



Document Retention Procedure

Key Information	
Policy Reference Number	CCSW - DRP
ELT Post Responsible for Update and Monitoring	Principal / CEO
Published on Website	Yes
Date approved by ELT	23 January 2024
Date Approved by Governor's Committee (if applicable)	Click or tap to enter a date.
Date of EIA Review	Click or tap to enter a date.
Date of Next Policy Review	27 January 2027

I. Retention of Documents

- I.1. The College holds vast amounts of records, these include learner records, employee records, financial records and various other types of records that contribute to the efficient operation of the College.
- I.2. Data Protection law requires that records containing personal data are only retained for a limited time; this timeframe is called a 'retention period'.
- I.3. Once a document reaches its retention date it should be reviewed to ensure it does not need to be kept for longer. Any staff wishing to retain a record for longer than the specified retention period should contact the Data Protection Officer for advice and guidance.
- I.4. Records that need to be kept for longer than the stated retention period will be assigned an extended timescale in consultation with the Data Protection Officer.
- I.5. Records which have reached their retention date (whether held in electronic or paper format) should be destroyed under confidential conditions (shredded or permanently deleted).
- I.6. Certain records need to be kept for historical purposes and these will be transferred to a place of deposit.
- I.7. For guidance on any record not listed, please contact the Data Protection Officer.

2. Retention Schedule

2.1. Learners

Record Types	Record Description	Retention Period	Rationale
Core Student Record	Student name and identifier, date of birth, address at initial commencement and completion/termination, educational background, course and dates, performance/assessment, name, date and result of award	80 years	Lifetime for student as verification of achievements may be required
Registered student record	Data that forms part of core student record as well as additional information including special category data where collected. Includes initial assessments such as keys skills assessments, academic progress. Also includes criminal conviction declarations	End of being a registered student +6years	Limitation Act 1980
Conduct and disciplinary records	Records relating to the case including outcomes	Last action +6 years	Limitation Act 1980
Safeguarding records	Records relating to concerns, handling of concerns and outcomes	Last action +6 years or till student is 25 years old (whichever is later)	Limitation Act 1980
Enquiries from those who don't register as a student	Name, relevant information to the enquiry including educational information, personal situation information	Academic year + 1 year	Competitive Market Authority
Unsuccessful student applicants	Name, address, emails, educational background, personal background	Academic year + 1year	The Equalities Act 2010
Confidential student records	Counselling records	End of course +3years	Based on BACP guidance

2.2. Marketing and Learner Recruitment

Record Types	Record Description	Retention Period	Rationale
Student recruitment schemes and campaigns	Design process, operation and implementation, summary of results	Current academic year + 5year or end of campaign + 5 year	Business need
Press releases		Current year +5 year	Business need
Publications		Whilst current +1 year	Business need
Marketing campaigns	Design process, operation and implementation	End of campaign +3yr	Business need

2.3. Finance and Governance

Record Types	Record Description	Retention Period	Rationale
Student bursaries and aid payment	Name, personal background, bank details	Current financial year +6 years	Limitation Act 1980
Apprenticeship Levy		Current financial year +3 years	Income Tax (Pay As You Earn) (Amendment) Regulations 2017
External funding	Documentation relating to bid/application, implementation and related financial documents	End of financial year to which funding is applicable +6 years	Limitation Act 1980
Records of corporation meetings and committees	Minutes, papers, other relevant records	Life of College	Business need

College performance data	Inspection reports, student surveys, observations reports etc.	5 years from academic year in which is was carried out/submitted	Business need
ESF Project Funding and associated records		For the 2007-13 ESF Programme this is expected to be until at least 31 December 2022. For the 2014-20 ESF Programme until at least 31 December 2030	Note: check the DWP - ESF guidance before destroying any paperwork in case the destruction date has changed. Source: Record keeping and retention information for training providers - GOV.UK (www.gov.uk)

2.4. Human Resources

Record Types	Record Description	Retention Period	Rationale
Trade Union	Routine communications Negotiations on specific issues	Current year +20 years Last action +20 years	Best practice
Unsolicited applications	Name, CV, covering letter	Receipt + 1 year	See Section 1.7 of the Employment Practices Code (Information Commissioner's Office, 2011)
Staff files	Name, date of birth, contact details, references, contract of employment, sickness	End of employment + 6years	Limitation Act 1980
Disciplinary proceedings	Records relating to the case including outcomes	Last action +6 years	Best practice
Remuneration	Records relating to bonuses, additional awards, long service awards Calculation of salary and payments Payment of Statutory Sick Pay Payment of Statutory Maternity Pay	Current tax year + 6years	Limitation Act 1980 Taxes Management Act 1970
Pensions	Records of employee and employer contributions to the scheme	Death of last known beneficiary +6years	The Retirement Benefits Schemes (Information Powers) Regulations 1995
Volunteer records	Name, date of birth, contact details, details of volunteer work undertaken including any complaints, allegations etc	End of relationship +6 years	Limitation Act 1980

2.5. Health and Safety

Record Types	Record Description	Retention Period	Rationale
Risk Assessments	Assessments required for activities including revisions and reviews	Superseded + 5year	Best practice
Health surveillance	Records relating to the fulfilment of health surveillance in relation to <ul style="list-style-type: none"> Noise Hazardous Substances Lead Asbestos In relation to those employees who need to be monitored	Date of last entry + 40years	The Control of Substances Hazardous to Health Regulations
Accident Register	Records relating to accidents including those that do not meet the threshold for RIDDOR reporting	As required by RIDDOR or 3 years from the date the record is created (or until the party involved is 21 if this is a later date)	Health and Safety Act 1974

2.6. Property Management

Record Types	Record Description	Retention Period	Rationale
Deeds	Title deeds for properties owned	Disposal of the property	Transferred to new owner
Leases	Negotiations of lease and original lease	Expiry of lease + 15years	Limitation Act 1980
Leasing out arrangements	Leasing out of property lease and arrangements	Expiry of lease +12 years	Limitation Act 1980

2.7. Sector Specific

Record Types	Record Description	Retention Period	Rationale
Sector reporting	Reports to regulatory FE bodies	Current year + 3years	Business need
Relationships with other FE/HE institutions	Documents relating to formal contractual relationship	End of relationship +6 years	Limitation Act 1980
Use of onsite services e.g.	Name, contact details, engagement details	Last visit +1 year	Business need

- 2.8. This retention schedule is based on the JISC retention schedule for FE and HE institutions and is not a fully comprehensive document but looks at key areas. Information about retention for other types of records can be found in the JISC retention schedule, accessed [here](#) and the DPO should be consulted before implementation.