

Department	Sub Department	Description	Responsible for Retention & Compliance	Retention Period	Legal Reference (England & Wales)	Notes
Sales & Marketing	Student Recruitment	Records documenting the handling of enquiries from prospective students.	Director of Sales & Marketing	Current academic year + 3 year		All enquiries are recorded on the College's student recruitment database.
Sales & Marketing	Student Recruitment	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Director of Sales & Marketing	Current academic year + 3 years	N/A	School relations activities are recorded on the College's student recruitment database.
Sales & Marketing	Student Recruitment	Event registrations and attendees data.	Director of Sales & Marketing	Current academic year + 3 years	N/A	All event registrations are recorded on the College's student recruitment database.
Sales & Marketing	Student Recruitment	Records documenting the handling of student applications for admission on to courses.	Director of Sales & Marketing	Academic year in which students completes (if applicable) + 6 years	1980 c.58 Limitation Act 1980	All applications are recorded on the College's student recruitment database.
Sales & Marketing	Student Recruitment	Records documenting the handling of financial support applications.	Director of Sales & Marketing	Academic year in which students completes (if applicable) + 6 years	1980 c.58 Limitation Act 1980	All applications are recorded on the College's student recruitment database.
Sales & Marketing	Student Recruitment	Personal contact records of individuals on the College's student recruitment database.	Director of Sales & Marketing	Academic year in which a customer + 6 years	N/A	
Sales & Marketing	Marketing & Fundraising	Records documenting media consent, including photography, video and case studies, from individuals and employers.	Head of Marketing	Current academic year + 6 years	N/A	Media consent is sought for 3 years, however records are kept for a further 3 years in case of enquiries by individuals.
Sales & Marketing	Marketing & Fundraising	Photographs and video content.	Head of Marketing	Current academic year + 3 years, and then archived	N/A	Consent is sought for 3 years, and then archived for historical interest purposes.
Sales & Marketing	Marketing & Fundraising	Records containing personal details of individuals as part of direct marketing campaigns.	Head of Marketing	Current academic year + 3 years	N/A	Where data is uploaded to email and/or SMS management systems, this data is deleted on completion of activity.
Sales & Marketing	Marketing & Fundraising	Records containing details of individual responses to fundraising campaigns.	Director of Sales & Marketing	Current academic year + 5 years	Retention must comply with the provisions of 1998 c.29	
Sales & Marketing	Marketing & Fundraising	Records containing personal data on individual alumni and funders.	Director of Sales & Marketing	Current academic year + 5 years	Retention must comply with the provisions of 1998 c.30	

Sales & Marketing	Research	Analysis of enquiry, events and recruitment data on the Group's recruitment and student databases.	Director of Sales & Marketing	Current academic year + 3 years	N/A	
Sales & Marketing	Research	Analysis and results of stakeholder surveys and focus groups.	Director of Sales & Marketing	Current academic year + 3 years	N/A	Where data is collected using e-survey systems, this data is downloaded and deleted once survey is closed.
Sales & Marketing	Research	Recordings of focus group and in-depth interviews.	Director of Sales & Marketing	The earlier of completion of transcript and 2 months from meeting	NA	
Sales & Marketing	Research	Transcripts of focus group and in-depth interviews.	Director of Sales & Marketing	Current academic year + 3 years	NA	
Sales & Marketing	Apprenticeships & Employer Engagement	Records documenting the handling of enquiries from prospective apprentices and employers.	Director of Business Development	Current academic year + 3 year	N/A	All enquiries are recorded on the College's employer engagement database.
Sales & Marketing	Apprenticeships & Employer Engagement	Records documenting the handling of student applications for apprenticeship vacancies.	Director of Business Development	Current academic year + 3 years	1980 c.58 Limitation Act 1980	All applications are recorded on the College's employer engagement database.
Sales & Marketing	Apprenticeships & Employer Engagement	Personal contact records of individuals and employers on the College's employer engagement database.	Director of Business Development	Academic year in which a customer + 3 years	N/A	All data is recorded on the employer CRM.
College Information Services		Enrolment documentation; qualifications on entry form; fee remission evidence; apprentice start form; transfer and withdrawal forms, enrolment form, acceptance slips and contracts of employment forms. Progress reviews, reports and records for apprentices. Attendance registers, student and staff timetables.	Director of CIS	Current year + 11 years	ESFA funding document; ESF 2014-2020 funding rules document; ESFA performance management rules; ESFA QSR Business Rules; ESFA post-16 intervention and accountability document	ESF requirements supersede any other requirements noted in this document. Prior to 17/18 records held in Document management system or archived to DVD ROM. From 17/18 documents scanned into EBS against the student's record. Includes data in Onefile. This applies to Treshan College pre-merger data.
College Information Services		ISR/ILRs		Indefinitely		
College Information Services		Funding reports from the HUB/FIS		Current year + 6 years		

College Information Services		Examination Certificates		Current year +1 year		Sent back to awarding body if not collected after two years.
College Information Services		Documents relating to access arrangements		Current year + 3 years		
College Information Services		Correspondence with awarding organisations		Current year + 2 years		
College Information Services		Achievement records; porfolios, assessment plans, action plans and feedback reports. IQA sampling plans, reocrds and feedback reports. Record of achievement/tracking documents.		Current year + 2 years		
College Information Services		Student Destinations		Current year + 6 years	ILR specification and Annexes; Provider support manual	Data received in spread sheet format and updated into the ILR.
College Information Services		PROACHIEVE data summaries		current year + 5 years		Data based on imported FIS MDBs and monthly apprenticeship report
College Information Services		PROMETRIX data reports		current year + 5 years		
College Information Services		PROMONITOR records of achievement tracking and progress, student disciplinaries, work experience, enrichment activities and tutorial records.		current year + 2 years		
College Information Services		EBS system backups		1 week		Data backed up to server folder. Copy taken daily to encrypted memory stick and stored in fireproof safe. Server folders are backed up daily.
College Information Services		CORE Health/Needs application		current year + 3 years		
College Information Services		CORE Bursaries application		current year + 6 years		
College Information Services		Class list/data clensing records		current year + 1 year		
College Information Services		Withdrawl forms kept in teaching areas		current year + 1 year		

College Information Systems		Records documenting the initial assessment of Students.	Director of CIS	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	1.Student Qualifications on Entry 2. Key Skills Assessments 3.Care Student Assessments
Human Resources		Employee Personnel and training files	Director of Human Resources	Completion of appointment + 6 months	Limitation Act 1980	(Health and Safety Records may need to be kept longer (see below)
Human Resources		Records documenting the advertising of vacancies.	Director of Human Resources	Completion of appointment + 6 months	1975 c.65 Sex Discrimination Act 1975. 1976 c.74 Race Relations Act 1976. 1995 c.50 Disability Discrimination Act 1995	N/A
Human Resources		Records documenting enquiries about vacancies and requests for application forms.	Director of Human Resources	Completion of appointment	NA	N/A
Human Resources		Records documenting the handling of applications for vacancies: unsuccessful applications.	Director of Human Resources	Completion of appointment + 1 year	1975 c.65 Sex Discrimination Act 1975 .1976 C.74 Race Relations Act 1976. 1995 c50 Disability Discrimination Act 1995	N/A
Human Resources		Records documenting the handling of applications for vacancies: successful applications.	Director of Human Resources	Termination of employment + 6 years	1975 c.65 Sex Discrimination Act 1975 .1976 C.74 Race Relations Act 1976. 1995 c50 Disability Discrimination Act 1995	N/A
Human Resources		Records containing summary statistical information about job applicants e.g. ethnicity/gender analyses.	Director of Human Resources	Current year + 1 year	NA	N/A
Human Resources		Records documenting an employee's absence due to sickness.	Director of Human Resources	Termination of employment + 40 years	1994 c.23 Value Added Tax Act 1994	N/A
Human Resources		Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	Director of Human Resources	Termination of employment + 40 years	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002	N/A
			Director of Human Resources		S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002	N/A

			Director of Human Resources		S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002	N/A
Human Resources		Records documenting major injuries to an employee arising from accidents in the workplace.	Director of Human Resources	Termination of employment + 40 years	1980 c.58 Limitation Act 1980	N/A
Human Resources		Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Director of Human Resources	Termination of employment + 6 years	1980 c.58 Limitation Act 1980	N/A
Human Resources		Records documenting references provided in confidence in support of an employee's application(s) for employment by another organisation.	Director of Human Resources	Provision of reference + 1 year	NA	N/A
Human Resources		Records documenting the institution's relationships with pension schemes to which all or part of its workforce belong.	Director of Human Resources	Termination of relationship + 5 years	NA	N/A
Human Resources		Records documenting routine communications with the pension schemes. For administration of individual employees' relationships with the pension schemes, use Employee Contract Management.	Director of Human Resources	Current year + 5 years	NA	N/A
Human Resources		Records documenting institutional recognition/derecognition of trades unions.	Director of Human Resources	Derecognition + 6 years	1980 c.58 Limitation Act 1980	N/A
Human Resources		Records documenting agreements with trades unions.	Director of Human Resources	Termination of agreement + 10 years	(Note: CIPD = Chartered Institute of Personnel & Development)	N/A
Human Resources		Records documenting routine communications with trade union representatives, including minutes of meetings.	Director of Human Resources	Current year + 20 years	NA	N/A

Human Resources		Records documenting consultations/negotiations with trades unions on specific issues.	Director of Human Resources	Last action on issue + 20 years	NA	N/A
Human Resources		Records documenting the operation of the Statutory Sick Pay scheme.	Director of Finance	Current tax year + 3 years *	S.I. 1982 / 894 * The Statutory Sick Pay (General) Regulations 1982 (Amended by SI 989 2005)	
Human Resources		Records documenting the operation of the Statutory Maternity Pay scheme.	Director of Finance	Current tax year + 3 years *	S.I. 1986 / 1960 * The Statutory Maternity Pay (General) Regulations 1986 (Amended by SI 729 2005)	
Human Resources		Records documenting payments of the institution's employers' contributions to pensions schemes for its employees.	Director of Finance	Termination of employment + 75 years		1980 c.58 Limitation Act 1980
Human Resources		Records documenting payments of the institution's employees' contributions to pension schemes.	Director of Finance	Termination of employment + 75 years		1980 c.58 Limitation Act 1980
Human Resources		Records documenting the payment and/or reimbursement of employees' expenses.	Director of Human Resources	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	1980 c.58 Limitation Act 1980
Student Services		Records documenting the academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress.	Director of Student Services	Termination of relationship with student + 6 years		NA 1980 c.58 Limitation Act 1980
Student Services		Records relating to Meetings of Staff /Student Bodies.	Director of Student Services	Date of meeting plus 6 years	NA	Minutes of Meetings
Student Services		Records relating to the operation and activities of the Students Union, and other clubs, associations and non-academic activities organised by students.	Director of Student Services	permanent	NA	Rag Week activities. Constitution of S.U., and other clubs etc. Codes of Practice. Lists of Officers.
Student Services		Disciplinary records - misconduct	Director of Student Services	Central record 3 years Student's file for 1 year		
Student Services		Disciplinary records - academic performance	Director of Student Services	1 year		

Student Services		Child protection/SOVA	Director of Student Services	CP - until student's 26th birthday CP - LAC until student's 75th birthday CP files for concerns regarding an adults behaviour towards a child or around children, keep the file until retirement or for 10 years, whichever is longest SOVA - 3 years		
Student Services		Next Step	Director of Student Services	14 years		
Student Services		Careers interview records	Director of Student Services	Current and previous year		
Student Services		Counselling records	Director of Student Services	3 years after year in which counselling commenced		
Student Services		Student Information Files	Director of Student Services	One year after a student leaves		
Student Services		Bursaries EFA/SFA	Director of Student Services	6 years		
Student Services		Access to Learning Fund	Director of Student Services	3 years		
Student Services		Care to Learn	Director of Student Services	3 years		
Student Services		Student finance service records	Director of Student Services	Intuition (for duration of EBS record)		
Student Services		Emergency loans	Director of Student Services	Current and previous year		
Student Services		TIER 4/CAS	Director of Student Services	3 years		
Student Services		Criminal record declarations	Director of Student Services	3 years		
Student Services		Enrichment records	Director of Student Services	Intuition (for duration of EBS record)		
Student Services		LRC loan records	Director of Student Services	Current and 2 previous years		
Student Services		LRC issues	Director of Student Services	Current and 2 previous years		
Quality		Results of user/customer surveys: individual responses.	Head of Quality	Completion of analysis of survey responses	NA	NA
Quality		Results of student surveys: summaries and analyses of responses.	Head of Quality	Completion of survey + 3 years	NA	NA
Quality		Records documenting the handling of formal complaints made by individual students against the institution.	Head of Quality	Last action on case + 6 years	1980 c.58 Limitation Act 1980	NA

Quality		Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Head of Quality	Last action on complaint + 3 years	NA	NA
Quality		Records detailing information available about current courses, programmes, Departments, Schools, Facilities for Students	Head of Quality	Superseded +2 years	NA	Course handbooks, Term Dates, Structure of Courses, Qualifications gained, Work Experience, List of Validating Bodies.
Quality		Records documenting the development and establishment of the institution's teaching strategy.	Head of Quality	Superseded + 10 years	NA	NA
Quality		Records documenting the development and establishment of the institution's teaching policies.	Head of Quality	Superseded + 10 years		NA
Quality		Records documenting the development and establishment of the institution's teaching procedures.	Head of Quality	Superseded + 5 years	NA	NA
Quality		Records documenting the development of taught course assessment procedures.	Head of Quality	Life of course		NA
Quality		Final versions of taught course assessment procedures.	Head of Quality	Life of course	NA	NA
Quality		Records documenting the development of the institution's internal quality assurance processes.	Head of Quality	While current		NA
Quality		Records documenting the conduct and results of formal internal reviews of teaching quality, and responses to the results.	Head of Quality	Current academic year + 5 years	NA	NA
Quality		Records documenting the conduct and results of external reviews and audits of teaching quality and standards.	Head of Quality	Next Review completed + 5 years		NA



Quality		Records documenting the development of the institution's programmes.	Head of Quality	Superseded + 10 years	NA	Programme/Course specifications. Qualifications. Key Outcomes. Assessment Procedures/Appeals. Periodic Reports of departmental programme reviews.
Quality		Records documenting monitoring of external developments and trends to inform the development of the institution's programmes.	Head of Quality	Current academic year + 5 years		NA
Quality		Records documenting the conduct and results of formal reviews of the institution's programmes and courses and responses to the results.	Head of Quality	Current academic year + 10 years		Roles, Responsibilities and Authority of bodies involved in monitoring and review processes. Accreditation and monitoring reports.
Quality		Records documenting the monitoring of programme developments in other FE institutions.	Head of Quality	Current academic year + 1 year	NA	NA
Quality		Records documenting the process of obtaining approval and/or accreditation for taught programmes from	Head of Quality	Life of programme	NA	NA
Quality		Records containing data on, and analyses of, student numbers and other programme statistics.	Head of Quality	Current academic year + 5 years	NA	NA
Quality		Records documenting routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Head of Quality	Current academic year + 5 years OR Life of course + 1 year	NA	NA
Quality		Records documenting the development of the institution's courses.	Head of Quality	Life of course + 10 years	NA	NA
Quality		Final versions of taught course materials.	Head of Quality	Life of course	NA	NA
Quality			Head of Quality			
Quality		Working papers documenting the planning and conduct of teaching events.	Head of Quality	Current academic year + 1 year	NA	NA
Quality		Records containing data on, and analyses of, student numbers and other taught course statistics.	Head of Quality	Current academic year + 5 years	NA	NA

Quality		Records documenting routine solicited feedback on taught courses from staff and examiners: individual feedback.	Head of Quality	Current academic year + 5 years OR Life of course + 1 year	NA	NA
Quality		Records documenting routine solicited feedback on taught courses from students: individual feedback.	Head of Quality	Completion of analysis of feedback	NA	NA
			Head of Quality			
Quality		Records containing (anonymised) summaries and analyses of routine solicited feedback on taught courses from staff, examiners and students.	Head of Quality	Current academic year + 5 years OR Life of course + 1 year	NA	NA
			Head of Quality			
Quality		Records containing reports of routine internal reviews of taught courses.	Head of Quality	Current academic year + 5 years	NA	NA
			Head of Quality			
Quality		Records documenting the conduct and results of formal reviews of taught courses, and the responses to the results.	Head of Quality	Current academic year + 5 years	NA	NA
			Head of Quality			
Quality		Timetabling of Courses	Head of Quality	Current year + 1 year	NA	NA
Quality		Assignment of students to classes/groups	Head of Quality	Current year + 1 year	NA	NA
Quality		Course Assignment Registers	Head of Quality	Current year + 1 year	NA	NA
Quality		Records detailing the Structure and Content of each programme.	Head of Quality	Master copy kept permanently	NA	Course Prospectuses, Qualifications offered
Quality		Records of Tuition and other course fees.	Head of Quality	Length of course +6 years	1980 c.58 Limitation Act 1980	NA
Quality		Records containing standard analyses of data from individual students' records.	Head of Quality	Current academic year + 5 years	NA	NA
Quality		Records documenting the handling of requests for ad hoc analyses of data from individual students' records.	Head of Quality	Last action on request + 1 year	NA	NA
Quality		First Destination Surveys: individual responses.	Head of Quality	Completion of analysis of responses	NA	NA
Quality		Records documenting the termination of individual students' programmes.	Head of Quality	Termination of student relationship + 6 years	1980 c.58 Limitation Act 1980	NA

Quality		Records documenting the development and establishment of the institution's assessment and examination rules and procedures.	Head of Quality	Superseded + 10 years	NA	NA
Quality		Records documenting feedback on academic progress, and general academic guidance and support, given to individual taught students.	Head of Quality	Completion of student's programme + 6 years	1980 c.58 Limitation Act 1980	NA
Finance		Primary Financial Records including Orders, Invoices, Bank statements, reconciliations, journal transfer authorisations and Funding Body records	Director of Finance	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994 HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	
Finance		Secondary Financial records including paying in slips, petty cash vouchers, duplicate vouchers and refund authorisations	Director of Finance	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994 HMCE 700/21	
Finance		Records of administration of Student Financial and employment support.	Director of Student Services	Current + 6 Years	NA	New Deal Records. Modern Apprenticeship Records. Access Fund Applications. Individualised Student Record (ISRS). Individualised Learner Records
Finance		Records documenting the handling of petty cash.	Director of Finance	Current financial year + 6 years *	1980 c.58 Limitation Act 1980 1994 c.23 Value Added Tax Act 1994	
Finance		Records documenting the preparation of annual accounts.	Director of Finance	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	
Finance		Annual Accounts.	Director of Finance	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	
Finance		Records documenting the preparation and filing of the institution's tax returns.	Director of Finance	Current tax year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	

Finance		Records documenting the administration of annual funding allocations from	Director of Finance	Current financial year + 10 years	NA	
Finance		ESF Project Funding.	Director of Finance	Funding Period+ 6 years	ESF Rules	
Finance		Records documenting the opening, closure and routine administration of bank accounts.	Director of Finance	Closure of account + 6 years	1980 c.58 Limitation Act 1980	
Finance		Records documenting standing orders, direct debits etc.	Director of Finance	Life of instruction + 6 years	1980 c.58 Limitation Act 1980	
Finance		Records documenting the value of the institution's capital assets.	Director of Finance	Current financial year + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970	
Finance		Records documenting decisions (and authorisations) to dispose of capital assets.	Director of Finance	Current financial year (of disposal) + 6 years *	1970 c.9 * 1970 c.9 Taxes Management Act 1970 1980 c.58 Limitation Act 1980	
Finance		Records in support of tender exercises	Director of Finance	Superseded + 5 years	NA	Compliance with The Public Services Contracts Regulations and other relevant guidance
Finance		Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers.	Director of Finance	Termination of approval	NA	
Finance		Statistical reports to HM Treasury on contracts awarded (as required by the regulations cited).	Director of Finance	Current year + 3 years	S.I. 1991 / 2680 The Public Works Contracts Regulations 1991 S.I. 1993 / 3228 The Public Services Contracts Regulations 1993 S.I. 1995 / 201 The Public Supply Contracts Regulations 1995	
Finance		Records documenting variations to contracts (e.g. revisions, extensions).	Director of Finance	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	
Finance		Records documenting the monitoring of supplier performance and action taken regarding under-performance.	Director of Finance	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	

Finance		Records documenting purchasing authorisation limits.	Director of Finance	Superseded + 1 year	NA	
Finance		Records documenting internal authorisation for procurement.	Director of Finance	Current financial year + 1 year	NA	
Finance		Purchase Orders.	Director of Finance	Current financial year + 6 year *	1980 c.58 Limitation Act 1980	
					HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	
Finance		Goods Received Notes / Goods Inwards Notes.	Director of Finance	Current financial year + 6 year *	1980 c.58 Limitation Act 1980	
					HMCE 700/21 * HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts	
Finance		Records documenting the development and establishment of the institution's insurance management policies.	Director of Finance	Superseded + 5 years	NA	
Finance		Records documenting the development of the institution's insurance management procedures.	Director of Finance	Superseded + 3 years	NA	
Finance		Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance.	Director of Finance	Commencement of policy + 40 years OR Renewal of policy + 40 years *	1969 c.57	
					S.I. 1998 / 2573 * The Employers' Liability (Compulsory Insurance) Regulations 1998	
Finance		Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance.	NA	Expiry of policy + 6 years		
					1980 c.58 Limitation Act 1980	
Finance		Records documenting claims made under insurance policies.	NA	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58 Limitation Act 1980	
Estates		Records documenting the development and establishment of the institution's estate strategy.	Director of Estates & Facilities	Superseded + 5 years	NA	Review for archive value

Estates		Records documenting the conduct and results of audits and reviews of the estate management function, and responses to the results.	Director of Estates & Facilities	Current year + 5 years	NA	Review for archive value
Estates		Records documenting the development and establishment of the institution's estate management policies.	Director of Estates & Facilities	Superseded + 5 years	NA	Review for archive value
Estates		Records documenting the acquisition of ownership of properties.	Director of Estates & Facilities	Ownership of property	NA	N/A
Estates		Deeds and certificates of title for properties owned by the institution.	Director of Estates & Facilities	Ownership of property	NA	Transfer to new owner when property is disposed of
Estates		Records documenting negotiations for properties where the property was not acquired.	Director of Estates & Facilities	Closure of negotiations + 2 years	1980 c.58 Limitation Act 1980	N/A
Estates		Records documenting the acquisition of use of properties by lease or rental.	Director of Estates & Facilities	Disposal of property + 3 years	1980 c.58 Limitation Act 1980	N/A
		Note: For retention of formal legal agreements, see Legal Affairs Management - Contracts & Agreements Management.	Director of Estates & Facilities			N/A
Estates		Records documenting the development of properties.	Director of Estates & Facilities	Ownership of property	NA	Transfer to new owner when property is disposed of
Estates		Records documenting the restoration of contaminated land.	Director of Estates & Facilities	Ownership of land	NA	Transfer to new owner when property is disposed of
Estates		Records documenting inspection, maintenance and repair of properties.	Director of Estates & Facilities	Completion of work + 2 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	N/A
Estates		Records documenting the history of major maintenance works on properties.	Director of Estates & Facilities	Ownership of property	NA	Transfer to new owner when property is disposed of
Estates		Records documenting inspections undertaken to assess whether asbestos is (or is liable to be) present in a building or on land.	Director of Estates & Facilities	Ownership of property	S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002	N/A
Estates		Records documenting the removal of hazardous materials from properties.	Director of Estates & Facilities	Ownership of property	NA	N/A

Estates		Records documenting the disposal of properties.	Director of Estates & Facilities	Disposal of property + 3 years	1980 c.58 Limitation Act 1980	N/A
Estates		Records documenting the conduct and results of security inspections of properties, and action taken to address issued raised.	Director of Estates & Facilities	Completion of subsequent inspections	NA	N/A
Estates		Records documenting property access controls to secure areas (e.g. access registers, key registers, security data logs).	Director of Estates & Facilities	Creation + 2 years	NA	N/A
Estates		CCTV Recordings.	Director of Estates & Facilities	Creation +1 Month	NA	Result of Risk Assessment and local advice
Estates		Records documenting security breaches or incidents, and action taken.	Director of Estates & Facilities	Last action on incident + 1 year	NA	N/A
Estates		Records documenting leasing-out arrangements for properties.	Director of Estates & Facilities	Termination of lease + 3 years	1980 c.58 Limitation Act 1980	N/A
Estates		Records documenting the specification of requirements for facilities.	Director of Estates & Facilities	Next fit-out + 1 year	NA	N/A
Estates		Records documenting the carrying out of interior decoration and fitting-out works.	Director of Estates & Facilities	Next fit-out + 1 year	NA	N/A
Estates		Records documenting the conduct and results of inspections of facilities, and action taken to address issues raised.	Director of Estates & Facilities	Completion of subsequent inspection	NA	N/A
Estates		Records documenting the carrying out of repairs to interior decoration, fixtures and fittings.	Director of Estates & Facilities	Current year + 1 year	NA	N/A
Estates		Records documenting the conduct and results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Director of Estates & Facilities	Completion of subsequent inspection	NA	Longer retention periods may be required by enforcing authorities concerned with particular types of facilities
Estates		Records documenting plans for the relocation of facilities within buildings or to other buildings.	Director of Estates & Facilities	Completion of relocation + 2 years	NA	N/A

Estates		Records documenting the physical relocation of facilities.	Director of Estates & Facilities	Completion of relocation + 2 years	NA	N/A
Estates		Reports of pre-commissioning examinations of lifting equipment, as required by the Regulations cited.	Director of Estates & Facilities	kept until Decommissioning *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	N/A
Estates		Reports of post-installation examinations of lifting equipment, as required by the Regulations cited.	Director of Estates & Facilities	Decommissioning *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	N/A
Estates		Records documenting the inspection and testing of equipment/consumables.	Director of Estates & Facilities	Completion of subsequent inspection record OR Disposal of item + 1 year	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	N/A
Estates		Records documenting the inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations.	Director of Estates & Facilities	Disposal of item + 5 years	S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997	N/A
Estates		Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Director of Estates & Facilities	Date of action + 5 years *	S.I. 2002 / 2677 * The Control of Substances Hazardous to Health Regulations 2002	N/A
Estates		Records documenting the examination, testing and repair of equipment/consumables provided to control exposure to asbestos.	Director of Estates & Facilities	Creation + 5 years *	S.I. 2002 / 2675 * The Control of Asbestos at Work Regulations 2002	N/A
Estates		Records documenting the 'inspection' of lifting equipment, as defined in the Regulations cited.	Director of Estates & Facilities	Completion of subsequent inspection record *	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	N/A
Estates		Reports of inspection and 'thorough examination' of lifting equipment, as required by the Regulations cited.	Director of Estates & Facilities	Completion of subsequent report OR Issue of report + 2 years, whichever is the longer	S.I. 1998 / 2307 * The Lifting Operations and Lifting Equipment Regulations 1998	N/A
Estates		Records documenting the maintenance of equipment / consumables: major items.	Director of Estates & Facilities	Decommissioning	1980 c.58 Limitation Act 1980	Potential long-term liability
	Director of Estates & Facilities		removal + 6 years	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	Potential long-term liability	
Estates		Records documenting the maintenance of equipment	Director of Estates & Facilities	Decommissioning	1980 c.58 Limitation Act 1980	N/A



		/ consumables: items which are safety critical or are associated with hazardous operations.	Director of Estates & Facilities	removal + 40 years	S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998	N/A
Estates		Records documenting authorisation for the disposal of equipment / consumables, and the evaluation of alternative methods of disposal.	Director of Estates & Facilities	Disposal of item + 1 year	NA	N/A
Estates		Records documenting the development and establishment of the institution's environmental management strategy.	Director of Estates & Facilities	Superseded + 5 years	NA	Review for archive value
Estates		Records documenting the conduct and results of audits and reviews of the environmental management function, and responses to the results.	Director of Estates & Facilities	Current academic year + 5 years	NA	Review for archive value
Estates		Records documenting the development and establishment of the institution's environmental management policies.	Director of Estates & Facilities	Superseded + 5 years	NA	Review for archive value
Estates		Records documenting the development of the institution's environmental management procedures.	Director of Estates & Facilities	Superseded + 5 years	NA	Review for archive value
Estates		Records documenting the conduct and results of environmental audits, and action taken to address issues raised.	Director of Estates & Facilities	Completion of audit + 5 years	NA	N/A
Estates		Records documenting action taken by the institution to raise awareness of environmental issues among its employees, other staff and students.	Director of Estates & Facilities	Current year + 3 years	NA	N/A
Estates		Records documenting the recording of environmental incidents on the institution's premises or caused by its operations.	Director of Estates & Facilities	Last action on incident + 10 years	NA	N/A

Estates		Records documenting the investigation of environmental incidents on the institution's premises or caused by its operations.	Director of Estates & Facilities	Closure of investigation + 40 years	NA	N/A
Estates		Records documenting the notification and reporting of reportable environmental incidents to enforcing authorities.	Director of Estates & Facilities	Date of notification + 5 years	NA	N/A
Estates		Records documenting routine monitoring of the institution's use and consumption of energy.	Director of Estates & Facilities	Current year + 5 years	NA	N/A
Estates		Records documenting the conduct and results of formal reviews of the institution's use and consumption of energy, and action taken to address issues raised.	Director of Estates & Facilities	Completion of review + 5 years	NA	N/A
Estates		Records documenting the classification, collection and storage of 'controlled waste' prior to removal from the premises for disposal.	Director of Estates & Facilities	Removal of waste consignment + 2 years	S.I. 1991 / 2839 Environmental Protection (Duty of Care) Regulations 1991	N/A
Estates		Register of 'controlled waste' removed from the premises for disposal by registered/licensed contractors.	Director of Estates & Facilities	Removal of waste consignment + 2 years *	S.I. 1991 / 2839 * Environmental Protection (Duty of Care) Regulations 1991	N/A
Estates		Records documenting the classification, collection and storage of 'special waste' prior to removal from the premises for disposal.	Director of Estates & Facilities	Removal of waste consignment + 3 years	S.I. 1996 / 972 * The Special Waste Regulations 1996	N/A
Estates		Register of 'special waste' removed from the premises for disposal by registered/licensed contractors.	Director of Estates & Facilities	Removal of waste consignment + 3 years *	S.I. 1996 / 972 * The Special Waste Regulations 1996	N/A
Information Services		Records documenting the development and establishment of the institution's intellectual property management strategy.	31.1	Superseded + 5 years	NA	NA
Information Services		Records documenting the development and establishment of the institution's intellectual property management policies.	31.4	Superseded + 5 years	NA	NA

Information Services		Records documenting the development and establishment of the institution's intellectual property management procedures.	31.5	Superseded + 3 years	NA	NA
Information Services		Original patent documents.	31.6	Life of patent	NA	NA
Information Services		Records documenting the assignment of institutional patents to third parties.	31.6	Termination of assignment + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	NA
Information Services		Records documenting the licensing of institutional patents to third parties.	31.6	Termination of license + 6 years OR Life of patent + 6 years	1980 c.58 Limitation Act 1980	NA
Information Services		Records documenting administration of patent licensing agreements and collection of fees.	31.6	Termination of licence + 6 years	1980 c.58 Limitation Act 1980	NA
External Relations		Inspection Reports	NA	permanent	OFSTED	Reviews and follow-up reports. Subject Reviews and follow up reports
External Relations		Reports/Returns made to standards bodies, professional bodies, other government departments.	NA	permanent	NA	NA
External Relations		Records dealing with the management of relationships with regulatory bodies	NA	Current Year +6	1908c.58	Instructions. Correspondence. Negotiations. Copy minutes of meetings.
External Relations		Monitoring of and participation in the development of policies which will affect the institution	NA	permanent	NA	NA
External Relations		Records documenting the development and establishment of the institution's sector relations strategy.	10.1	Superseded + 5 years	NA	NA
Governance		Records documenting the establishment and development of the institution's legal framework.	Clerk to the Corporation	Life of institution	1988 Northern Ireland Act 1998 1992 c. 13 Further and Higher Education Act	Articles of Government Charter, Act of Parliament
Governance		Records documenting the appointment of members of the institution's governing body not within the formal Corporation and Committee papers.	Clerk to the Corporation	Termination of appointment + 6 years	1980 c.58 Limitation Act 1980	Standing Orders for Appointments

		Records documenting the provision of training and development for members of the institution's governing body.	Clerk to the Corporation	Current year + 3 years	NA	NA
Governance		Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies.	Clerk to the Corporation	Termination of appointment + 6 years	NA	Codes of Conduct governing conflict of interest.
Governance		Records documenting the conduct and proceedings of meetings of the Corporation and its committees	Clerk to the Corporation	Current year + 50 years	NA	NA
Governance		Records documenting the conduct and proceedings of meetings of the institution's executive committees.	Clerk to the Corporation	Current year + 50 years	NA	NA
Governance		Complaints under the Raising Concerns procedure	Clerk to the Corporation	3 years	NA	NA
Governance						
Governance		Register of Sealed Contracts	Clerk to the Corporation	Termination of contract + 12 years	1980 c.58 Limitation Act 1980	NA
Governance		Records documenting legal support for the negotiation, establishment and review of contracts and agreements between the institution and others: - other contracts and agreements.	Director of Finance	Termination of contract + 6 years	1980 c.58 Limitation Act 1980	NA
Governance		Records documenting the provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement.	Director of Finance	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	1980 c.58 Limitation Act 1980	NA