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FE College Sector (NI)

Retention and Disposal Schedule

Department for
Communities

PRONI
Public Record Office of Northern Ireland

FE College Sector (NI) Disposal and Retention Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 25th January 1925.

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INTRODUCTION

Further Education (FE) Colleges are the main providers of vocational and technical education and training in Northern Ireland (NI). The nature of College provision is diverse and broad based ranging from A Levels and GCSEs to BTECs, HNCs, HNDs, Apprenticeships, Foundation Degrees, Degrees and other specific training programmes. The FE Sector plays a central role in raising levels of literacy and numeracy, and in up-skilling and re-skilling the population through a broad range of courses leading to qualifications, particularly at Levels 2 and 3.

There are 6 FE Colleges within Northern Ireland; Belfast Metropolitan College (BMC), Northern Regional College (NRC), North West Regional College (NWRC), South Eastern Regional College (SERC), South West College (SWC) and Southern Regional College (SRC).

The Colleges have over 150,000 enrolments across their 40 campuses and 400 community outreach venues per year. The Colleges support 4,100 expert lecturers and professional staff. Colleges make an important contribution to social cohesion in the community, through the integrated approach taken to the delivery of the Entitlement Framework provision. Evidencing the success of creative and collaborative partnerships across the schools through Area Learning
Communities. Increasingly the Colleges are working directly with organisations in the private, public and community sectors to improve their performance and currently work with over 7,500 businesses across NI.

PURPOSE OF THE RETENTION AND DISPOSAL SCHEDULE

As Public Authorities and data controllers, the FE Sector is legally obliged to comply with both the Data Protection Act (2018) and the Freedom of Information Act (2000). The main principle behind both Acts is the public 'right to know'. This may be either in relation to their own personal information or that of the organisation therefore it is critical that the FE Sector manages its records in line with either statutory guidance or business need. The above mentioned Acts are enforced by the Information Commissioners Office and promote transparency and accountability of the authority. The schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R.& O.1925

No 167).

The FE Sector has collaborated on the development of a single Retention and Disposal Schedule for all the Colleges. The creation of the document has been supervised by the Public Record Office for Northern Ireland (PRONI). The purpose of this Retention and Disposal Schedule is to manage the life of records from their creation to their completion. The Retention and Disposal Schedule will identify records of historical value and determine whether they are to be preserved as archives, either by the Colleges or PRONI and records which are to be destroyed. It provides guidance on retention of the records which are generated by the Colleges in the course of carrying out their functions and managing the Colleges as corporate bodies.

The retention of unnecessary paper and electronic records consumes staff time and utilises space and equipment. Records management is ultimately a matter of risk management, and the Colleges must determine their own position on managing the risks associated with the retention and disposal of records. Decisions to preserve or destroy records may be informed by professional legal advice within the relevant departments, and should be authorised by appropriate officers who can commit the College to the potential consequences of the decisions.

WHAT IS COVERED BY THIS RETENTION AND DISPOSAL SCHEDULE

This schedule identifies the retention and disposal arrangements for all records created by Northern Ireland FE Colleges. A record is recorded information, in any form, created or received by the Colleges or individual members of staff to support and show evidence of College activities. For the purpose of this Retention and Disposal Schedule, records are defined as:
'Information captured in a reproducible format, including paper, e-mail and other documents in computer systems.'

Document Management

The 6 FE Colleges declare that they will take measures to ensure that the records which they create will be physically well maintained and cared

for while they are in their custody, i.e. until either destroyed or permanently preserved by the College or PRONI.

Electronic Documents/Material

Each College is responsible for ensuring systems and processes are in place to manager all formats of records held by the organisation.

The principles governing the retention of electronic documents are the same as those for paper records. In support of these principles, it is important that electronic folders should be organised in a similar way as paper records. In addition, ephemeral electronic documents of no enduring value, such as those of purely personal relevance, should be deleted from the system at the earliest opportunity.

In almost all cases, the disposal periods given in the schedule relate to master copies of records which form the official version retained for regulatory or business reasons. Where it is clear that a master copy is being retained elsewhere within the College, there is no requirement to keep such documents. In all cases, copies of records should not be retained any longer than the period stated for the master copy in the retention and disposal schedule.

Email

Emails potentially form part of the Colleges corporate record and, therefore, are subject to its records management policies and procedures. All staff, therefore, should review incoming and outgoing emails to decide whether the information they contain should be retained as part of the corporate record.

Where a member of staff wishes to keep an email message for administrative or reference purposes, it should be moved into a relevant area. These messages should be deleted when they have ceased to be of use for reference purposes. Ephemeral email messages, which are not required for either administrative or reference purposes, should be deleted immediately.

Incoming and outgoing emails are potentially covered by the Data Protection Act 2018 if one or other of the following criteria is met:

- The sender or recipient is identifiable, either through their email address or the text of the email; or
- The text of the email contains personal data, i.e. facts, opinions or intentions about identifiable living individuals.

The Data Protection Act 2018 specifically requires that personal data should not be kept for longer than necessary. Any emails containing personal information should therefore be deleted as soon as they are no longer of administrative value.

CATEGORIES OF RETENTION/DISPOSAL

Disposal does not just relate to destroy, but rather the 'final action' that should be applied to a record. There are five broad categories of retention/disposal.

Destroy

These are records which the College will retain for a defined period and which will be destroyed at the end of that period. The College will adhere to the Lord Chancellor's Code Of Practice On The Management Of Records Under Section 46 of the Freedom of Information Act 2000.

Permanent Retention by the College

There are likely to be few records in this category but these are records which the College needs to retain permanently for business administrative needs.

Public Record Office Permanent Preservation

These are files/records which PRONI has decided are of long-term historical research value. These records must be transferred to PRONI under the terms of the Public Records Act (NI) 1923, once they become a historical file (i.e. at 20 years old).

PRONI Appraisal

These are records requiring appraisal. They are reviewed by **FE Colleges** staff at specified periods to determine if there is a continuing business need for retention. Once there is no longer a continuing business need by the business area, PRONI staff will review the file at first review to determine if they are required for historical or research purposes.

College Appraisal

These records will be appraised by the College at the end of the term to assess any continued requirement for the record to be kept. Once the record has no further business/archived purpose, it will be destroyed.

OPERATION OF THIS RETENTION AND DISPOSAL SCHEDULE

Closing a file

In order for this retention and disposal schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference.

If files are not closed on a formalised and regular basis the following problems are likely to occur:

- Files inevitably become untidy with resulting damage to documents;
- Older files cannot be moved to inactive storage;
- File fasteners and covers come under excessive strain from the weight of paper;
- Access to items on a file becomes difficult;
- Inactive information is held on current files.

Regular file closure has the following benefits:

- Files are kept to a manageable size;
- Files remain neat and tidy;
- Access to material on files is faster;
- The progressive disposal of records is made easier.

A file should be closed and a new one created if necessary when one of the following conditions are met:

- The file exceeds a thickness of 2.5 cm;

- No papers have been added for two years;
- The contents of the file span more than five years.

In addition, some files should be closed at:

- The end of the financial year;
- The end of a project;
- The end of a mandate.
- When a file is due to be closed the appropriate member of staff should consult the retention and disposal schedule and indicate on the file the date on which it can be destroyed, transferred to the Public Record Office of Northern Ireland, or whether it should be subject to the normal review procedures.

When archiving records, the following should be observed as a minimum:

- Each container relates to 1 disposal date. Records of varying disposal dates should not be archived together. This would result in unnecessary spent at disposal, separating records to be destroyed from those to be retained.
- Containers used for archiving hardcopy records are for the use of College records only. At no time should other materials be stored in archive.

Retention periods

Retention periods are based upon the specific business needs of the Colleges in addition to the regulatory environment within which the College operates. The retention period for each type of file is calculated from the point the file is closed.

Destruction

Destruction of files will take place on a planned basis in line with the retention and disposal schedule recommendations. Destruction will be conducted by staff responsible for the maintenance of registered file systems, in consultation with the relevant business area. A record of

destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the destruction of confidential waste.

Commitment to Preserving Files/Records

The College declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody. These measures will include:

- Removing paper clips and pins from papers before filing with particular; attention being given to those records, which, according to the Retention and Disposal Schedule, are to be preserved permanently;
- Removing any CDs and other storage devices from paper files and converting its contents to hard copy;
- Using files with file covers as opposed to buff folders, which do not offer the same protection to the papers inside;
- Using continuation files if files get too bulky (i.e. more than 2.5 cm thick);
- Punching papers to be filed 25mm in and 25mm down from the edge to minimise the danger of detachment and resulting loss of information;
- Storing bulky or outsize items in a pocket or envelope inside the file cover on the left hand side.

CONTENT OF THE SCHEDULE

The Schedule is arranged in the following format:

Class/Activity:

- This describes the main function area for the record.
- Organisational Structures differ within each College. Relevant records may sit within different Functionality areas and staff should cross reference where appropriate.

Series:

- This provides examples of common records within this Activity category.

Retention Period:

- This provides the recommended retention period for the associated records.
- Retention periods may be prescribed within legislation and statutory instructions.
- Where there is no required retention period, a period is recommended based on business need.

Relevant Legislation

- This sections provides details of legal/statutory background to the decision surrounding the 'Retention Period'

Final Action:

- This describes the final action in the lifecycle of the associated record. See 'Categories of Retention and Disposal'

ROLES AND RESPONSIBILITIES

Chief Executive

The Chief Executive of each College is responsible for ensuring that the College complies with legislative requirements relating to records management, the Data Protection Act (2018) and the Freedom of Information Act (2000). His/her principal role is to ensure that the College policy is adhered to.

Directors

Each Director is responsible for the management of records within his/her Department and for the application of the policy within his/her operational units.

Heads of Departments and Senior Managers

All managers in the College are accountable to their supervising managers for ensuring that all information and records systems within their operational responsibilities comply with the policy statement and guidelines. They are also responsible for ensuring that guidelines and records management procedures are maintained for their operational units and communicated to employees. The College Information Officer can provide guidance and assistance on these issues.

Employees

All employees are accountable to their line managers for compliance with this schedule.

FE Sector Information Working Group

The role of this group, reporting to the Directors' Working Group, is to review generally the Sector Schedule and its obligations under the legislation.

FUNCTIONALITY:BUSINESS ENGAGEMENT

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Delivery plans/relevant documentation		End of project/relationship + 1 year		Destroy
Business proposals and relevant documentation		End of project/relationship + 1 year		Destroy
Business client information	• Correspondence • Contractual Information • Contact details • Company size/employees • Training needs analyses • Client audit documentation	End of project/relationship + 2 years		Destroy
InnovateUS		End of project/relationship + 10 years		Destroy
Skills Focus		End of project/relationship + 10 years		Destroy

FUNCTIONALITY:CURRICULUM

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Candidate coursework	• Portfolios • Assignments • Examinations • Dissertations • Assessments completed as part of their evidence towards accreditation	Creation date + duration of the course	Until External Verification has occurred, certification taken place and appeals period has expired (Unless superseded by Awarding Body regulations) Cover sheets to be securely kept where required. Updates should be kept with the original documentation	Destroy
Identification of accreditation requirements for new courses, and obtaining accreditation	• Course accreditation submissions	Creation date + duration of the course		Destroy
Details relating to grades / marks awarded to candidates during completion of a specific course		Course duration + 1 year		Destroy
Internal verification / moderation records relating to candidates undertaking a specific course / qualification		Course duration + 1 year	Unless superseded by Awarding Body regulations	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Feedback reports from students, staff, employers and other stakeholders		Course duration + 1 year		Destroy
Monitoring of submission of assignments by students	• Course assignment registers	Current Academic Year + 1 year		Destroy
Monitoring and assessment of courses offered by other colleges		Current Academic Year + 2 years		Destroy
Curriculum Development and Performance Monitoring reports		Current Academic Year + 5 years		Destroy
Monitoring and analysis of enquiries about courses and qualifications	• Collated data – reports / statistics	Current Academic Year + 5 years		Destroy
Generic course information	• Course specific information relating to coursework and assessment design	Current Academic Year + duration of the course		Destroy
Individual Learner Record		End of engagement with course + 2 years		Destroy
Course handbook		Record subject to on-going update and review		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Preparation and delivery of courses	• Course notes • Lecture notes • Seminar notes • Handouts • Presentation Materials • Reading Lists	Record subject to on-going update and review		Destroy
Current course specifications and standard		Record subject to on-going update and review		Destroy
Design of new curricula	• Reports & other key documents	Record subject to on-going update and review		Destroy
Identification and analysis of market needs for new courses	• Generic course information • Course specific information relating to coursework and assessment design	Record subject to on-going update and review		Destroy

FUNCTIONALITY:ESTATES

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Buildings and Engineering Works	• Minor works including interior decoration, relocation • Planning Applications	Completion of works + 5 years		Destroy
Inspections	• Inspections and reports	Completion of works + 5 years		Destroy
Environmental Management	• Environmental management function records including reviews, audits, risk assessments, investigations • Energy Consumption records	Creation date + 5 years		Destroy
Fire records	• Fire-fighting equipment and assessment • Fire evacuation drill records	Creation date + 5 years		Destroy
Health and Safety	• Contract Health and Safety Files	Permanent		Permanent retention by College
Property	• Contract Documents (under seal) • Signed Contract Documents (under hand) • Tender Contracts, Building Works • Property Acquisitions Dossiers	Creation date + 12 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Health and Safety	• Accident / incident report forms including associated administration • e.g. RIDDOR • Health and Safety Records including audits, reviews, communication • Accidents / dangerous occurrences, outbreaks of disease • Health and Safety Representative Records	Creation date + 9 years	Health and Safety Regulations	Destroy
Negotiations of properties not acquired		End of negotiations		Destroy
Estates Management	• CCTV Footage	30 days or until completion of claim/investigation		Destroy
Car parking		Current Academic Year		Destroy
External bookings	• Room/facility bookings for external parties	Current Academic Year		Destroy
Property access controls		Current Academic Year + 2 years		Destroy
Property disposal dossiers		Current Academic Year + 2 years		Destroy
Stock	• Quantities and valuation	Current Academic Year + 2 years		Destroy
Waste disposal records	• Controlled waste • Special waste	Current Academic Year + 3 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Equipment and Consumable disposal including transfer of ownership		Disposal + 1 year		Destroy
Fire Inspection Reports		Duration of insurance contract + 3 years		Destroy
Equipment & Consumable Sanitation		Disposal + 6		Destroy
Operation and Maintenance Manuals		Lifespan of equipment		Destroy
Servicing of equipment, machinery and property		Lifespan of equipment + 5 years		Destroy
Rental agreements		End of contract + 5 years		Destroy
Property	• Original Leases/Deeds	End of lease + 5 years		Destroy
Equipment	• Maintenance Contracts and Schedules	Lifetime of contract		Destroy
Fire Risk Assessments		Lifespan of building		Permanent retention by College
Project Files	• Capital building project files	Until building demolished		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Buildings and Engineering Works	• Building Plans / Drawings • Buildings and Engineering Works, inclusive of major projects abandoned or deferred • Buildings Portfolio / CDM Files	Permanent		Permanent retention by College
Property (Title Deeds)	• Copy Leases and Deeds • Schedules and Report on Title • Covenants • Licenses and other rights over property • Original Leases and Deeds • Property Acquisitions Dossiers	Permanent		Permanent retention by College
Environmental Management	• Asbestos Register • Exposure to Group 3 or Group 4 biological agents and other • hazardous substances records including health documentation • Restoration of contaminated land • Testing, maintenance and statutory inspections	Permanent		Permanent retention by College

FUNCTIONALITY: EXAMINATIONS

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
JCQ Regulations	• Specific Awarding Body Regulations	Lifetime of Regulations	• JCQ Regulations • Awarding Body Regulations • Ofqual	Destroy
Student Records	• Access arrangement applications • Statements (Sensitive/Confidential) – lifelong learning • Special consideration applications • Cash ins • Amendments • EDI files • Certificates not collected by candidates	Current Academic Year + 1	University Certificates retained as per instruction from University.	Destroy
Examination Session Records	• Examination timetables • Seating plans • Records of attendance • Invigilator reports • SLDD Exam timetables • Invigilators timesheets	Current Academic Year + 1		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Examination Session Records	• Enquiries about results & outcomes • Access to scripts requests • Appeals administration & outcomes • Examinations materials	End of Appeals Process		Destroy
Records of signature for collection of certificates		Current Academic Year + 2 years		Destroy
Entries/Registrations/ Withdrawals		End of Relationship + 1 year		Destroy
Reports (Quality)	• Centre Inspection Reports • Moderation Visit Reports	Current Academic Year + 3 Years	JCQ Regulations	Destroy
Results	• Centre Results • University Broadsheets / Pass Lists • Online certificates postage records • Coursework mark submissions	Current Academic Year + 6 Years		Destroy
Malpractice (Quality)	• Administration to include invigilator reports, interview records with all parties • Evidence • Awarding body correspondence • Outcome report	Settlement + 7 Years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Centre Approvals (Quality)	• Centre approval document • Course approval letters (online) • Managing changes in the external accreditation requirements of existing courses	Record subject to on-going update and review		Destroy

FUNCTIONALITY:FINANCE

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Financial Accounting / Statutory Accounting *	• Records documenting the issue of sales invoices and the processing of incoming payments (and corresponding receivables ledger).	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Financial Accounting / Statutory Accounting	• Records documenting the **receipt** and payment of purchase invoices (and corresponding payables ledger).	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Financial Accounting / Statutory Accounting	• Records documenting the payment and/or reimbursement of employee expenses.	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989	Destroy
Financial Accounting / Statutory Accounting	• Records documenting the handling of petty cash.	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Financial Accounting / Statutory Accounting	• Records documenting the receipt of tuition fees and related charges.	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Financial Accounting / Statutory Accounting	• Records documenting the receipt of capital and recurrent grants.	The longer of: Current Financial Year + 6 Years or Retention period stated by funder.	The Limitation (Northern Ireland) Order 1989	Destroy
Financial Accounting / Statutory Accounting	• Records documenting financial returns made to the Department for the Economy.	Current Financial Year + 6 Years	The Limitation (Northern Ireland) Order 1989	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Financial Accounting / Statutory Accounting	• Records documenting the preparation of annual financial statements.	Current Financial Year + 6 Years	The Limitation (Northern Ireland) Order 1989 VAT Notice 700	Destroy
Financial Accounting / Statutory Accounting	• Annual Report & Financial Statements	Current Financial Year + 6 Years	The Limitation (Northern Ireland) Order 1989 VAT Notice 700	Destroy
Management Accounting / Internal Accounting	• Records documenting the administration of income and expenditure (management resource accounts).	Current Financial Year + 6 Years	Non-Statutory Record Internal Recommendation	Destroy
Management Accounting / Internal Accounting	• Records documenting the preparation of annual operating budgets.	Current Financial Year + 6 Years	Non-Statutory Record Internal Recommendation	Destroy
Management Accounting / Internal Accounting	• Records documenting the monitoring of income and expenditure against annual operating budgets (forecasts).	Current Financial Year + 6 Years	Non-Statutory Record Internal Recommendation	Destroy
Payroll Administration (Staff, Workers, Pensioners)	• Records documenting employees' authorisation for non-statutory payroll deductions	Termination of employment + 6 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Payroll Administration (Staff, Workers, Pensioners)	• Records documenting calculating and payment of employees' salaries and other payments.	Termination of employment + 6 Years	The National Minimum Wage Regulations 1999 The Income Tax (Pay As You Earn) Regulations 2003 Taxes Management Act 1970	Destroy
Payroll Administration (Staff, Workers, Pensioners)	• Employer's PAYE records that are not required to be sent to HMRC	Termination of employment + 6 Years	The Income Tax (Pay As You Earn) Regulations 2003	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Payroll Administration (Staff, Workers, Pensioners)	• Records documenting the administration of payments made under Occupational and Statutory Sick Pay Schemes	Termination of employment + 6 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Payroll Administration (Staff, Workers, Pensioners)	• Records documenting the administration of payments made under the Statutory Maternity Pay Scheme	Termination of employment + 6 Years	The Statutory Maternity Pay (General) Regulations 1986 The Limitation (Northern Ireland) Order 1989	Destroy
Pension Contributions Administration	• Total pensionable pay figures and any fluctuating emoluments paid to members	Termination of employment + 10 years	LGPS (Benefits, Membership and Contributions) Regulations (NI) 2009	Destroy
Pension Contributions Administration	• Jobholder's opt-out notice	Termination of employment + 4 years	Employers' Duties (Registration and Compliance) Regulations (NI) 2010	Destroy
Pension Contributions Administration	• Financial records including; - Date member joins scheme - Payment of pensions - Any movement or transfer of assets from trustees to any person - Payments made to members who leave scheme - Amounts received in respect of contribution payable in respect of active member of scheme - Payments to professional advisors (including name and address of recipient and reason for payment) - Payments to the employer - Other payments in/out of	Termination of employment + 6 years	Employers' Duties (Registration and Compliance) Regulations (NI) 2010 The Limitation (Northern Ireland) Order 1989 art.4	Destroy

	scheme (including name and address of payer/recipient) • Any documentation relating to the following: - Monies received or owing to the scheme - Investments or assets held by the scheme - Payments made by the scheme - Contracts to purchase a lifetime annuity in respect of a member of the scheme; and - The administration of the scheme. • Details of jobholders and workers who become members, including: - Name - NI number - Date of birth - Gross earnings in each relevant pay period by employer (and amount paid in different) - Date contributions paid to scheme - Date of automatic enrolment - Opt-in notice - Joining notice - Date of active membership - Contributions to which the jobholder is entitled under the scheme rules • Details of defined contribution, defined benefit or hybrid scheme • Details regarding any personal pension schemes			

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Pension Contributions Administration	• Certificates of Protection issued to members.	Termination of employment + 13 years (NOTE - the latest a certificate of protection could have been issued was 31 March 2009, the latest the certificates will expire will be on 1 April 2022.)	LGPS Regulations (NI) 2002	Destroy
Tax Management	• Records documenting the opening, closure and routine administration of bank accounts.	Closure of Account + 6 Years	The Limitation (Northern Ireland) Order 1989 VAT Notice 700	Destroy
Tax Management	• Records documenting standing orders, direct debits, etc.	Current Financial Year + 6 Years	The Limitation (Northern Ireland) Order 1989 VAT Notice 700	Destroy
Tax Management	• Records documenting routine bank account deposits, withdrawals, transfers. • (To include lodgement slips, transfer instructions, bank statements)	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Asset Management	• Records documenting low level/value / insignificant expenditure appraisal (i.e. business cases / economic appraisals). (e.g. chairs, routine everyday purchases	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	College Appraisal
Asset Management	• Records documenting decisions (and authorisations) to purchase / dispose of capital assets.	Current Financial Year + 6 Years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
Procurement / Contracts	• Original copies of all signed contracts not under seal.	Expiry of Contract + 6 Years	The Limitation (Northern Ireland) Order 1989	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Procurement / Contracts	• Original copies of all signed contracts executed under seal.	Expiry of Contract + 12 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• Records documenting pre-procurement advice, specification and contract development document, PQQ and ITT.	Contracts not under seal: Expiry of Contact + 6 Years Contracts under seal: Expiry of Contact + 12 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• PQQ and ITT submissions and quotation from successful applicants/tenderers.	Contracts not under seal: Expiry of Contact + 6 Years Contracts under seal: Expiry of Contact + 12 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• PQQ and ITT submissions and quotations from unsuccessful applicants/tenderers.	Commencement of Contract + 12 months	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• Records relating to amendments to contracts (including extensions and variations).	Contracts not under seal: Expiry of Contact + 6 Years Contracts under seal: Expiry of Contact + 12 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• Records documenting the monitoring of supplier performance and action taken.	Contracts not under seal: Expiry of Contact + 6 Years Contracts under seal: Expiry of Contact + 12 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• Records relating to purchase of goods and services (i.e. purchase orders)	Current Financial Year + 6 Years	The Limitation (Northern Ireland) Order 1989	Destroy
Procurement / Contracts	• Records documenting significant expenditure appraisal (i.e. business cases / economic appraisals). (e.g. land or buildings acquisition)	Current Financial Year + 6 Years	Non-Statutory Record Internal Recommendation	Permanent retention by College

FUNCTIONALITY: GOVERNANCE / CORPORATE

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Sector Plan		Creation Date + 10 Years		Transfer to PRONI
Corporate Plan		Creation Date + 10 Years		Transfer to PRONI
College Development Plan		Creation Date + 10 Years		Transfer to PRONI
Performance Reporting (Report cards and ERC)		Creation Date + 10 Years		Destroy
Governing Body	• Instrument of Government • Articles of Government	Record Subject to on-going update and review	The Further Education (NI) Order 1997	Transfer to PRONI
Governing Body	• Annual signed register of interest forms • Governor Appraisal forms • Signed Code of Conduct • Signed ICT acceptable use • Signed HMRC and Bank details • Signed induction confirmation	End of Governor's Terms + 6 years		Destroy
Governing Body / Sub Committee	• Minutes • Papers	Permanent		Transfer to PRONI
Directorate Minutes		Record Subject to on-going update and review		Transfer to PRONI

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Directorate Papers		Record Subject to on-going update and review		Transfer to PRONI
Directorate Correspondance		Current Academic Year + 5 Years		Destroy
College Departmental Minutes		Current Academic Year + 2 Years		Destroy
Planning and implementation of organisational and cultural change, and analysis of its impact		Current Academic Year + 5 years		PRONI Appraisal
College Organisation plans / structures/charts		Record Subject to on-going update and review		Transfer to PRONI
Identification, quantification and assessment of risks		Current Academic Year + 5 years		Destroy
Risk Assessment Reports and associated documentation		Current Academic Year + 5 years		Destroy
Business Recovery Plans		Record Subject to on-going update and review		Destroy
Development and testing of disaster prevention, response and recovery plans		Record Subject to on-going update and review		Destroy
Contingency plans		Record Subject to on-going update and review		Destroy
Disaster plans		Record Subject to on-going update and review		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Emergency planning exercise documentation		Record Subject to on-going update and review		Destroy
Whistleblowing	• Whistleblowing register • Investigation/appeal documentation	End of Investigation/Appeal + 5 Years		Destroy
Service Level Agreements with customers		Date of Review + 6 Years		Destroy
Service Level Agreements with suppliers		Record Subject to on-going update and review		Destroy
Departmental plans		Record Subject to on-going update and review		Destroy
Hardcopy diaries/notebooks		Record Subject to on-going update and review		Destroy
Asset Register and associated documentation (Data relating to 3 year rolling period)		Record Subject to on-going update and review		Destroy
Equality	• Equality schemes • Disability Action Plan (DAP)	Record Subject to on-going update and review	Section 75 (NI) Act 1998 Disability discrimination Action Section 49(a)(b) 1995	Destroy
Equality	• S75 Equality Monitoring Forms (staff) • S75 Complaints and Investigations	Retain for current Academic year + 5 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Equality	• Documentation to support the development of Schemes / DAP / Reviews / Equality Screening / Equality Impact Assessment / Monitoring	Retain from last action on the case + 6 years		Destroy
Documentation to support the development of Schemes / DAP / Reviews / Equality Screening / Equality Impact Assessment / Monitoring		Retain from last action on the case + 6 years		Destroy
Good Relations / Community Relations liaison and reports		Retain for current Academic year + 5 years		Destroy
5 Year Scheme		Retain until 5 Year Review is completed + 3 years		Destroy
Reviews/Annual Reviews of Progress		Retain until 5 Year Review is completed + 3 years		Destroy
Equality Screening Forms/Equality Impact Assessments		Retain until 5 Year Review is completed + 3 years		Destroy
Policies and Procedures (Approved)		Date of Review + 6 Years		Destroy
Statistical Data used for monitoring policy decisions and access to services		Retain until signed off or approved + 1 year		Destroy

FUNCTIONALITY:HUMAN RESOURCES

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Staff Recruitment	• Staff approval (recruitment) • Advertisement of vacancies • Application forms / interview notes / files relating to recruitment activity (successful applicants only)	Fill of Vacancy + 3 Years	Fair Employment and Treatment(NI Order 1998) NI Act 1998, Section 75.	Destroy
Staff Recruitment	• Application forms / interview notes / files relating to recruitment activity (unsuccessful applicants only)	Appointment to the post(s) + 1 year		Destroy
Job Descriptions	• Job descriptions • Assessment of jobs in relation to established job evaluation criteria	Record Subject to on-going update and review	Job Descriptions subject to on- going update. Permanently on personnel file of post holder	Destroy
Staff Handbook/Manual		Record Subject to on-going update and review		Destroy
Access NI Disclosure		Recruitment decision + 3 months	Access NI Code of Practice. (Function also applies to AccessNI for student placement activities)	Destroy
Staff Records	• Records of Corporate working hours (flexi sheets) including applications to leave.	Creation + 1 Year		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Staff Records	• Staff personal files (including training records) • Appraising the performance of individual members of staff (annual performance appraisal reports) • Probation Reports • Staff Development • Staff Exit Interviews	Termination of employment + 6 years (unless Health & Safety issue highlighted, see Medical Reports below)		Destroy
Staff Payment Records	• Information relating to redundancies • Making payroll payments • Payslips • Payroll Calculation records • BACS submission report • Income tax and NI returns, including correspondence with Tax Office • Statutory Maternity Pay records and calculations • Statutory Sick Pay records and calculations • Parental leave records and calculations	Termination of Employment + 6 Years		Destroy
Medical Records	• Health Records	Termination of Employment + 6 Years	Management of H&S at Work Regulations Limitation period for personal injury claims	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Staff Payment Records	• Wages and salary records • Non-Teaching / Lecturer pay scales • Claims for salary payment • Statutory Returns and Notices - P46 - P45 - P60 - P11 - P11d - P35	Termination of Employment + 6 Years	The National Minimum Wage Regulations 1999 The Income Tax (Pay As You Earn) Regulations 2003 Taxes Management Act 1970	Destroy
Medical Records	• Health Records	Termination of Employment + 6 Years	Management of H&S at Work Regulations Limitation period for personal injury claims	Destroy
Medical Records	• Medical records kept by reason of the Control of Substances • Hazardous to Health Regulations 1994	COSHHR 1994 + 40 years	COSHHR 1994	Destroy
Dispute Resolution	• Files relating to disciplinary, grievance, harassment hearings	Termination of Employment + 6 Years		Destroy
Dispute Resolution	• Industrial Tribunal Papers	End of tribunal case + 6 years		Destroy
EU funded project – project related recruitment documents		Current Financial Year + 7 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Surveys Reports	• Staff surveys • Exit interview Reports	Creation date + 3 years		Destroy

FUNCTIONALITY:ICT

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Software Licences		Lifetime of Licence + 1 Year		Destroy
Software / Hardware – Lease / Purchase / Maintenance Agreements / Contracts		Lifetime of Lease / Purchase / Contract + 1 Year		Destroy
User account log-on audits		Creation date + up to 1 Year		Destroy
Web filtering / firewall logs		Creation date + 1 Year		Destroy
Operation of data back-up logs and archiving routines		Record subject to on-going update and review		Destroy
Design, development and implementation of IT systems including source code and configurations		Record subject to on-going update and review		Destroy
Active Directory Accounts / VLE Accounts for Staff		Duration of employment or study + 6 months		Destroy
Exchange Mailboxes		Duration of employment or study + 6 months		Destroy
Staff and student home drive data		Staff – duration of employment + 6 months Students – duration of study + no longer than 6 months		Destroy

FUNCTIONALITY:INSURANCE

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Fruitless Payments		Creation Date + 3 years		Destroy
Insurance documentation / Schedule		Creation Date + 6 years		Destroy
Claims History		Creation Date + 6 years		Destroy
Renewal Documentation		Creation Date + 6 years		Destroy
Insurance – Inspectors		Creation Date + 6 years		Destroy
Insurance Broker Payments		Creation Date + 6 years		Destroy
Insurance Correspondence		Creation Date + 6 years		Destroy
Insurance Premium Payments		Creation Date + 6 years		Destroy
Insurance Reports		Creation Date + 6 years		Destroy
Indemnities and Guarantees		Creation Date + 10 years		Destroy
Claims	• Files • Correspondence	Creation Date + 10 years		Destroy
Certificates of Employers and Public Liability		Permanent		Permanent retention by College

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Records documenting all student placement data including name, address, contact details, DOB, next of kin details, health data, placement job description company details, all insurance details		Current Academic Year + 6 years		Destroy

FUNCTIONALITY:MARKETING

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
External Links	• Applicant details from on-line enquiries FT and PT (including e-mail and mobile number)	Current Academic Year		Destroy
External Links	• Enquiry cards data • Local community events: - Organisation and administration - Risk Management and Assessment • Stakeholder Communication	Current Academic Year + 1 year		Destroy
Marketing Management	Identification and exploitation of promotional opportunities	Current Academic Year		Destroy
Marketing Management	• Marketing campaigns and assessment of their impact: - Marketing plans - Market Research - Reports • Quality Assurance	Current Academic Year + 1 year		Destroy
Local Community Events	• Schedules • Risk management and assessment	Current Academic Year + 2 years		Destroy
Promotional Information	• College Prospectus]	Permanent		Transfer to PRONI

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Records Relating to Students	• Student recruitment information and materials	Current Academic Year + 4 years		Destroy
Promotional Information	• Photography / Films / Videos/ Footage	Permanent		PRONI Appraisal
Promotional Information	• College Newsletter	Permanent		Permanent Retention by College
Promotional Information	• Design and control of College corporate identity: - Brand guideline - Publicity material • Design and distribution of promotional materials • Direct Marketing • Prospectus fulltime/parttime database	Record Subject to ongoing update and review		Destroy
Promotional Information	• Media coverage/queries • Press releases/media briefings	Permanent		PRONI Appraisal
Consent Forms	• Photographs, video and audio	End of consent form timeframe + 1 Year		Destroy
Alumni	• Database • Statistical information • Communications • Events	Permanent		Permanent retention by College

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Student Profiles	• Testimonies	Permanent		Permanent retention by College
Staff Communications		Creation + 6		College Appraisal
Marketing database		Record subject to on-going update and review		Destroy
External Links	• Applicant details from on-line enquiries FT and PT (including e-mail and mobile number)	Current Academic Year		Destroy
External Links	• Enquiry cards data • Local community events: - Organisation and administration - Risk Management and Assessment • Stakeholder Communication	Current Academic Year + 1 year		Destroy
Marketing Management	• Identification and exploitation of promotional opportunities	Current Academic Year		Destroy
Local Community Events	• Schedules • Risk management and assessment	Current Academic Year + 2 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Marketing Management	• Marketing campaigns and assessment of their impact: - Marketing plans - Market Research - Reports • Quality Assurance	Current Academic Year + 1 year		Destroy
Records Relating to Students	• Student recruitment information and materials	Current Academic Year + 4 years		Destroy
Promotional Information	• College Prospectus	Permanent		Transfer to PRONI
Promotional Information	• Photography / Films / Videos/ Footage	Permanent		PRONI Appraisal
Alumni	• Database • Statistical information • Communications • Events	Permanent		Permanent retention by College
Student Profiles	• Testimonies	Permanent		Permanent retention by College

FUNCTIONALITY:MIS

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Timetables		Current Academic Year + 2 years		Destroy
Enrolment Records (full time and part time) including authorisation to changes of student details		Current Academic Year + 7 years		Destroy
Registers (hard copy or electronic)		Current Academic Year + 7 years		Destroy
Course Set-up	• Authorised course set-up documentation • Authorised course amendment documentation • Authorised course cancellation documentation	Retain until external audit complete (or up to 3 years, whichever is shorter)		Destroy
Withdrawal forms / transfer forms / amendments		Creation Date + 3 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Student Database e.g. QLS, QLP, LMS		End of relationship + 10 years		Destroy

FUNCTIONALITY:QUALITY

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Current student examination and assessment evidence		Current Academic Year + 12 weeks post certification	Retain for the duration of the course, until External Verification has occurred, certificates claimed and appeals period has expired	Destroy
Teaching / Lesson Observation Reports completed as part of the CIT and PGCE (FE)		Current Academic Year + 1 year	Unless superseded by Awarding Body instructions e.g. in perpetuity requirements Until candidate has successfully completed qualification	Destroy
Awarding Organisation course quality review records – systems visit (i.e. external examiner report / subject partnership manager report)		Current Academic Year + 1 year		Destroy
Self-Evaluation Reports	• Course Review – Self Evaluation Reports • Team / Unit reviews	Current Academic Year + 2 years		Destroy
Competitions and Awards records		Current Academic Year + 2 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Records documenting the Customer Feedback Policy including all complaints and compliments feedback, refund requests and the College response		Current Academic Year + 2 years		Destroy
Teaching lesson and observation report and Performance Improvement report for performance enhancement programme		Current Academic Year + 2 years		Destroy
Internal College Quality Review / Audit Records		Current Academic Year + 2 years		Destroy
Higher Education Achievement Record (HEAR)		Current academic Year + 50 years		Destroy
Assessment feedback, internal verification and student grades		Current Academic Year + 4 years		Destroy
Case Conference Records i.e. student progress analysis and review		Current Academic Year + 4 years		Destroy
Academic complaint / Appeal and associated evidence (Awarding Body/Academic Investigations)		Settlement + 6 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
ETI and QAA	• Inspection Reports • Survey Reports • Action plans	Record subject to on-going update and review	Available from DE/QAA	Destroy
Current Awarding Body examination / assessment rules and regulations		Record subject to on-going update and review		Destroy
Awarding Organisation approval documents and curriculum investigations		Record subject to on-going update and review		Destroy
Accredited prior learning records		Record subject to on-going update and review		Destroy

FUNCTIONALITY:RECORDS MANAGEMENT

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
DPA/FOI/EIR	• Requests • Responses • Refusal Notices • Internal Review Requests/Responses • Responses to ICO investigations • Requests Database	Response/Appeal Response + 3 Years		Destroy
Data Breach records		End of Investigation + 3 Years		Destroy
Investigations of allegations		End of Investigation + 3 Years		Destroy
Shredding Certification		Current Academic Year + 1 Year		Permanent retention by College
Retention and Disposal Schedule		Date of Review + 6 Years		Destroy
Publication Scheme		Date of Review + 6 Years		Destroy
Record of Processing Activities		Date of Review + 6 Years		Destroy
ICO Data Controller Registration Certificate		Date of Review + 6 Years		Destroy
Data Privacy Impact Assessments		Date of Review + 6 Years		Destroy
Data Sharing Agreements		Date of Review + 6 Years		Destroy

FUNCTIONALITY:STUDENT SERVICES

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Student Union	• Records documenting details of Student Union Executive and SU Election activities	Record subject to on-going update and review		Destroy
Student Union	• Records documenting name and contact details of organisations affiliated with SU e.g. those who participate in Freshers' week, conduct information talks			
Careers	• Advice documentation • Statistical analysis e.g. drop in, talks	Current Academic Year + 2 Years		Destroy
International Students	• College administration • Individual student administration	Current Academic Year + 3 Years	UK/VI / British Council Policies and accreditation	Destroy
Student Application Process	• Application form • Acknowledgements • Correspondence • Interview records including offers made (conditional/unconditional)	Current Academic Year + 3 Years	Refer to MIS Curriculum for Enrolment records	Destroy
Student Retention	• Records documenting students 'at risk' of withdrawal, intervention made and final outcome • Records of correspondence sent to parents / students in relation to factors affecting attendance / progress	Current Academic Year + 7 years		Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Learning Support	• Records documenting all Learning Support provision to each student, including: - student contact / course details - DEL Coding - Evidence - Support worker details - Equipment costs - Total cost of support - Records documenting support needs recommendations • Records documenting equipment and its allocation	Current Academic Year + 7 Years		Destroy
Learning Support	• ASF • Records documenting Disabled Student Allowance assessment for HE students	Current Academic Year + 3 Years		Destroy
Learner Access and Engagement	• Claims • Expenditure • Course provisions • Audit • Evaluation of tenders	30th June 2022	DfE Circular FE 04/14 Learner Access and Engagement Programme	Destroy

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Pastoral Care and Safeguarding	• Records documenting Cause for Concern submitted including nature of concerns and actions taken • Records documenting information requests made to professional organisations and advice received e.g. PSNI, Gateway • Records documenting all risk assessment forms, discussions and recommendations i.e. those who have disclosed convictions in relation to drug use or those of a sexual nature	Current Academic Year + 7 Years		Destroy
Student Finance	• Student Loan Company documentation • FE Awards documentation • EMA documentation • Hardship Funds documentation • Care to Learn documentation • Dinner / meal ticket documentation • Travel Pass documentation	Current Academic Year + 7 Years	DfE Guidelines	Destroy

FUNCTIONALITY:TRAINING ORGANISATION

Class/Activity	Series	Retention Period	Relevant Legislation	Final Action
Steps to Work/New Deal		Termination of relationship + 7 years		Destroy
Training for Success (TfS)		Termination of relationship + 16 years		Destroy
AppNI	• Apprenticeships NI 2013 • Apprenticeships NI 2017	31st December 2030		Destroy