

Retention Periods for Group Documents

Row	RECORD	TO BE MAINTAINED BY	PERIOD OF RETENTION	LOCATION OF RECORDS
1	<p>Student/learner enrolment records (hard copy and electronic)</p> <p>Except ESF Project and ESF Match - see row 3</p>	<p>Director of MIS Head of Classroom Learning Head of Work Based Learning</p>	7 years	<p>Central archive ProSuite (Electronic)</p>
2	<p>Attendance/register and visit records (hard copy and electronic)</p> <p>Except ESF Project and ESF Match - see row 3</p>	<p>Head of Partnerships and Commercial Vice-Principal Business Development</p>	7 years	<p>Central archive (paper records) Central archive ProSuite (Electronic)</p>
3	<p>All records related to ESF</p> <p>Either</p> <ul style="list-style-type: none"> a) ESF Project or b) ESF Match Records 	<p>Head of Partnerships and Commercial Vice-Principal Business Development</p>	<p>The Group will retain all original invoices, student/learner forms, management information returns and all other documents necessary to demonstrate the delivery of services by the Group and its sub-contractors in relation to the current ESF programme, until 31 December 2030.</p>	<p>Central archive</p>

Row	RECORD	TO BE MAINTAINED BY	PERIOD OF RETENTION	LOCATION OF RECORDS
4	Examination results Completion Certificates Examination certificates	Head of Classroom Learning Business Manager for Examinations	7 years 1 year	<u>Results</u> Central archive ProSuite (Electronic) <u>Certificates</u> Reception
5	Examination entries, internal examination scripts, correspondence with examination bodies, Awarding Organisation Visits etc	Head of Classroom Learning Business Manager for Examinations Head of Quality Heads of Schools	3 years	Relevant Group centres
6	Financial records (all records including invoices and receipts, as well as copies of ledgers and accounts - hard copy and electronic)	Group Director of Finance	7 years	Central archive
7	Human Resource Management records (hard copy and electronic)	Group HR Director	Indefinitely (as all files will be electronic)	Human Resource Management archive
8	Payroll records	Group Director of Finance Group HR Director	6 years	Human Resource Management archive

Row	RECORD	TO BE MAINTAINED BY	PERIOD OF RETENTION	LOCATION OF RECORDS
9	Minutes of the Board of the Corporation and its committees	Clerk to the Corporation Board	Historical records never to be disposed of	Human Resource Management archive -
10	Agendas, papers and other records of the Board of the Corporation	Clerk to the Corporation Board	10 years	Human Resource Management archive -
11	Internal and external audits	Clerk to the Corporation Board	7 years	Human Resource Management archive –
12	Tenders and time-expired contracts	Group Director of Finance	6 years	Central archive
13	Discretionary Learner Support Fund records	Head of Student Services Group Director of MIS	3 years	Relevant Group centres and central archive
14	Additional Learner Support documentation	Head of Pastoral Support	7 years	Central archive
15	Student-related records: <ul style="list-style-type: none"> • Application forms • Initial Interview Records • Student Timetables • Tutorial Records 	Head of Student Recruitment & Information Head of Pastoral Support Nursery Manager	Application forms 1 year	Relevant Group centres

Row	RECORD	TO BE MAINTAINED BY	PERIOD OF RETENTION	LOCATION OF RECORDS
	<ul style="list-style-type: none"> • Nursery Registration records • Individual Learning Plans • Authorised Absence Request Forms • Absence Reporting records • Counselling records • Travel Support records • Good Attendance/Achievement records • Change to Student Records 		Duration of Student's/Learner continuous enrolment then 3 years	
16	Recruitment records (paper and electronic)	Group HR Director	7 months	Human Resource Management archive
17	<ul style="list-style-type: none"> • Customer comments • College surveys 	Group Managers	3 years	Relevant Group centres
18	Staff development records	Group Managers	5 years	Relevant Group centres
19	Data Protection requests	Group Data Protection Officer	7 years	Relevant Group centres
20	Software licences and hardware registers	Group Director of IT	5 years	Relevant Group centres

Row	RECORD	TO BE MAINTAINED BY	PERIOD OF RETENTION	LOCATION OF RECORDS
21	Staff email and account information	Group Director of IT	30 days from cessation of employment	Active directory
22	Contracts under seal	Group Director of Finance	12 years	Central archive
23	Contracts under hand	Group Director of Finance	7 years	Central archive
24	Accident/Insurance reports	Group HR Director Group Director of Finance	6 years	Central archive
25	Health and Safety records	Group HR Director	10 years	Central archive
26	Freedom of Information Requests	Group Data Protection Officer	1 Year	Relevant Group centres