/972) Regulation 15(4)</p> <p>The Hazardous Waste (England and Wales) Regulations (SI 2005/894)</p> <p>The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1)</p>
	Incident & Accident Reporting	<ul style="list-style-type: none"> Incident reports Accident investigations 	End of academic year	6 years (destroy)	College requirements RIDDOR
Information Management	Data Protection	<ul style="list-style-type: none"> ICO registration IAR and ROPA records DPIA records Data subject rights requests FOI and EIR requests 	End of academic Year (where requests are closed.	6 years (destroy)	College requirements
	IT Security	<ul style="list-style-type: none"> User account logs and records Security breach reports Sanitisation of ICT hardware before disposal Replacement passes for staff/student records 	End of academic year (where incidents are closed.)	1 year (destroy)	College requirements
Marketing & Communication	Complaints Management	<ul style="list-style-type: none"> Complaint and investigation records 	End of academic year (where case is closed).	6 years (destroy / anonymise)	College requirements
	Compliments Management	<ul style="list-style-type: none"> Compliments records 	End of academic year (where case is closed).	1 year (destroy / anonymise)	College requirements
	Internal communication	<ul style="list-style-type: none"> Staff and student bulletins 	End of academic year	3 years (destroy)	College requirements

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	Advertising	<ul style="list-style-type: none"> Advertisements and impact assessments 	End of academic year	6 years (destroy / anonymise)	College requirements
Governance and Compliance	Strategic Performance	<ul style="list-style-type: none"> College performance reports and improvement plans Benchmarking data 	End of academic year	10 years (destroy)	College requirements
	Audit	<ul style="list-style-type: none"> Internal/External audit reports Compliance checks 	Completion of audit	6 years (destroy)	College requirements
	Statistics	<ul style="list-style-type: none"> Legal and regulatory compliance statistics 	End of academic year	6 years (destroy / anonymise and archive)	Limitation Act 1980 s.5

Function	Asset Description	Record Types MAY include (whether personal or non-personal data is included)	Trigger	Retention Period	Rationale
People & Culture	Staff Records	<ul style="list-style-type: none"> Application Form DBS checks Right to work checks Induction records Disciplinarys (where case found) Individual Training & development records Leave References Sickness and absence Employee assistance programmes access 	Termination of employment	6 years (destroy)	Limitation Act 1980 s.5 ICO Guidance: Retaining employer information Guidance for Sponsors
	Recruitment (unsuccessful)	<ul style="list-style-type: none"> Applications and enquiries Application forms Appeals 	Closure of job posting	6 months (destroy)	College requirements Data Protection Act 2018 and UK GDPR
	Staff Recruitment	<ul style="list-style-type: none"> Authorisation of recruitment Advertising vacancy, enquiries and processing Shortlisting and interview notes 	Closure of job posting	1 year (destroy)	College requirements
	Grievances / Disciplinary (no case)	<ul style="list-style-type: none"> Commencement, investigation records and outcome records 	Last action	6 months (destroy)	College requirements Data Protection Act 2018 and UK GDPR
Facilities Management	Property Work	<ul style="list-style-type: none"> Design Permits Inspection of works Completion of/progress of works 	Completion of works	Major work – 15 years (destroy) Minor work – 6 years (destroy)	Limitation Act 1980 s.14B Latent Damage Act 1986

Function	Asset Description	Record Types MAY include (whether personal or non-personal data is included)	Trigger	Retention Period	Rationale
	Lease Agreements	<ul style="list-style-type: none"> Lease agreements 	Expiry of lease	6 years (destroy)	Limitation Act 1980 s.8
	Equipment Installation / Management	<ul style="list-style-type: none"> Pre-commissioning inspection/tests Post-installation inspections / tests Equipment maintenance logs 	Decommissioning / removal	6 years (destroy)	College requirements
	Health and Safety Inspection	<ul style="list-style-type: none"> Health and Safety inspections 	Date of Inspection	6 years (destroy)	RIDDOR
	Equipment and consumables disposal	<ul style="list-style-type: none"> Evaluation and authorisation of disposal Disposal Records 	Decommissioning / removal	1 year (destroy)	College requirements
Marketing & Communications	Events Management	<ul style="list-style-type: none"> Event planning, execution and reports 	One-off event – completion of event	6 years (destroy)	Limitation Act s.5
			Recurring events – date superseded	1 year (destroy)	
	Marketing Campaign	<ul style="list-style-type: none"> Planning, developing, implementing and reviewing marketing campaigns 	End of Campaign	6 years (destroy)	College requirements
	Award Ceremony	<ul style="list-style-type: none"> Event details and programme design 	Completion of event	1 year (destroy)	College requirements
Information Management	Copyright Compliance	<ul style="list-style-type: none"> Copyright Licensing Agency compliance records 	End of CLA Audit	6 years (destroy)	College requirements
	IT systems Development and Operations Management	<ul style="list-style-type: none"> Development records System performance records and data storage System software licenses 	Decommissioning / removal	6 years (destroy)	College requirements
Finance	Supplier Approval	<ul style="list-style-type: none"> Applications, evaluations and outcomes 	Termination of Relationship	1 year (destroy)	College requirements
	Contract Tendering and Management	<ul style="list-style-type: none"> Tender preparation, application, monitoring, complaints and disputes. 	Termination of relationship	Successful – 6 years (review/destroy)	Limitation Act 1980 s.5
				Unsuccessful – 1 year (destroy)	College requirements
	Pension Management	<ul style="list-style-type: none"> Employee pension records 	Employee date of birth (or termination	110 years (destroy) / or 80 years from termination (destroy)	College requirements

Function	Asset Description	Record Types MAY include (whether personal or non-personal data is included)	Trigger	Retention Period	Rationale
			of employment where DOB not known)		
Legal Affairs	Contracts & Agreements	<ul style="list-style-type: none"> Negotiation, maintenance and review 	Termination of contract	6 years (destroy)	Limitation Act 1980 s.5
	Legal Claims	<ul style="list-style-type: none"> Handling claims which do not proceed to litigation or settlement Managing claims which proceed to litigation or settlement. 	End of claim	No litigation or settlement - 6 years (destroy) Litigation or settlement - 6 years (archive)	Limitation Act 1980 s.2 and s.5
Governance and Compliance	Whistleblowing Investigations	<ul style="list-style-type: none"> Allegations, investigations and outcomes 	Closure of case	6 years (destroy)	Limitation Act 1980 s.2 and s.5
	Insurance Policy/Claim Management	<ul style="list-style-type: none"> Policy selection, renewal, amendments Claims administration and outcome records 	Expiry/renewal of policy Administration of claim - end of claim Outcomes of claims - date created	6 years (destroy) 6 years (destroy) 40 years	Limitation Act 1980 s.5 Employers Liability (Compulsory Insurance) Regulations