

**Records Retention and Disposal Policy**

This policy sets out the retention and disposal arrangements for records held by the College Development Network (CDN).

The table below identifies the business areas for which CDN maintain official records. The official records within each business area are shown with a retention period.

It should be noted that the Policy applies only to CDN’s official records. CDN staff may create many documents in the course of their work and only a proportion of these are designated as official records. Staff must maintain good practice in the management of their working papers and must exercise discipline in the maintenance of good records. All CDN staff are responsible for working with colleagues to ensure that the official records are maintained and that CDN working papers are responsibly managed. If you are unsure as to what your responsibilities are, please contact the Corporate Services Manager.

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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
| **Corporate Services Manager** | **FCS** | Staff Personnel Records | Minimum 6 years from the end of employment. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Former Staff Details | 6 years from the end of employment |
|  |  | Staff Training | Minimum 6 years from the end of employment. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Recruitment Documents for Unsuccessful Applicants | 1 year after notifying unsuccessful candidate or longer if there is a communicated policy to keep candidates CV’s for future reference. Individuals should have the right to their details being retained. |
|  |  | Equal Opportunity Monitoring Form for Recruitment Purposes | 1 year |
|  |  | Pensions and Retirement Records (notifiable events and decisions allowing retirement due to incapacity, pension accounts and related records) | For the life of the scheme or 12 years after winding up. |
|  |  | Employee Handbook | Retain whilst in use and for two years from the date it is superseded. |
|  |  | HR Policies | Retain whilst in use and for two years from the date it is superseded. |
|  |  | Disciplinary and Grievance Records | Minimum 6 years from the end of employment. To the extent personal data is held, it should not be |



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|  |  |  | retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Summary Health and Safety Reports for the Board | Permanently |
|  |  | Health and Safety Records incl. quarterly inspection reports and training documentation | Permanently |
|  |  | Accident Book and Accident Information | Minimum 3 years after the date of the last entry. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Fire Occurrence Records | Permanently |
|  |  | Risk Assessment Reports e.g. pregnancy, manual handling etc | Permanently |
|  |  | Job Evaluations | 6 years |
|  |  | Organisation Chart – current | Retain until superseded |
|  |  | Staff Appraisals | Minimum 6 years from the end of employment. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |



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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
| **Finance Director/Officer** | **Finance** | Bank Statements | Minimum 6 years form the end of the financial year to which it relates. |
|  |  | Annual Report and Accounts | Permanent |
|  |  | Management Accounts and Associated Information | Minimum 6 years |
|  |  | Budgets - Final  Budgets - Workings | Permanent 3 years |
|  |  | Income Tax and NI Returns, Including Correspondence with Tax Office | Minimum 6 years from the end of the financial year to which the records relate. |
|  |  | VAT Records | Minimum 6 years from the end of the financial year to which the records relate. |
|  |  | Travel/Staff Expenses | Minimum 6 years from the end of the financial year to which the records relate. |
|  |  | Time Sheets | Minimum 6 years |
|  |  | Purchase Orders | Minimum 6 years from the date of the Purchase Order |
|  |  | Invoices/Credit Notes – Purchase and Sales | Minimum 6 years from the end of the financial year to which the records relate |
|  |  | General Financial Correspondence | Minimum 6 years depending on what information is included in the correspondence. If the correspondence relates to a project or specific contract they should be retained for the period of the length of the contract or project plus a minimum of 6 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Payroll Reports & BACS Printouts | Minimum 6 years from the end of the financial year to which the records relate |

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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
|  |  | Year End Audit Files | Minimum 6 years from the end of the financial year to which the records relate |
|  |  | Internal and External Audit Reports | 2 years |
|  |  | Financial Procedures Manual | Retain until superseded plus 3 years |
|  | **ESF Projects** | Original Documents about the Development Partnership | Subject to funder specification, but at least 6 years after the last payment has been received from the funder. |
|  |  | Financial Information | Subject to funder specification, but at least 6 years after the last payment has been received from the funder. |
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| **Head of Marketing and Development** | **Marketing & Business**  **Development** | General Publications | Permanent Archive. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Tender Documents – invited and submitted | 3 years |
|  |  | Quick Newsletter | 3 years |
|  |  | Staff Profiles on website | Updated as required to reflect current staffing. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  | **Conferencing /Administration** | Minutes of Meetings –Internal/External | 2 years |

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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
|  |  | Conference Information and Feedback | 2 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Central Contacts Database | 5 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Contracts with External Suppliers | Lifetime of the Contract plus six years. |
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| **PA Executive and Board Support** | **Executive** | Strategic Plan | Permanent |
|  |  | Key Performance Indicators | 5 years |
|  |  | Operational plans | 5 years |
|  | **Board of**  **Management** | Membership Details | Permanent |
|  |  | Board Member Details | Permanent |
|  |  | Board, Committee and AGM Papers | 10 years from the date of the meeting |
|  |  | Staff Forum Papers | 3 years from the date of the meeting |
|  |  | Statutory Returns | Permanent |
|  |  | Memorandum and Articles of Association | Permanent |
|  |  | SFC Correspondence | Minimum 6 years |
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| **Corporate Services Manager** | **Facilities** | Insurance Policy Files | Minimum 6 years after termination |
|  |  | Lease | Permanent |
|  |  | Licence to occupy/Service Level Agreements | Permanent |
|  |  | Contracts with External Suppliers | Lifetime of the Contract plus six years. |

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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
|  |  | Correspondence with Landlord | 3 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | Planning Applications and Consents | 6 years |
|  |  | Resource Committee Documentation | 3 years |
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| **Corporate Services Manager** | **IT** | Technical Specifications | Lifetime of machines |
|  |  | Disaster Recovery – current | Retain and for 1 year from the date it is superseded. |
|  |  | Operating Logs | Lifetime of machines |
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| **CDN Heads** |  | Project Files | 6 years after completion of project |
|  |  | College Workshops Activity and Review Sheets | 2 years. |
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| **Responsibility** | **Department** | **Records Held** | **Retention Period** |
| **Head of Professional Development** | Quality | CMI centre records | 3 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | CMI assessment materials | 3 years. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | CMI learner/candidates work | Retain for 6 months after the date that CMI has completed satisfactory moderation/verification. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | CMI learner/candidates work subject to internal appeal | Retain for 6 months after the date of the final appeal decision. |
|  |  | SQA candidate assessment materials | 1 calendar year following completion of the qualification. To the extent personal data is held, it should not be retained for longer than necessary for the lawful purposes for which such data was processed. |
|  |  | SQA assessment materials subject to internal appeal | Assessment and internal verification records retained until the appeal is resolved. |
|  |  | SQA assessment materials subject to a malpractice investigation | Assessment and internal verification records retained for three years. |
|  |  | SQA assessment materials subject to  an appeal to SQA against a malpractice decision or investigation involving a criminal prosecution or civil claim | Assessment and internal verification records retained for six years after the case and any appeal has been heard. |