

Document Retention Policy

1. Policy Statement

The College recognises that records contain information that are an invaluable resource and important operational asset and that a systematic approach to management of College's records is essential to protect and preserve them as evidence of its action. To that end, the College is committed to effective retention of records to ensure that it:

- meets legal standards
- optimises the use of space
- minimises the cost of record retention
- preserves the history of the College
- destroys outdated and useless records

2. Statement of Principles

The College will

- Comply not only with information related legislations but also with any other legislations or regulations including audit, affecting the College
- Develop and implement a College Document Retention Schedule which is based on the Joint Information Systems Committee (JISC) records retention scheme attached to this document as Appendix 1.
- Ensure that any decision to retain records containing personal information on individuals take account of the provisions of the Data Protection Act 1998, including the possible need for disclosure in response to a request for data subject to access under the act.
- Ensure that all decisions to retain or destroy records are formally authorised by an appropriate manager or the data owner, who will commit the College to potential consequences of those decisions
- Implement procedures for regular checking of review dates and accuracy and relevance of records
- Ensure that records whose retention periods have expired would be destroyed promptly. Records of a sensitive nature relating to staff records, student records or other records that contain personal, evaluative, or confidential information, would either be shredded or disposed of as confidential waste in accordance with the Data

Protection Act 1998. Other records may be recycled or destroyed according to the standard procedures.

- Ensure that all updates added to the JISC record retention schedule after the date of approval of this policy are evaluated and if appropriate, added to the College' records retention schedule attached as Appendix 2 to this document.

3. Scope

This policy applies to all records created, received or maintained by College staff in the course of carrying out their corporate, administrative or curriculum functions.

Records are identified as those documents which facilitate the all the activities carried by the College and which are thereafter retained, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

All records covered by the Data Protection Act 1998 fall within the scope of this policy, although the Act is not prescriptive about methods of retention. The Act covers personal information held as computer records, manual files, discs, CDs, email, video tapes and paper records.

4. Legal Framework

The policy takes into account appropriate legislation and guidance that we need to apply including:-

- Limitations Act 1980
- Taxes Management Act 1970
- Customs & Excise VAT Notice 700/21:Keeping VAT records
- Statutory Sick Pay(General) Regulations 1986
- Working Time Regulations1998
- Public Works Contracts Regulations 1991,1993 & 1995
- Sex Discriminations Act 197
- Race relations act 1976
- Disability discriminations Act 1995
- Equal Pay Act 1970
- National minimum wage Regulations 1998
- Data protection Act 1998
- Freedom of Information of Information Act 2000
- Environmental Protection Act (EPA) 1990
- Environmental Information Regulations Act 2004
- Health and safety at Work Act
- Management of Health and Safety at Work Regulations
- Hazardous Waste (England and Wales) Regulations 2005

- Control of Pollution (Oil Storage) Regulations 2001
- Control of Noise at Work Regulations
- Control of Asbestos at Work Regulations 2012

5. Organisational responsibilities

The College has corporate responsibility to maintain its records and record keeping systems in accordance with statutory regulations. The Senior Leadership Team member with overall responsibility for this policy is the Principal

The Director of IT and Facilities is responsible for drawing up guidance for good record retention and promoting compliance with the policy in such a way as to ensure the easy, appropriate and timely disposition of records that are out of date.

Heads of Faculties and all managers have responsibility for the management of records generated by their team's activities, namely to ensure that the records created, received and controlled within their teams and the systems (electronic or otherwise) and procedures they use, are managed in a way which complies with this Policy.

Members of staff with designated responsibilities for processing of information that either alone or when put with other data creates a record are accountable to their manager to ensure that electronic systems and functions and transactions performed by them comply with this policy

6. Reviewing and monitoring of the policy

- Impact Assessment: - Impacted accessed September 2017 by Sylvester During.
- Next review date :- September 2018

Appendix 1



Jisc Retention
Schedule.htm.xlsx

Appendix 2

College Record Retention Schedule

Functional Area	Description	Retention
Governance / Corporate Management	<ul style="list-style-type: none"> Instrument of government Articles of Government 	Life of College
	<ul style="list-style-type: none"> Governance structure. 	Life of College
	<ul style="list-style-type: none"> Record of appointment of members of the College's governing body. 	Termination of appointment + 6 years
	<ul style="list-style-type: none"> Record of training and development provided to members of the governing body. 	Current year + 3 years
	<ul style="list-style-type: none"> Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies. 	Termination of appointment + 6 years
	<ul style="list-style-type: none"> Board Papers Board minutes 	Current year + 50 years
	<ul style="list-style-type: none"> Terms of reference for the College's executive committees. 	Life of committee
	<ul style="list-style-type: none"> Executive Committee Papers Executive Committee Minutes 	Current year + 50 years
	<ul style="list-style-type: none"> Record of appointment and designation of the senior officers. 	Termination of appointment + 5 years
Financial Resources	<ul style="list-style-type: none"> Policies and strategies 	Superseded + 10 years
	<ul style="list-style-type: none"> Finance strategy. 	Superseded + 10 years
	<ul style="list-style-type: none"> Records containing reports of performance against the plans for the implementation of the finance strategy. 	Current financial year + 10 years
	<ul style="list-style-type: none"> Conduct and results of audits and reviews of the finance management function, and responses to the results. 	Current financial year + 10 years
	<ul style="list-style-type: none"> Financial Management Policies and Procedures 	Superseded + 10 years
	<ul style="list-style-type: none"> Conduct and results of financial audits, and action taken to address issues raised. 	Last action on audit + 6 years
	<ul style="list-style-type: none"> Issue of sales invoices and the processing of incoming payments. 	Current financial year + 6 years *

<ul style="list-style-type: none"> • Receipt and payment of purchase invoices. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Payment and/or reimbursement of employees' expenses. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Payment of honoraria to third parties. * 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Handling of petty cash. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • receipt and processing of students' fees. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Annual Accounts. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Analyses of the internal deployment of the College's financial resources. 	Current financial year + 1 year
<ul style="list-style-type: none"> • Preparation of the College's statutory accounts. 	Current financial year + 6 years
<ul style="list-style-type: none"> • Internal accounting transactions between operating units (i.e. cross-charges). 	Current financial year + 1 year
<ul style="list-style-type: none"> • Tax returns. 	Current tax year + 6 years *
<ul style="list-style-type: none"> • Administration of annual funding allocations from the appropriate statutory funding body. 	Current financial year + 10 years
<ul style="list-style-type: none"> • ESF Project Funding. 	Funding Period+ 6 years
<ul style="list-style-type: none"> • Preparation of annual operating budgets. 	Current financial year + 1 year
<ul style="list-style-type: none"> • Employees' authorisation for non-statutory payroll deductions. 	Current tax year + 6 years
<ul style="list-style-type: none"> • Calculation and payment of payroll payments to employees. 	Current tax year + 3 years *
<ul style="list-style-type: none"> • Operation of the Statutory Sick Pay scheme. 	Current tax year + 3 years *
<ul style="list-style-type: none"> • Operation of the Statutory Maternity Pay scheme. 	Current tax year + 3 years *
<ul style="list-style-type: none"> • Payments of the College's employers' contributions to pension's schemes for its employees. 	Termination of employment + 75 years

<ul style="list-style-type: none"> • Payments of the College's employees' contributions to pension schemes. 	Termination of employment + 75 years
<ul style="list-style-type: none"> • Opening, closure and routine administration of bank accounts. 	Closure of account + 6 years
<ul style="list-style-type: none"> • standing orders, direct debits etc. 	Life of instruction + 6 years
<ul style="list-style-type: none"> • Routine bank account deposits / withdrawals / transfers (paying-in slips, transfer instructions, bank statements etc.) 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Purchase / sale of investments. 	Current financial year (of transaction) + 6 years*
<ul style="list-style-type: none"> • Overall management of the College's financial investment portfolio. 	Divestment + 6 years
<ul style="list-style-type: none"> • Value of the College capital assets. 	Current financial year + 6 years *
<ul style="list-style-type: none"> • Decisions (and authorisations) to dispose of capital assets. 	Current financial year (of disposal) + 6 years *
<ul style="list-style-type: none"> • Plans for the implementation of the College's procurement policies, strategies and procedures. 	Superseded + 5 years
<ul style="list-style-type: none"> • Supplier evaluation criteria. 	Superseded + 5 years
<ul style="list-style-type: none"> • Invitations to Tender and tender evaluation criteria. 	Termination of supply contract awarded + 6 years
<ul style="list-style-type: none"> • Issue of Invitations to Tender and handling of incoming tenders. 	Award of supply contract + 1 year
<ul style="list-style-type: none"> • Evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders. 	Award of supply contract + 1 year
<ul style="list-style-type: none"> • Evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders. 	Termination of supply contract awarded + 6 years
<ul style="list-style-type: none"> • Contract award report (as required by the Regulations cited). 	Termination of supply contract awarded + 6 years
<ul style="list-style-type: none"> • Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited). 	Current year + 3 years

	<ul style="list-style-type: none"> Variations to contracts (e.g. revisions, extensions). 	Termination of contract + 6 years
	<ul style="list-style-type: none"> Monitoring of supplier performance and action taken regarding under-performance. 	Termination of contract + 6 years
	<ul style="list-style-type: none"> Purchase Orders. 	Current financial year + 6 year *
	<ul style="list-style-type: none"> Goods Received Notes / Goods Inwards Notes. 	Current financial year + 6 year *
	<ul style="list-style-type: none"> Arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance. 	Commencement of policy + 40 years OR Renewal of policy + 40 years *
	<ul style="list-style-type: none"> Arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance. 	Expiry of policy + 6 years
	<ul style="list-style-type: none"> Claims made under insurance policies. 	Settlement of claim + 6 years OR Withdrawal of claim + 6 years
Human Resources	<ul style="list-style-type: none"> Remuneration structure. 	Current year + 10 years
	<ul style="list-style-type: none"> Pay reviews. 	Current year + 5 years
	<ul style="list-style-type: none"> Monitoring of hours worked by employees, as required by the Regulations cited. 	Date of record + 2 years *
	<ul style="list-style-type: none"> Grievances raised by staff (which do not relate directly to their own contracts of employment), the College's response, action taken and the outcome. 	Last action on case + 6 years
	<ul style="list-style-type: none"> Employee's initial application for employment with the College. 	Termination of employment + 6 years
	<ul style="list-style-type: none"> Supporting documentation (e.g. references) for an employee's initial application for employment with the College. For pre-employment health screening, see Health & Safety Management, Employee Health Surveillance. 	Completion of appointment
	<ul style="list-style-type: none"> Employee's subsequent applications for other jobs within the College. 	Termination of relationship with student + 6 years
	<ul style="list-style-type: none"> Employee's contract(s) of employment with the College. 	Termination of employment + 6 years
	<ul style="list-style-type: none"> Changes to an employee's terms and conditions of employment. 	Termination of employment + 6 years

	<ul style="list-style-type: none"> • Job descriptions of positions held by an employee within the College. 	Duration of job + 1 year
	<ul style="list-style-type: none"> • Employee's identified training and development needs, and the action taken to meet these needs. 	Completion of actions + 5 years
	<ul style="list-style-type: none"> • Routine assessments of an employee's performance, and any consequent action taken. 	Superseded + 3 years
	<ul style="list-style-type: none"> • Disciplinary proceedings against an employee, where employment continues. 	Closure of case + 6 years
	<ul style="list-style-type: none"> • Disciplinary proceedings against an employee, where employment does not continue. 	Closure of case + 6 years
	<ul style="list-style-type: none"> • Employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards). 	Current year + 3 years
	<ul style="list-style-type: none"> • Records relating to the administration of an employee's contractual holiday entitlement. 	Current Year+ 1
	<ul style="list-style-type: none"> • Authorisation and administration of special leave, e.g. compassionate leave, study leave. 	Current year + 1 year
	<ul style="list-style-type: none"> • Employee's absence due to sickness. 	Termination of employment + 40 years
	<ul style="list-style-type: none"> • the authorisation and administration of statutory leave entitlements, e.g. parental leave. 	Completion of entitlement + 6 years
	<ul style="list-style-type: none"> • entitlements to, and calculations of, Statutory Maternity Pay. 	Current tax year + 3 years *
	<ul style="list-style-type: none"> • Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts). 	While current
	<ul style="list-style-type: none"> • pre-employment health screening of an employee: employees exposed to hazardous substances during employment. 	Termination of employment + 40 years
	<ul style="list-style-type: none"> • major injuries to an employee arising from accidents in the workplace. 	Termination of employment + 40 years
	<ul style="list-style-type: none"> • an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal. 	Termination of employment + 6 years
	<ul style="list-style-type: none"> • references provided in confidence in support of an employee's application(s) for employment by another organisation. 	Provision of reference + 1 year
Estates	<ul style="list-style-type: none"> • The acquisition of ownership of properties. 	Ownership of property

	<ul style="list-style-type: none"> Deeds and certificates of title for properties owned by the College. 	Ownership of property
	<ul style="list-style-type: none"> Negotiations for properties where the property was not acquired. 	Closure of negotiations + 6 years
	<ul style="list-style-type: none"> The acquisition of use of properties by lease or rental. Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management. 	Disposal of property + 6 years
	<ul style="list-style-type: none"> The development of properties. 	Ownership of property
	<ul style="list-style-type: none"> The restoration of contaminated land. 	Ownership of land
	<ul style="list-style-type: none"> Inspection, maintenance and repair of properties. 	Completion of work + 2 years
	<ul style="list-style-type: none"> The history of major maintenance works on properties. 	Ownership of property
	<ul style="list-style-type: none"> Inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land. 	Review of assessment *
	<ul style="list-style-type: none"> The removal of hazardous materials from properties. 	Removal of material + 5 years
	<ul style="list-style-type: none"> The disposal of properties. 	Disposal of property + 6 years
	<ul style="list-style-type: none"> Fire Certificates. 	Issue of new certificate
	<ul style="list-style-type: none"> CCTV Recordings. 	Creation +1 Month
	<ul style="list-style-type: none"> Leasing-out arrangements for properties. 	Termination of lease + 6 years
Equipment	<ul style="list-style-type: none"> Results of inspections of facilities by enforcing authorities, and action taken to address issues raised. 	Completion of subsequent inspection
	<ul style="list-style-type: none"> Specifications for, and the selection of, equipment/consumables: major items. 	Life of item + 6 years
	<ul style="list-style-type: none"> Specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations. 	Life of item + 40 years
	<ul style="list-style-type: none"> Specifications for, and the selection of, equipment/consumables: other items. 	Life of item

	<ul style="list-style-type: none"> The installation of equipment/consumables: major items. 	Decommissioning, removal + 6 years
	<ul style="list-style-type: none"> The installation of equipment/consumables: items which are safety critical or associated with hazardous operations. 	Decommissioning, removal + 40 years
	<ul style="list-style-type: none"> The installation of equipment/consumables: other items. 	Decommissioning, removal + 1 year
	<ul style="list-style-type: none"> Reports of post-installation examinations of lifting equipment, as required by the Regulations cited. 	Decommissioning *
	<ul style="list-style-type: none"> The inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations. 	Disposal of item + 5 years
	<ul style="list-style-type: none"> Report on the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances. 	Date of action + 5 years *
	<ul style="list-style-type: none"> Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited. 	Completion of subsequent report OR Issue of report + 2 years, whichever is the longer
	<ul style="list-style-type: none"> Maintenance of equipment / consumables: major items. 	Decommissioning, removal + 6 years
	<ul style="list-style-type: none"> Maintenance of equipment / consumables: items which are safety critical or are associated with hazardous operations. 	Decommissioning, removal + 40 years
IT	<ul style="list-style-type: none"> ICT systems strategy. 	Superseded + 5 years
	<ul style="list-style-type: none"> Records containing reports of performance against the plans for the implementation of the College's ICT systems strategy. 	Current academic year + 5 years
	<ul style="list-style-type: none"> Results of audits and reviews of the ICT systems management function, and responses to the results. 	Current academic year + 5 years
	<ul style="list-style-type: none"> ICT systems management policies and procedures. 	Superseded + 5 years
	<ul style="list-style-type: none"> Post-implementation modification and maintenance of ICT systems. 	Decommissioning of system + 5 years
	<ul style="list-style-type: none"> Security arrangements for ICT systems. 	Decommissioning of system + 5 years
	<ul style="list-style-type: none"> Opening, maintenance and closure of user accounts for ICT systems. 	Closure of account + 1 year

	<ul style="list-style-type: none"> Routine monitoring of the use of ICT systems to ensure compliance with legal requirements and Collegial policies. 	Current year + 1 year
	<ul style="list-style-type: none"> Attempted or actual security breaches of the College's ICT systems, and action taken. 	Last action on incident + 1 year
Health and safety	<ul style="list-style-type: none"> Health and safety policies and procedures. 	Superseded + 50 years
	<ul style="list-style-type: none"> Results of health and safety audits, and action taken to address issued raised. 	Completion of audit + 5 years
	<ul style="list-style-type: none"> Health and safety committee papers Including the objectives, role, functions, composition and administration of the committee. 	Life of committee + 50 years
	<ul style="list-style-type: none"> Information about training for staff, students and others on for fire wardens and first-aiders, see Health & Safety Emergency Planning. 	Current year + 5 years
	<ul style="list-style-type: none"> Identification of general health and safety hazards to the College's employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes. 	Elimination of risk + 5 years OR Updating of risk assessment + 5 years
	<ul style="list-style-type: none"> Hazardous substances present / in use. 	Updated + 40 years
	<ul style="list-style-type: none"> Conduct and results of risk assessments for work involving substances hazardous to health, as defined in the Regulations cited. 	Elimination of asbestos + 5 years OR Review of assessment + 5 years
	<ul style="list-style-type: none"> the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health. 	Date of examination
	<ul style="list-style-type: none"> Conduct and results of monitoring of exposure of employees to substances hazardous to health: general exposure. 	Date of action + 5 years *
	<ul style="list-style-type: none"> Assessments to determine the presence of asbestos. 	Elimination of asbestos + 5 years OR Review of assessment + 5 years
	<ul style="list-style-type: none"> air monitoring conducted in accordance with the requirements of the Regulations 	Date of monitoring + 5 years *
	<ul style="list-style-type: none"> Recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the College's premises. 	Date of recording + 3 years *
<ul style="list-style-type: none"> Pre-employment health screening of an employee. 	Termination of employment + 40 years	

	<ul style="list-style-type: none"> • Provision of role-specific training for fire wardens. 	Termination of appointment + 5 years
	<ul style="list-style-type: none"> • Assessment of requirements for fire-fighting systems and equipment. 	Review of assessment + 5 years
	<ul style="list-style-type: none"> • Appointment of official first aiders. 	Termination of appointment
	<ul style="list-style-type: none"> • Approved training (specifically related to their functions as first aiders) for first aiders. 	Termination of appointment + 5 years
	<ul style="list-style-type: none"> • Assessment of requirements for first aid facilities and equipment. 	Re-assessment + 5 years
	<ul style="list-style-type: none"> • Specifications for first aid facilities and equipment. 	Superseded + 5 years
	<ul style="list-style-type: none"> • Arrangements with external emergency service organisations. 	Review of arrangements + 5 years
Environment	<ul style="list-style-type: none"> • Environmental management policies and strategies. 	Superseded + 10 years
	<ul style="list-style-type: none"> • Conduct and results of audits and reviews of the environmental management function, and responses to the results. 	Current academic year + 5 years
	<ul style="list-style-type: none"> • Conduct and results of environmental audits, and taken to address issues raised. 	Completion of audit + 5 years
	<ul style="list-style-type: none"> • Identified environmental hazards to the College, or created by its operations, and the conduct and results of risk assessments. 	Elimination of risk + 5 years OR Updating of risk assessment + 5 years
	<ul style="list-style-type: none"> • Recording of environmental incidents on the College's premises or caused by its operations. 	Last action on incident + 40 years
	<ul style="list-style-type: none"> • Investigation of environmental incidents on the College's premises or caused by its operations. 	Closure of investigation + 40 years
	<ul style="list-style-type: none"> • Notification and reporting of reportable environmental incidents to enforcing authorities. 	Date of notification + 5 years
	<ul style="list-style-type: none"> • Routine monitoring of the College's use and consumption of energy. 	Current year + 5 years
	<ul style="list-style-type: none"> • Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors. 	Removal of waste consignment + 2 years *

	<ul style="list-style-type: none"> Register of 'special waste' removed from the premises for disposal by registered/licensed contractors. 	Removal of waste consignment + 3 years *
Student Administration	<ul style="list-style-type: none"> Records of Tuition and other course fees. 	Length of course +6 years
	<ul style="list-style-type: none"> Admission criteria and policies. 	Superseded + 10 years
	<ul style="list-style-type: none"> Handling of applications for admission: successful and unsuccessful applications. 	End of student relationship + 6 years
	<ul style="list-style-type: none"> Registration of individual students on programmes. 	Termination of student relationship + 6 years
	<ul style="list-style-type: none"> Initial assessment of Students. 	Termination of student relationship + 6 years
	<ul style="list-style-type: none"> Records containing summaries and analyses of data on registration of students on programmes. 	Current academic year + 5 years
	<ul style="list-style-type: none"> Records about the collection, maintenance, and use of personal information about students. 	Superseded + 6 years minimum
	<ul style="list-style-type: none"> Records containing full personal data on individual students. 	End of 'registered student' relationship with College + 6 years
	<ul style="list-style-type: none"> Core student data. 	At least 10 years
	<ul style="list-style-type: none"> Records of administration of Student Financial and employment support. 	Current + 6 Years
	<ul style="list-style-type: none"> Records containing standard analyses of data from individual students' records. 	Current academic year + 5 years
	<ul style="list-style-type: none"> The academic progress of individual students and formal action taken by the College to deal with unsatisfactory progress. 	Termination of relationship with student + 6 years
	<ul style="list-style-type: none"> The withdrawal of individual students from the College. 	Termination of relationship with student + 6 years
	<ul style="list-style-type: none"> The termination of individual students' programmes. 	Termination of student relationship + 6 years
<ul style="list-style-type: none"> Assessment and examination rules and procedures. 	Superseded + 10 years	

<ul style="list-style-type: none"> Individual students' submission of assessed work and handling of reports of mitigating circumstances. 	Current academic year + 1 year (Minimum)
<ul style="list-style-type: none"> Feedback on academic progress, and general academic guidance and support, given to individual taught students. 	Completion of student's programme + 6 years
<ul style="list-style-type: none"> Arrangements for Assessments and examinations. 	Current year + 6 years
<ul style="list-style-type: none"> Pass/Qualification/Awards lists. 	Completion of Programme+10 years
<ul style="list-style-type: none"> Policies and Procedures for disciplinary proceedings against students. 	Superseded +6 Years
<ul style="list-style-type: none"> The conduct and results of disciplinary proceedings against individual students. 	Last action on case + 6 years
<ul style="list-style-type: none"> The provision of Welfare/Advice Services to individual students. 	current year +6 years
<ul style="list-style-type: none"> Student Counselling Services. 	current year +2
<ul style="list-style-type: none"> Student Health Services. 	Medical Records
<ul style="list-style-type: none"> 	permanent
<ul style="list-style-type: none"> Records Relating to Careers Advice. 	Duration of enrolment +3 years
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> Records relating to Learning Support for Students with specific needs. 	Current +7 Years
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> The handling of user/customer complaints about a student support service. 	Last action on complaint + 6 years
<ul style="list-style-type: none"> Policies and procedures for handling student complaints. 	permanent
<ul style="list-style-type: none"> The handling of formal complaints made by individual students against the College. 	Last action on case + 6 years
<ul style="list-style-type: none"> The handling of complaints by individual students where the formal complaints procedure is not initiated. 	Last action on complaint + 3 years

	<ul style="list-style-type: none"> • Student Publications. 	permanent
Information Services	<ul style="list-style-type: none"> • Information resources management strategies, policies and procedures. 	Superseded + 5 years
	<ul style="list-style-type: none"> • College's notification of data controller details to the Office of the Information Commissioner. 	Expiry of notification + 6 years
	<ul style="list-style-type: none"> • Handling of requests for access to personal information held by the College under the Data Protection Act 1998. 	Last action on request + 6 years
	<ul style="list-style-type: none"> • College's Publication Scheme, as required by the Freedom of Information Acts. 	Completion of revision of Publication Scheme + 5 years
	<ul style="list-style-type: none"> • Handling of requests for access to information held by the College under the Freedom of Information Acts. 	Last action on request + 6 years
	<ul style="list-style-type: none"> • College's participation in inspections undertaken by copyright owners or their representatives to check the College's compliance with legal and contractual provisions. 	Last action on inspection + 1 year
	<ul style="list-style-type: none"> • Handling of requests from third parties to use material in which the College owns the copyright. 	Last action on request + 5 years
	<ul style="list-style-type: none"> • Final versions of Records Retention Schedules. 	Life of College
	<ul style="list-style-type: none"> • authorisation for the disposal of redundant business records. 	Life of records + 6 years
	<ul style="list-style-type: none"> • Transfer of records to the College's archives, where this is required by established Records Retention Schedules. 	Completion of transfer + 1 year
	<ul style="list-style-type: none"> • The appraisal, selection and acquisition of records for preservation as College archives. 	Life of records
	<ul style="list-style-type: none"> • Systems management policies and procedures 	Superseded + 5 years
	<ul style="list-style-type: none"> • User requests to recover data from backup or archive stores, and action taken. 	Last action on request + 3 months
	<ul style="list-style-type: none"> • Security arrangements for ICT systems. 	Decommissioning of system + 5 years
	<ul style="list-style-type: none"> • Routine monitoring of the use of ICT systems to ensure compliance with legal requirements and College policies. 	Current year + 1 year
	<ul style="list-style-type: none"> • Attempted or actual security breaches of the College's ICT systems, and action taken. 	Last action on incident + 1 year
	<ul style="list-style-type: none"> • Arrangements for the sanitisation of College ICT equipment prior to disposal. 	Disposal of equipment + 1 year

Teaching and Learning	<ul style="list-style-type: none"> Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students 	Superseded +2 years
	<ul style="list-style-type: none"> College teaching strategies, policies and procedures. 	Superseded + 10 years
	<ul style="list-style-type: none"> Final versions of taught course assessment procedures. 	Life of course
	<ul style="list-style-type: none"> College's internal quality assurance processes. 	While current
	<ul style="list-style-type: none"> The conduct and results of formal internal reviews of teaching quality, and responses to the results. 	Current academic year + 5 years
	<ul style="list-style-type: none"> The conduct and results of external reviews and audits of teaching quality and standards. 	Next Review completed + 5 years
	<ul style="list-style-type: none"> The conduct and results of formal reviews of the College's programmes and courses and responses to the results. 	Current academic year + 10 years
	<ul style="list-style-type: none"> The process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies. 	Life of programme
	<ul style="list-style-type: none"> Timetabling of Courses 	Current year + 1 year
	<ul style="list-style-type: none"> Assignment of students to classes/groups 	Current year + 1 year
<ul style="list-style-type: none"> Course Assignment Registers 	Current year + 1 year	
External Relations	<ul style="list-style-type: none"> Records containing information that Colleges are legally obliged to provide to the funding Bodies 	permanent
	<ul style="list-style-type: none"> Inspection Reports 	permanent
	<ul style="list-style-type: none"> Reports>Returns made to standards bodies, professional bodies, other government departments. 	permanent
	<ul style="list-style-type: none"> Records dealing with the management of relationships with regulatory bodies 	Current Year +6
	<ul style="list-style-type: none"> College's general communications with other Colleges, other educational Colleges, professional associations and bodies. 	Current year + 5 years
	<ul style="list-style-type: none"> Records relating to cooperative partnerships 	end of partnership+6 years
	<ul style="list-style-type: none"> Complaints from members of the local community, the internal handling of these complaints and the responses provided. 	Last action on complaint + 1 year

<ul style="list-style-type: none"> • College marketing policy. 	Superseded + 5 years
<ul style="list-style-type: none"> • Design and control of the College's corporate identity 	permanent
<ul style="list-style-type: none"> • Student Recruitment information and materials 	current+5 years
<ul style="list-style-type: none"> • Transcripts of media briefings and Interviews 	Last action on briefing + 5 years
<ul style="list-style-type: none"> • Press Releases 	Issue + 5 years
<ul style="list-style-type: none"> • Monitoring and analysis of media coverage of the College. 	Creation + 5 years
<ul style="list-style-type: none"> • Design and Management of WWW sites 	permanent
<ul style="list-style-type: none"> • Records relating to funds administered under the European Social Fund 	Current Year +6