RECORD RETENTION AND DISPOSAL POLICY

Contents

1 Introduction

1.1 Bridgwater & Taunton College creates and holds a wide range of recorded information. Records need to be properly retained to enable the College to meet its business needs, legal, regulatory and audit requirements, to evidence events or agreements in the event of allegations or disputes and to ensure that any records of historic value are preserved. The untimely destruction of records could affect:

- the conduct of Bridgwater & Taunton College's business
- the ability of Bridgwater & Taunton College to defend or instigate legal actions
- Bridgwater & Taunton College's ability to comply with statutory obligations
- Bridgwater & Taunton College's reputation.

1.2 The permanent retention of records is undesirable and disposal is necessary to free up storage space, reduce administrative burden and to ensure that Bridgwater & Taunton College does not unlawfully retain records for longer than necessary (particularly those containing personal data).

1.3 This policy seeks to demonstrate Bridgwater & Taunton College's public accountability through the proper retention of records and to show that disposal decisions are taken with proper authority and in accordance with due process.

1.4 The Record Retention and Disposal Policy should be read in conjunction with the College's Data Protection Policy.

2 Policy Statement

2.1 Bridgwater and Taunton College will:

- ensure that decisions to retain records containing personal information about individuals take account of the provisions of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) 2016/679
- ensure that all decisions to retain or destroy records are based on agreed policy and are appropriately authorised by appropriate senior managers
- have procedures for the regular review of retention periods

3 Scope

3.1 The policy covers the records created, received, maintained and held, in all formats in the course of carrying out the College's corporate functions.

3.2 A small percentage of the College's records may be permanently preserved for archive, historical or evidential purposes, and as an enduring record of the conduct and management of the College.

3.3 It is a contractual obligation to adhere to the requirements of the policy.

4 Application

4.1 The policy applies equally to full time and part time employees on a substantive or fixed term contract and to associated persons who work for Bridgwater & Taunton College such as agency staff, contractors and others employed under a contract of service. All individuals should have sight of the policy as part of their induction or introduction to

the College and are expected to comply with the policy. Members of the Senior Management Team are responsible for ensuring that this policy is applied within their areas of responsibility.

4.2   The Data Protection Officer has lead responsibility for records management within Bridgwater & Taunton College and can be contacted for advice via dpo@btc.ac.uk

5   Standards

5.1   The following standards should be maintained at all times:

- Records must be used and maintained in a manner complying fully with legislative and regulatory requirements
- Records must serve the interests of the institution, its staff, students and other stakeholders by maintaining high quality documentation for appropriate lengths of time
- Records must be managed and stored in a suitable format
- Records must be kept securely as befits the confidentiality and importance of the content, being protected from unauthorised or unlawful disclosure
- Records must be accessible and retrievable as required to support business efficiency and continuity
- Records must be retained or disposed of in compliance with the Records Retention Schedule (Appendix A)
- Appropriate levels of security must be in place to prevent the unauthorised or unlawful use of disclosure or information
- Records no longer required must undergo appropriate destruction in a confidential manner

5.2   It is compulsory for all staff to complete the College's online e-learning Data Protection Briefing and undertake any additional training as appropriate.

6   Destruction of Records

The Data Protection Officer is responsible for ensuring that the Schedules are reviewed annually to determine whether any retention periods applying to records within their directorates have expired. Once the retention period has expired the record must be destroyed and recorded on the Central Archive Spreadsheet (located on SharePoint – Cross College/About the College/GDPR_Data Protection)

No destruction of a record should take place without assurance that:
- the record is no longer required by any part of the business
- no work is outstanding by any part of the business
- no litigation or investigation is current or pending which affects the record
- there are no current or pending FOIA or DPA access requests which affect the record.

6.1   Destruction of Paper Records

6.1.1   Destruction should be carried out in a way that preserves the confidentiality of the record. Non-confidential records i.e. records that are clearly in the 'public domain' can be placed in ordinary rubbish bins or recycling bins.

6.1.2   Physical documents containing sensitive information including but not limited to commercially sensitive data, IP data and personally identifiable data must be disposed of in confidential waste bags.

6.1.3   Confidential waste should not be allowed to build up and should be disposed of by an approved disposal firm maintaining the confidentiality of the records at all times during the process.   All copies including security copies, preservation copies and backup copies should be destroyed at the same time in the same manner.

6.2   **Destruction of Electronic Records**

6.2.1   All electronic records will need to be either physically destroyed (and records of destruction certified) or wiped to the current Government standard. This includes any back-up copies of the file.   Deletion of the files is not sufficient.

6.2.2   At the end of the designated retention period, appropriate action should be taken against the records as outlined in the retention schedule. The action can be:

- **Destroy** – A record of the destruction should be kept.

- **Review** (for extended retention or archive value) – It is recommended that at the end of their retention period, the records are considered for extended retention or for archive value. Records in this category may be required for a longer period of time, for example, for operational reasons or in order to preserve the institutional memory. Confidential material for archiving should be placed in approved archive boxes, the box marked with its contents and archived as soon as practically possible in the secure archive store.

6.2.3   A review of requirements should take place before any action is taken on these records.

6.2.4   Electronic mail (email) should be treated like any other electronic record. Emails that have information that should be archived should be retained in accordance with the retention schedule.

6.2.5   Each email user is responsible for retaining emails that contain important information including personal data. The emails in your email account are not permanent storage and should not be used for permanent or long-term storage purposes.

6.2.6   Destruction of electronic records will be overseen by the Head of IT.

6.3   **Archival Transfer**

6.3.1   Physical documents with a long retention period and low access requirements may be considered for transfer to an archival facility either at Taunton Campus or Cannington Campus.

6.3.2   These archive boxes will be marked by the owner of the data with the academic year, course title or details of contents, tutor or owner's name and destruction date written on the boxes. Please refer to the archive template Appendix C.

6.3.3   Before transferring any boxes to an archive store, the owner must record the following details on the Central Archive Spreadsheet (located on SharePoint – Cross College/About the College/GDPR_Data Protection)

- date of archiving
- department
- campus
- location where it will be archived
- contents
- box and/or reference number
- academic year
- retention period
- year of destruction

This is to accurately record what archive boxes the College holds and will help with any data access requests.

6.3.4   Access to the archival facility is strictly controlled by the Estates team.

6.3.5   All archive boxes to be destroyed at the end of the retention period are done so at the same time each year and a certificate of destruction is obtained.

6.3.6   Destruction will be overseen by the Estates Team.

7.   Data Retention Periods

7.1   The College has assessed the types of personal data that the College holds and the purposes the College use it for. The table below set out the retention periods that the College has set for the different departments within the College, and the different types of data that they each hold.

7.2   Where the number of years are stated below this refers to the academic year and does not include the current year. For example, data with a retention period of 7 years from the 2018/19 academic year would be destroyed in August 2026 (at the end of 2025/26).

8.   Retention Periods for Different Categories of Data

8.1   The retention periods for the different categories of data given below in Appendix A and B, follow statutory guidelines and, as such, should be adhered to by staff of the College.

8.2   There may be instances that require data to be retained longer than the stated periods below. This will only be applied if there are legislative, funding or contractual requirements. These will be considered in this schedule on its annual review.

9.   Review of Policy

9.1   This policy will be reviewed annually or in-year in line with changes in legislation and requirements of funding bodies.

9.2   The College reserves the right to change this policy at any time.

Appendix A – Retention Periods

Staff

File Description	Retention Period
Recruitment and selection of employees including application forms and all aspects of selection	Last action on application form + 1 year
Speculative job applications and CVs	Last action on application + 1 year
Personnel details	6 years following termination of employment
Overtime records	6 years following termination of employment
Bank account details	6 years following termination of employment
Evidence of right to work in the UK	6 years following termination of employment
DBS information	6 years following termination of employment
Car insurance details	6 years following termination of employment
Staff disclosure forms	6 years following termination of employment
Requests for references	6 years following termination of employment
Training and CPD records	6 years following termination of employment
Performance appraisal forms	6 years following termination of employment
Disciplinary outcomes	6 years following termination of employment
Staff records of an investigation that has significant allegation or report of abuse	Last action + 50 years
Grievance case files	6 years following termination of employment
Restructure and redundancy processes	6 years following termination of employment
Performance management case files	6 years following termination of employment
Trade Union correspondence	6 years following termination of employment
Pension details	6 years following termination of employment
Subject Access and Freedom of Information requests	2 years following last action
SharePoint	Continually updated and old data (over 7 years) removed

Health and Safety

Accident records	3 years
Staff Health and Safety records (including PEEPs and Maternity risk assessment)	6 years following termination of employment
Student Health and Safety records (including PEEPs and Maternity risk assessment)	At the end of the academic year in which the programme ends

Emergency Procedures	3 years
Fire appliances	Fire Alarm and detection system test and maintenance records 3 years
Fire Risk Assessments	Permanent
H&S Audits and Inspections	Permanent
RIDDOR Reports	10 years

Financial Management

Finance System records including Accounts, Payable, Accounts Receivable and General Ledger)	7 years
Bursary (Discretionary support) applications	7 years
Bank account details	7 years
Supplier and customer correspondence	7 years

Student Records

File Description	Retention Period
MIS student records	For 2014-20 ESF programmes – retention until 2035
Enrolment form	For 2014-20 ESF programmes – retention until 2035
Application form	For 2014-20 ESF programmes – retention until 2035
Interview forms	For 2014-20 ESF programmes – retention until 2035
ILR reports and returns	For 2014-20 ESF programmes – retention until 2035
Bursary application	For 2014-20 ESF programmes – retention until 2035
Copies of certificates	1 year after which they are returned to the awarding body
Copies of certificates – apprentices	For 2014-20 ESF programmes – retention electronically until 2035
Pro-Monitor	For 2014-20 ESF programmes – retention until 2035
One-File	7 years
Blackboard	7 years
School references and personal statements	7 years
Work experience records	7 years
Disciplinary records (with no Safeguarding elements)	7 years
Disciplinary records of an investigation that has a significant element of an allegation or report of abuse	Last action + 50 years
EHCP	7 years
Pearson BTEC student portfolio / coursework	12 weeks after certification
Other Awarding Organisations – student portfolio / coursework	Returned to student after the External Quality Assurance visit / remote sampling activity following certification
Assessment and Internal Verification and Moderation documents	Refer to each Awarding Organisation requirements – contact quality@btc.ac.uk for guidance

Internal verification documentation, along with the assessment tracking and feedback	3 years after certification
Student projects	7 years
Counselling and wellbeing requests and notes	7 years

Property / Estates

File Description	Retention Period
CCTV	Please refer to the CCTV policy
Tender documents	15 years
Agreements with architects and builders	6 years after contact completion
Deeds of Titles	Permanent
Leases	12 years after the lease has terminated
Licensing agreements	6 years after expiry

Child Protection and Safeguarding

File description	Retention Period
Safeguarding and Child Protection files except where there has been a legal action that has been started but not finished	Retained until student's 26th birthday or 7 years whichever is the greatest
Receipts of Child Protection file if student moves to another provider and record is sent on as required	Retained until student's 26th birthday or 7 years whichever is the greatest
CSE records	Indefinitely
Child in Need and social care interventions	Retained until student's 26th birthday or 7 years whichever is the greatest
Concerns raised about an adult behaviour around children (applies to paid staff and volunteers)	Retained to the adult age of 65 or for 10 years (whichever is longer) (IRMS 2016)

Governance

File description	Retention Period
Governors records including contract details, register of interest and payments, photos	6 years after the year in which the individual ceases to be a Governor
Agenda, minutes of meetings of the Corporation and its Committees, containing names of attendees	50 years
Register of interest forms	Termination of appointment + 6 years

Marketing

File description	Retention Period
Promotional material	Current academic year + 7 years
Press releases including photos	Issue date + 7 years
Prospectuses	Current academic year + 7 years

Administration

File Description	Retention Period
Enquiries – emails	2 years
Enquiries – mailing lists	1 year
Recordings of phone calls (reception only)	3 months unless highlighted for investigation, then kept for 1 year
Complaints	2 years following the closure of the complaint

Complaints involving abuse	25 years following the closure of the complaint
Sign in app (visitor and student signing in)	1 year
Student Disciplinary records of an investigation that have a significant element of an allegation or report of abuse	Last action + 50 years
Emails containing personal information	2 years
Senior Management Team minutes and papers	Current academic year + 5 years

There may be instances that require data to be retained longer than the stated period. These exceptions will only be applied if they are legislative, funding or contractual requirements. These will be considered in this schedule on it an annual review.

Appendix B - Higher Education Retention Periods

Name of source	Description of Record (what does it contain)	Where is this protected	Ownership (who has access)	Classification	Retention	Disposal	Citation	Notes
	ACADEMIC RECORDS							
SharePoint	Records documenting the development and establishment of the institution's academic assessment administration policies: key records	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's academic assessment administration policies: working papers	SharePoint Permissions	HE Team	Confidential	Issue of policy + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Records documenting the development of the institution's procedures relating to academic assessment administration	SharePoint Permissions	HE Team	Confidential	Issue of procedures + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Master copies of procedures relating to academic assessment administration	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Copies of Programme Documents and Handbooks (Module Specs)	SharePoint Permissions	HE Team	Confidential	Superseded + 15 years	Destroy	Partner Guidance	OU Contractual Terms

	EXTERNAL EXAMINATION							
SharePoint	The activities involved in recruiting, appointing and supporting external examiners	SharePoint Permissions	HE Team	Confidential	Termination of appointment + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Record documenting the selection and appointment of external examiners	SharePoint Permissions	HE Team	Confidential	Termination of appointment + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Record documenting liaison with external examiners on administrative matters	SharePoint Permissions	HE Team	Confidential	Termination of appointment + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	EE Reports and responses	SharePoint Permissions	HE Team	Confidential	Current Academic Year + 7	Destroy	Partner Guidance	OU Contractual Terms
	TAUGHT PROGRAMME APPROVAL & ACCREDITATION							
SharePoint	Developing taught programmes	SharePoint Permissions	HE Team	Confidential	Life of programme + 10 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Obtaining approval &/or accreditation for taught programmes from professional, statutory or other accreditation bodies	SharePoint Permissions	HE Team	Confidential	Life of programme + 10 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)

	MARKETING OF TAUGHT PROGRAMMES							
SharePoint	Copies of all publicity material relating to Validated Programmes for a period not less than the maximum period of student registration on each Validated Programme	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	Partner Guidance	OU Contractual Terms
	EXTENUATING/ MITIGATING CIRCUMSTANCES							
SharePoint	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	SharePoint Permissions	HE Team	Confidential	Current academic year + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
	TUITION FEES							
SharePoint	Records documenting the development and establishment of the institution's tuition fees policies: key records.	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's tuition fees policies: working papers	SharePoint Permissions	HE Team	Confidential	Issue of policy + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Records documenting the process of determining tuition fees	SharePoint Permissions	HE Team	Confidential	Current + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)

SharePoint	Records documenting the development of the institution's procedures relating to academic assessment administration	SharePoint Permissions	HE Team	Confidential	Issue of procedures + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Master copies of procedures relating to academic assessment administration	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
	RESEARCH							
SharePoint	Records documenting the development and establishment of the institution's research strategy: key records	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's research strategy: working papers	SharePoint Permissions	HE Team	Confidential	Issue of strategy + 1 year	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's research policies: key records	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's research policies: working papers	SharePoint Permissions	HE Team	Confidential	Issue of policy + 1 year	Destroy	JISC guidance	
SharePoint	Records documenting the development and establishment of the institution's procedures relating to research	SharePoint Permissions	HE Team	Confidential	Issue of procedures + 1 year	Destroy	JISC guidance	

SharePoint	Master copies of procedures relating to research	SharePoint Permissions	HE Team	Confidential	Superseded + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the development of the institution's internal quality assurance processes	SharePoint Permissions	HE Team	Confidential	While current	Destroy	JISC guidance	
SharePoint	Records detailing the conduct and results of formal internal reviews of research quality, and responses to the results	SharePoint Permissions	HE Team	Confidential	Current academic year + 5	Destroy	JISC guidance	
SharePoint	Records documenting the conduct and results of external reviews and audits of research quality and standards	SharePoint Permissions	HE Team	Confidential	Current academic year + 5	Destroy	JISC guidance	
SharePoint	Records documenting the design and planning of research projects which are not undertaken	SharePoint Permissions	HE Team	Confidential	Abandonment of plans + 1 year	Destroy	JISC guidance	
SharePoint	Records documenting the design and planning of research projects which are undertaken: key records	SharePoint Permissions	HE Team	Confidential	Completion of project + 10 years	Destroy	JISC guidance	
SharePoint	Records documenting the design and planning of research projects which are undertaken: working papers	SharePoint Permissions	HE Team	Confidential	Completion of project	Destroy	JISC guidance	
SharePoint	Records documenting the preparation and submission of applications for funding, where the application is unsuccessful (no funding award granted)	SharePoint Permissions	HE Team	Confidential	Receipt of notification that application was unsuccessful	Destroy	JISC guidance	

SharePoint	Records documenting the preparation and submission of applications for funding, where the application is successful (funding award granted)	SharePoint Permissions	HE Team	Confidential	Completion of project (i.e. termination of award	Destroy	1980 c. 58 s 5	
SharePoint	Records documenting the conduct of non Medical Research Council funded research (all other organisations)	SharePoint Permissions	HE Team	Confidential	Completion of project + 10 years	Destroy	JISC guidance	
SharePoint	Working papers for the preparation of publications, audio-visual presentations etc. to disseminate research results (NOT interim or final research reports)	SharePoint Permissions	HE Team	Confidential	Publication/Delivery + 1 year	Destroy	JISC guidance	
SharePoint	Final versions of publications and presentations made to disseminate research results (NOT interim or final research reports)	SharePoint Permissions	HE Team	Confidential	Publication/Delivery + 3 years	Destroy	JISC guidance	
SharePoint	Records documenting the management of internally-funded research projects	SharePoint Permissions	HE Team	Confidential	Publication/Delivery + 3 years	Destroy	Common internal audit requirement	
SharePoint	Records documenting the management of externally-funded research projects	SharePoint Permissions	HE Team	Confidential	Publication/Delivery + 6 years	Destroy	1980 c. 58 s 5	
	INDUCTION							
SharePoint	Records documenting the design, conduct and review of induction programmes for new students	SharePoint Permissions	HE Team	Confidential	Completion of programme + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)

SharePoint	Records documenting the administration of induction programmes and events for new students	SharePoint Permissions	HE Team	Confidential	Completion of year + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
STUDENT RECORDS								
SharePoint/ILP	Records containing personal data on individual students	Sharepoint/ILP Permissions	HE Team	Confidential	Minumum requirement varies for different types of record	Destroy	1980 c. 58 s 5	OU + 7 years (Approval and Validation Agreement 14.1.10)
Sharepoint	Records containing standard analyses of data from individual students' records	Sharepoint Permissions	HE Team	Confidential	Current academic year + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Records documenting the handling of request for ad hoc analyses of data from individual students' records	Sharepoint Permissions	HE Team	Confidential	Last action on request + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint /email	Records documenting the handling of individual student's requests for statement of result/transcripts	SharePoint/ email password	HE Team	Confidential	Last action on request + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint /email	Records documenting the handling of requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions	SharePoint/ email password	HE Team	Confidential	Last action on request + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint	Records documenting the design and conduct of First Destination Surveys	Sharepoint Permissions	HE Team	Confidential	Current academic year + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)

SharePoint and pp outside course	First Destination Surveys: individual responses	Sharepoint Permissions and login	HE Team	Confidential	Completion of analysis of responses	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint and pp outside course	Records containing (anonymised) summaries and analyses of the results of First Destination Surveys	Sharepoint Permissions and login	HE Team	Confidential	Current academic year + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint /ILP	Records documenting the academic progress of individual students and formal actions taken by the institution to deal with unsatisfactory progress	SharePoint / ILP Permissions	HE Team	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint / email	Records documenting the transfer of individual students to new programmes or to new courses within programmes	SharePoint Permissions / email password	HE Team / curriculum areas	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint /email /ILP	Records documenting the withdrawal of individual students from the institution	SharePoint/ ILP /email password	HE team / curriculum areas	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint/email	Records documenting the termination of individual students' programmes	SharePoint permissions /email password	HE team	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
	COMPLAINTS/APPEALS /DISCIPLINARY							
SharePoint/email	Records documenting the conduct and results of disciplinary proceedings	SharePoint permissions /email password	HE team	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation

	against individual students							Agreement 14.1.10)
SharePoint/email	Records documenting the handling and results of academic appeals by individual students	SharePoint permissions /email password	HE team	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint/email	Records documenting the handling of formal complaints made by individual students against the institution	SharePoint permissions /email password	PA to Principal	Confidential	Termination of relationship with student + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint/email	Records documenting the handling of formal complaints made by individual students where the formal complaints procedure is not initiated	SharePoint permissions /email password	Curriculum Area	Confidential	Termination of relationship with student + 3 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
	AWARD BOARDS AND CEREMONIES							
SharePoint / email /external SharePoint	Records documenting the issue of awards lists and individual notifications of awards	SharePoint internal and external permissions	HE Team	Confidential	Current academic year + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint / email /external SharePoint	Pass lists/Awards lists	SharePoint internal and external permissions	HE Team	Confidential	Issue of list +10 years	Destroy	JISC guidance	OU Dob + 120 years
SharePoint / email	Records documenting the arrangements for meetings of a Board	SharePoint / email password and locked cabinet	HE Team	Confidential	Current academic year + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint / email	Records documenting the conduct of the business of a committee: agenda,	SharePoint permissions /email password	HE Team	Confidential	Current academic year + 15 years	Destroy	Internal / Partner Guidance	15 yrs allows for PT route & deferral /repeats

	minutes, papers (including board sheets)							
SharePoint / email	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions	SharePoint permissions /email password	HE Team	Confidential	Current academic year + 6 year	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
Email / post book	Records documenting the mailing of award certificates to students who do not attend ceremonies	Email /post book locked cupboard / postbook	HE Team	Confidential	Completion of ceremony + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint /email	Transcripts	Sharepoint Permissions/e mail password	HE Team	Confidential	OU Dob + 120 years	Destroy	JISC guidance	
Sharepoint/email	Diploma Supplements	Sharepoint Permissions/ email password	HE Team	Confidential	Current academic year + 6 years	Destroy	1980 c. 58 s5	OU + 7 years (Approval and Validation Agreement 14.1.10)
	POLICY DEVELOPMENT							
SharePoint/email	Approved Policy	SharePoint Permissions/e mail password	HE Team	Confidential	Superseded + 5 years	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)
SharePoint/email	Policy development working papers	SharePoint Permissions/e mail password	HE Team	Confidential	Superseded + 1 year	Destroy	JISC guidance	OU + 7 years (Approval and Validation Agreement 14.1.10)

SharePoint/email	Audit reviews, results and responses	SharePoint Permissions/email password	HE Team	Confidential	11 years	Destroy	JISC guidance	
	FINANCIAL AID FUNDS TO INDIVIDUAL STUDENTS							
SharePoint/email	Records documenting the provision of financial aid funds to individual students	SharePoint Permissions/email password	Finance Team	Confidential	Current financial/academic year + 6 years	Destroy	1980 c. 58 s 5	
	PRIZES							
SharePoint/email	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes	SharePoint Permissions/email password	HE Team	Confidential	Completion of ceremony + 1 year	Destroy	JISC guidance	
SharePoint/email	List of prize winners	SharePoint Permissions/email password	HE Team	Confidential	While prize is awarded	Destroy	JISC guidance	

ARCHIVE BOX

DEPARTMENT/TEAM:

_____

DATE ARCHIVED:
(Month – Year)

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CONTENTS:

_____
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| |
| |
| |
|_____|

BOX / REFERENCE
NUMBER (OPTIONAL)

_____

YEAR OF DESTRUCTION

_____