



# DOCUMENT RETENTION POLICY

|              |           |  |                |
|--------------|-----------|--|----------------|
| Issue:       | <b>1</b>  | Prepared by:   | Authorised by: |
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# **LEEDS COLLEGE OF BUILDING**

## **DOCUMENT RETENTION POLICY**

Leeds College of Building recognise that the efficient management of its records is necessary to support the College's core functions and to comply with its legal and regulatory obligations. This document provides the policy framework through which this effective management can be achieved and audited.

### **1. Scope of the Policy:**

The Policy applies to all records created, received or maintained by College staff in the course of carrying out their corporate functions. Records and documentation created in the course of research, whether internally or externally funded, are also subject to contractual record-keeping requirements.

Records are defined as all those documents which facilitate the business carried out by the College and which are thereafter retained to provide evidence of its transactions or activities. Records may be created, received and retained electronically or in hard copy. The College's records may be selected for permanent preservation as part of the College's archives, for example, for legal compliance and as an enduring record of the conduct of the business.

### **2. Responsibilities:**

The College has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment. Senior Management Team have overall responsibility for this policy. Individual employees must ensure that records for which they are responsible are accurate / maintained and disposed of in accordance with the College's records management guidelines.

### **3. Compliance:**

Compliance with this policy will facilitate compliance not only with information-related legislation (specifically the Freedom of Information Act 2000 and the Data Protection Act 1998), and Human Rights Act 1998 (Article 10 right to privacy) but also with any other legislation or regulations (including audit, equality and inclusion) affecting the College.

### **4. Retention and Disposal of Records:**

Leeds College of Building will seek to:

- identify records that it is appropriate to archive;
- use the centrally managed College archive;
- consider issues such as cost, space utilisation, long term quality of storage, the medium of storage and accessibility when determining how to archive materials;
- regularly review materials that are archived and dispose of materials that it is no longer appropriate to retain.

The Senior Management Team has overall responsibility for the implementation of this policy. These managers, in consultation with appropriate colleagues, will determine the most suitable location for the most appropriate medium for the storage of archive material.

College managers should regularly (ideally once per annum) review:

- all materials to be archived.
- materials that it is no longer appropriate to archive.

They should also ensure that all archive material is stored in such a manner as to be safe and that access to such material is controlled to ensure the confidentiality of personal data. Managers will also ensure that the disposal of material no longer required is carried out in a manner that is safe and that takes into account the confidential and sensitive nature of the data.

**Appendix 1** sets out guidelines for the retention period of records created and maintained by the College in the course of its business. The appendix refers to all information regardless of the media in which it is stored. Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. This appendix will require reviewing on an annual basis.

## RECORDS RETENTION PERIOD

## BUILT ENVIRONMENT &amp; ENGINEERING SERVICES

| Record   | To be Maintained by           | Period of Retention | Location of Records  |
|--|-------------------------------|---------------------|--|
| <b>LCB Internal</b><br>HE Review evidence  | Faculty Director              | 6 years             | G Drive:<br>HE Review 2014   |
| <b>LCB Internal</b><br>IQER evidence   | Faculty Director              | 6 years             | G Drive:<br>IQER Evidence<br>Folder  |
| <b>Pearson BTEC &amp; NVQ</b><br>Copies of Learner Work submitted<br>for standards verification sampling | Assistant Faculty<br>Director | 3 years             | E18 storage  |
| <b>Pearson BTEC &amp; NVQ</b><br>Assessment and IQA/EQA records  | Assistant Faculty<br>Director | 3 years             | G Drive HE<br>Construction Design<br>and Management<br>(HECDM) – Trackers<br>and IQA Folders |
| <b>City &amp; Guilds</b><br>Summary course records and<br>tracking sheets                                | Assistant Faculty<br>Director | 3 years             | G Drive Sustainable<br>Building Services<br>(SBS) – Trackers and<br>spreadsheets folder      |
| <b>City &amp; Guilds</b><br>IQA/EQA records  | Assistant Faculty<br>Director | 3 years             | C Floor storage area<br>for 1 year and Archive<br>Room for 2 years                           |
| <b>ABC Awards</b><br>Summary course records and<br>tracking sheets                                       | Assistant Faculty<br>Director | 3 years             | G Drive SBS–<br>Trackers and<br>spreadsheets folder  |
| <b>ABC Awards</b><br>Assessment and IQA/EQA records  | Assistant Faculty<br>Director | 3 years             | C Floor storage area<br>for 1 year and Archive<br>Room for 2 years                           |
| <b>ACS Gas Safety (Full Cost)</b><br>Candidate assessment records  | Assistant Faculty<br>Director | 7 years             | ACS centre for 1 year<br>and Archive room for<br>6 years.                                    |
| <b>NEBOSH</b><br>Summary course records, tracking<br>sheets  | Assistant Faculty<br>Director | 5 years             | G Drive SBS –<br>Trackers and<br>spreadsheets folder   |
| <b>IOSH</b><br>Summary course records, tracking<br>sheets  | Assistant Faculty<br>Director | 5 years             | G Drive SBS –<br>Trackers and<br>spreadsheets folder   |

## BUILT ENVIRONMENT &amp; ENGINEERING SERVICES (continued)

|  |                               |         |  |
|--|-------------------------------|---------|--|
| <b>AM2</b><br>Candidate assessment records                           | Assistant Faculty<br>Director | 7 years | Short course centre for 1 year and Archive room for 6 years. |
| <b>BPEC Short course (Full Cost)</b><br>Candidate assessment records | Assistant Faculty<br>Director | 7 years | Short course centre for 1 year and Archive room for 6 years. |
| <b>EAL</b><br>Assessment and IQA/EQA records                         | Assistant Faculty<br>Director | 3 years | G Drive HECDM – Trackers and IQA Folders                     |
| <b>BIFM</b><br>Assessment and IQA/EQA records                        | Assistant Faculty<br>Director | 3 years | G Drive HECDM – Trackers and IQA Folders and Huddle web site |

## CATERING

| Record                                 | To be Maintained by    | Period of Retention | Location of Records |
|--|------------------------|---------------------|---------------------|
| Cleaning schedule                      | Supervisor/<br>Manager | 3 years             | Kitchen             |
| Equipment temperature record           | “                      | 3 years             | Kitchen             |
| Cooked food temperature                | “                      | 3 years             | Kitchen             |
| Cooling record                         | “                      | 3 years             | Kitchen             |
| Delivery temperature of food delivered | “                      | 3 years             | Kitchen             |
| Probe calibration record               | “                      | 3 years             | Kitchen             |
| Opening and closing checks             | “                      | 3 years             | Kitchen             |

## CONSTRUCTION CRAFTS

| Record  | To be Maintained by | Period of Retention | Location of Records |
|---|---------------------|---------------------|---------------------|
| IQA records – Schedules & Reports - to demonstrate QA process has taken place, scope and rigour | Faculty Directors   | 3 years             | Archive Room        |

## CURRICULUM AND QUALITY

| <b>Record</b>   | <b>To be Maintained by</b>                      | <b>Period of Retention</b>           | <b>Location of Records</b> |
|---|---|--------------------------------------|----------------------------|
| Student portfolios (Classroom Based & ER) – SFA match funded for those identified | Faculty Directors                               | 7 years                              | Archive Room               |
| Student Centre File for Awarding Bodies   | Faculty Directors                               | 3 years                              | Archive Room               |
| ESF Projects (contracts, claims and evidence base)                                | Director of Quality & Learning Support Services | *15 years (or as contract specifies) | Archive Room               |
| Sub-contracting contracts (Classroom Based / ER delivery)                         | Director of Quality & Learning Support Services | 7 years                              | Archive Room               |

## DIS/EXAMS

| <b>Record</b>   | <b>To be Maintained by</b> | <b>Period of Retention</b> | <b>Location of Records</b> |
|---|----------------------------|----------------------------|----------------------------|
| Learning Agreements   | DIS Manager                | 7 Years                    | Archive Room               |
| Learning Agreements (ESF Match Funding – where informed by SFA)                           | DIS Manager                | Until 2022                 | Archive Room               |
| Freedom of Information Requests   | DIS Manager                | 5 Years                    | Admin Office               |
| Copies of WBL Apprenticeship ILRs   | DIS Manager                | 1 Year                     | Admin Office               |
| Prosolution – Student Data  | DIS Manager                | 7 Years                    | Central Server             |
| Prosolution – Student Enrolment Information   | DIS Manager                | 7 Years                    | Central Server             |
| Prosolution – Student Register Information  | DIS Manager                | 7 Years                    | Central Server             |
| Prosolution – Student Exam Registration/Claim Information                                 | DIS Manager                | 7 Years                    | Central Server             |
| Proachieve – Success Retention and Achievement Information, including Student Information | DIS Manager                | 7 Years                    | Central Server             |
| Student Disciplinary Database   | Information Analyst        | 2 Years                    | G:Drive                    |
| Absence Management Database   | Information Analyst        | 2 Years                    | G Drive                    |
| Leeds City Council September Guarantee Database   | Information Analyst        | 2 Years                    | G Drive                    |

**DIS/EXAMS (continued)**

|   |               |         |                           |
|---|---------------|---------|---------------------------|
| Learners Qualification Registration Forms and Confirmation                              | Exams Manager | 7 Years | Admin Office/Archive Room |
| Learners Qualification Claim Forms and Achievement Confirmations                        | Exams Manager | 7 Years | Admin Office/Archive Room |
| Learners scanned Certificate copies   | Exams Manager | 7 years | Admin Office/Archive Room |
| Learners Access Arrangement reports and Profile of Learning difficulties documentations | Exams Manager | 2 years | Admin Office              |
| Examinations Attendance Reports and Seating Plans                                       | Exams Manager | 3 years | Admin Office/Archive Room |

**FINANCE**

| <b>Record</b>                        | <b>To be Maintained by</b>                | <b>Period of Retention</b> | <b>Location of Records</b>   |
|--------------------------------------|---|----------------------------|--|
| Purchase Invoices                    | Finance Manager                           | 7 years                    | Archive Room   |
| Sales Invoices                       | Finance Manager                           | 7 years                    | Archive Room   |
| Payroll Expenses Claims              | Finance Manager                           | 7 years                    | Archive Room   |
| Petty Cash Claims / Receipts         | Finance Manager                           | 7 years                    | Archive Room   |
| Management Accounts                  | Executive Director of Finance & Resources | 4 years                    | Executive Director of Finance & Resources Office for 1 year and Archive Room for 3 years |
| SFA / EFA Allocations                | Executive Director of Finance & Resources | 5 years                    | Executive Director of Finance & Resources Office   |
| College Budget File / Working Papers | Executive Director of Finance & Resources | 5 years                    | Executive Director of Finance & Resources Office   |

## FINANCE AND ADMINISTRATION MANAGER

| Record  | To be Maintained by | Period of Retention                            | Location of Records                                      |
|---|---------------------|--|--|
| Purchase Orders   | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Payment Runs & Cash Payments Documentation                      | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Sales Invoices  | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Daily Cash Sheets/Receipt Books                                 | Finance Manager     | 7 Years  | Finance Office for 1 year and Archive Room for 6 years   |
| Petty Cash Claims / Receipts & Returns                          | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Transfer/Hospitality Forms                                      | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Journals  | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Documents – Bank Opening / Closing of Accounts                  | Finance Manager     | 6 years from closure of account                | Finance Office for 1 year and Archive Room for 5 years   |
| Documents – Bank Deposits/Withdrawals/Transfers                 | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Fixed Assets Documentation – Value                              | Finance Manager     | 7 years  | Finance Office for 1 year and Archive Room for 6 years   |
| Fixed Assets Documentation – Disposals                          | Finance Manager     | Current Financial year (of disposal) + 6 years | Finance Office for 1 year and Archive Room for 6 years   |
| Renewal of insurance policies- Employers Liability Certificates | Finance Manager     | 40 years                                       | Finance Office for 5 years and Archive Room for 35 years |
| Renewal of insurance policies- All other insurance              | Finance Manager     | 6 years from expiry of policy                  | Finance Office for 1 year and Archive Room for 5 years   |
| Insurance Claims Made   | Finance Manager     | 6 years from Settlement / withdrawal of claim  | Finance Office for 1 year and Archive Room for 5 years   |
| Tender Documents Invitations & Evaluation Criteria              | Finance Manager     | 6 years from Termination of supply             | Finance Office for 1 year and Archive Room for 5 years   |



## GOVERNANCE

| Record   | To be Maintained by | Period of Retention   | Location of Records  |
|--|---------------------|---|--|
| Tender Documents   | Secretary           | 7 years   | Secretary's office for 1 year and Archive Room for 6 years |
| Corporation and Sub-Committees – papers, minutes, contact details of the members | “ “                 | Forever<br>(Records archived as they represent the history of the organisation) | G Drive and Secretary's office                             |
| Corporation and budget holders Register of Interest                              | “ “                 | 7 years   | Secretary's office   |

## HEALTH & SAFETY / ESTATES

| Record  | To be Maintained by              | Period of Retention | Location of Records                      |
|---|----------------------------------|---------------------|--|
| Accident Records  | HSE Advisor, HR                  | 10 years            | H&S Office / Server                      |
| Asbestos related documents (health records / air monitoring / asbestos management plan) | Facilities Manager, HR           | 40 years            | Server / Estates                         |
| Audit / Inspection/NCR Reports  | HSE Advisor                      | 5 years             | Server / H&S                             |
| Business Objectives   | HSE Advisor                      | 5 years             | Server                                   |
| Calibration Records   | Facilities Manager               | 5 years             | Server / Estates                         |
| Consignment Notes   | Facilities Manager               | 3 years             | Server / Estates / Individual Depts      |
| Contractor Records  | Facilities Manager               | 5 years             | Server / Estates                         |
| COSHH assessments   | Line Manager / HSE Advisor       | 5 years             | Sypol / Individual Depts                 |
| Driving documents (staff)   | HSE Advisor                      | 5 years             | Server / H&S                             |
| Environmental Monitoring (e.g. dust, vapours, noise)                                    | HSE Advisor / Facilities Manager | 40 years            | Server / H&S / Estates                   |
| Equipment Maintenance Records general   | Facilities Manager               | 5 years             | Server / Estates / Individual Department |
| Fire System Records (e.g. alarm, emergency lighting, fire drills etc.)                  | HSE Advisor / Facilities Manager | 5 years             | Server / Estates / H&S                   |

## HEALTH & SAFETY / ESTATES (continued)

|   |                            |   |                                 |
|---|----------------------------|---|---------------------------------|
| Fixed Electrical Test Records of the Building | Facilities Manager         | 12 years                                | Server / Estates                |
| Health Surveillance Records                   | HR Director                | 40 years                                | Server / HR                     |
| Meeting (HSE related) minutes                 | HSE Advisor                | 5 years                                 | Server / throughout the College |
| Permit to Work                                | Facilities Manager         | 5 years                                 | Server / Estates                |
| Policies and procedures (HSE related)         | HSE Advisor                | 5 years                                 | Server / throughout the College |
| PPE Issue Records                             | HSE Advisor                | 5 years                                 | Server / Estates                |
| Risk Assessments / Method Statements          | Line Manager / HSE Advisor | 5 years                                 | Server, Individual departments  |
| Spillage Record Form                          | HSE Advisor                | 5 years                                 | Server / Estates / H&S          |
| Timesheets                                    | Line Manager               | 2 years                                 | Server / Office                 |
| Toolbox Talk Record                           | HSE Advisor                | After termination of contract + 6 years | Server / H&S                    |
| Training Records / Certificates               | HSE Advisor / HR           | After termination of contract + 6 years | Server / HR / H&S               |
| Waste Carrier's Licence                       | Facilities Manager         | 5 years                                 | Server / Estates                |
| Waste Transfer Notes                          | Facilities Manager         | 2 years                                 | Server / Estates                |

## HUMAN RESOURCES

| <b>Record</b>  | <b>To be Maintained by</b> | <b>Period of Retention</b>   | <b>Location of Records</b>  |
|--|----------------------------|--|---|
| Staff Personal Files (Ex Staff)  | HR Unit                    | 7 Years  | HR Office   |
| Application forms (of unsuccessful applicants) & Interview Records / Documents   | HR Unit                    | 6 Months   | HR Office   |
| Staff Personal Files (Current & Ex Staff). Where allegations of abuse have been made against teachers and other staff. | HR Unit                    | Until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer. | HR Office   |
| Payroll - Calculation of Payments  | Finance Manager            | 7 years  | Finance Office for 1 year and Archive Room for 6 years                |
| Payroll – Pension Scheme Contributions   | Finance Manager            | 75 years from Termination of employment  | Finance Office for 1 year and Archive Room/other storage for 74 years |
| Payroll – Deduction Forms (Non-Statutory)  | Finance Manager            | 7 years  | Finance Office for 1 year and Archive Room for 6 years                |

## IT

| <b>Record</b>                          | <b>To be Maintained by</b> | <b>Period of Retention</b> | <b>Location of Records</b> |
|--|----------------------------|----------------------------|----------------------------|
| Copy Purchase Orders                   | IT Manager                 | 1 Year                     | E2c                        |
| Delivery Notes                         | IT Manager                 | 1 Year                     | E2c                        |
| Equipment/Remote Access Approval Forms | IT Manager                 | 1 Year                     | IT Workshop                |
| COSHH & H&S Sheets                     | IT Manager                 | 1 Year                     | IT Workshop                |
| Inventory Records                      | IT Manager                 | 10 Years                   | Online (Server Room)       |
| Copy of Telephony contracts            | IT Manager                 | 3 years                    | E2c                        |

## LIBRARY

| <b>Record</b>                                       | <b>To be Maintained by</b> | <b>Period of Retention</b>                           | <b>Location of Records</b>   |
|---|----------------------------|--|--|
| Purchase orders, receipts, invoices, delivery notes | College librarian          | 7 years  | Archive room   |
| Credit card statements and receipts                 | College librarian          | 7 years  | Archive room   |
| Cash receipts/paying-in slips from Finance          | College librarian          | 7 years  | Archive room   |
| Weekly overdues data from Heritage                  | College librarian          | 1 year then shredded                                 | Library filing cabinet   |
| Student invoice records and lists (re overdues)     | College librarian          | 7 years  | First year in library filing cabinet then transferred to the archive room. |
| Student reservation slips                           | College librarian          | 1 month then shredded                                | Library filing cabinet   |
| Staff overdues data                                 | College librarian          | 1 month or until overdues are returned then shredded | Library filing cabinet   |

## MARKETING

| <b>Record</b>                  | <b>To be Maintained by</b> | <b>Period of Retention</b> | <b>Location of Records</b>           |
|--------------------------------|----------------------------|----------------------------|--------------------------------------|
| Reprographics Tender Documents | Cat Izzard / Ian Knight    | 4 Years                    | Paper copy & Scanned copy on G Drive |
| Copies of Purchase Orders      | Cat Izzard                 | 3 Years                    | Hard copies Marketing Dept           |

## QUALITY AND LEARNING SUPPORT SERVICES

| <b>Record</b>   | <b>To be Maintained by</b> | <b>Period of Retention</b>         | <b>Location of Records</b> |
|---|----------------------------|------------------------------------|----------------------------|
| IQA records – Schedules & Reports - to demonstrate QA process has taken place, scope and rigour | Faculty Directors          | 3 years for awarding body purposes | Archive Room               |

## QUALITY - BUSINESS SUPPORT AREA

| Record                                    | To be Maintained by                         | Period of Retention  | Location of Records   |
|---|---|--|---|
| Risk Register                             | Executive Director of Finance and Resources | Seven years minimum  | Covalent online database from 2009. Covalent is a rolling audit record so previous items are not deleted.<br><i>NB link to health and safety records and requirement to keep records for 40 years relating to asbestos.</i> |
| SPOC Data                                 | Quality Improvement and Enhancement Manager | Five years   | <ul style="list-style-type: none"> <li>• Pre 2012 paper records held in Quality Office NS C11a.</li> <li>• Post 2012 online via Curriculum Surveyor</li> </ul>  |
| SPOC Analysis Reports                     | “   | Five years   | Intranet and G:Drive (Quality)  |
| EPOC Data                                 | “   | Five years   | <ul style="list-style-type: none"> <li>• Pre 2012 paper records held in Quality Office NS C11a.</li> <li>• Post 2012 online via Curriculum Surveyor.</li> </ul>   |
| EPOC Analysis Reports                     | “   | Five years   | Intranet and G:Drive (Quality)  |
| Observation Reports for members of staff  | “   | Seven years<br><i>NB linked to HR staff records.</i>   | <ul style="list-style-type: none"> <li>• 2010-2011 onwards signed paper copies held in Quality Office NS C11a.</li> <li>• 2010-2011 onwards electronic copies held on G:Drive (Quality)</li> </ul>                          |
| Observation Analysis Reports              | “   | Five years   | Intranet and G:Drive (Quality)  |
| Complaints, including complaints register | “   | Ten years<br><i>NB some refer to College staff and therefore linked to HR staff records.</i> | Electronic - G:Drive (Quality)<br>Paper correspondence held in Quality Office NS C11a   |
| Complaints Analysis Reports               | “   | Five years   | Intranet and G:Drive (Quality)  |
| Policies and Procedures                   | “   | Seven years  | Intranet and G:Drive (Quality)  |
| Self-assessment Reports                   | “   | Five years   | Intranet and G:Drive (Quality)  |

**SAFEGUARDING**

| Record  | To be Maintained by  | Period of Retention  | Location of Records  |
|---|--|--|--|
| <p><b>Information concerning the management of child protection and safeguarding cases relating to students.</b></p> <ul style="list-style-type: none"> <li>• Child protection disclosures</li> <li>• Looked After Children (LAC) information.</li> <li>• Risk assessments</li> <li>• Child In Need Plans (CIN)</li> <li>• Child Protection Plans (CPP)</li> <li>• Common Assessment Framework (CAF)</li> <li>• Case monitoring records</li> <li>• Emails</li> <li>• Health records</li> <li>• Disclosure and barring service / criminal records</li> <li>• Other case related documentation</li> </ul> | <p><b>Documentation is maintained by 'designated staff' [Child Protection Team].</b></p> | <p><b>All related documentation must be retained:</b></p> <ol style="list-style-type: none"> <li>1. Up to the 25<sup>th</sup> birthday of the individual.</li> <li>[and]</li> <li>2. Where Children's Social Work Services / Adult Social Care are involved, the documentation must be retained for an additional 25 years.</li> </ol> | <p><b>'Sensitive data' stored on:</b></p> <ol style="list-style-type: none"> <li>1. [G:/ Safeguarding Case files]</li> <li>2. Some original documentation stored in CP filing cabinet on D Floor [D14].</li> </ol> |

**Notes.**

- i. Some of the information which is retained about students may not have the implied or explicit consent of students.
- ii. The information which is retained may be shared with other agencies without the consent of the student. This will be done by adhering to the Leeds Safeguarding Children's Board [LSCB] Information Sharing Protocol.
- iii. Some of the data which is held about students may be received in confidence from other agencies, and **may not** be subject to a request through Freedom of Information Act [2000]
- iv. Requests for information could be made from any of the following agencies.
  - The Police
  - District Councils
  - Leeds Children Social Work Services
  - Leeds Adult Social Care
  - Schools and other providers of education and training (FE / HE)
  - The Probation Service
  - Youth Offending Teams (YOTs)
  - Bodies within the National Health Service
  - Connexions
  - Multi Agency Risk Assessment Conference (MARAC)

## SKILLS FOR LIFE

| Record   | To be Maintained by                             | Period of Retention | Location of Records |
|--|---|---------------------|---------------------|
| SFL -Portfolios Measure Shape and Space                        | Director of Quality & Learning Support Services | 5 years             | Archive Room        |
| SFL –Assessments for Entry English, Maths and ICT              | “   | 5 years             | Archive Room        |
| SFL –Speaking and Listening assessments for English all levels | “   | 5 years             | Archive Room        |
| ALS- paperwork ‘white books’                                   | “   | 5 years             | Archive Room        |

## STUDENT SERVICES

| Record                                     | To be Maintained by           | Period of Retention | Location of Records               |
|--|-------------------------------|---------------------|-----------------------------------|
| Student Application Paperwork              | Student Services & Department | 7 years             | SS Office, Departments, Archiving |
| Criminal Convictions Disclosures           | Student Services              | 2 – 3 years         | SS office and archiving           |
| Financial paperwork: Bursary - LSF 24+ etc | Student Services              | 7 years             | SS office and archiving           |

## WORK BASED LEARNING

| Record                         | To be Maintained by          | Period of Retention | Location of Records  |
|--------------------------------|------------------------------|---------------------|----------------------|
| Learner Files                  | Apprentice Contracts Manager | 7 years             | WBL Office - Archive |
| Employer H&S Files             | Apprentice Contracts Manager | 7 years             | WBL Office - Archive |
| Apprentice Application Forms   | Apprentice Contracts Manager | 2 years             | WBL Office - Archive |
| Unsuccessful Entry Test        | Apprentice Contracts Manager | 2 years             | WBL Office - Archive |
| AGE Grant Application Forms    | Apprentice Contracts Manager | 2 years             | WBL Office - Archive |
| Work Placement Student Records | Apprentice Contracts Manager | 7 years             | WBL Office - Archive |
| Work Placement H&S records     | Apprentice Contracts Manager | 7 years             | WBL Office - Archive |