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.

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		Employee Handbook	Retain whilst in use and for two years from the date it is superseded.
		HR Policies	Retain whilst in use and for two years from the date it is superseded.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.

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

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.
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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		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.
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

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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		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
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
CDN Heads		Project Files	6 years after completion of project
		College Workshops Activity and Review Sheets	2 years.

Responsibility	Department	Records Held	Retention Period
Head of Professional Development	Quality	CMI centre records Learner records Assessor's name(s) Internal Verifier's name(s) Date of registration with CMI Learner assessment records Records of internal verification activity See the CMI retention policy for further details of information required to be retained for learner records, learner assessment and internal verification, within the categories above.	3 years from the latest date. 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 from the date of the assessment. 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 completed and compiled prior to CMI moderation/verification	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 representative sample of learner/candidates work (minimum requirement one complete learner portfolio for each qualification, and each delivery method in each academic year).	Retain for 3 years from the end of the academic year
		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.