

Records Retention Policy

1. Introduction

- 1.1. This policy deals with the appropriate procedures for the retention and disposal of information by Chichester College Group, to ensure that we do this consistently, and that we document any actions taken. Unless otherwise specified the retention and disposal policy refers to both physical and electronic records.
- 1.2. From here on in this document references to the Chichester College Group will be simplified to the “Group”.
- 1.3. In scope are all people, information, technologies, resources and facilities that deal with electronic and physical records for which the Group is responsible.
- 1.4. There are specific rules that apply to the retention of documents with regards to ESF funded and match funded qualifications; documents must be retained until at least 31st December 2022.

2. Review of Records

- 2.1. Review is the examination of records at the end of their retention period to determine whether they should be permanently destroyed, retained for longer or transferred to an archive.

3. Records Retention

- 3.1. Records should be retained only for as long as they are needed to meet our operational and business needs, and to comply with legal and regulatory requirements. We have assessed our records to determine:
 - their value to the Group
 - their importance as evidence of activities and decisions
 - any regulatory retention requirements, such as current: Data Protection, Freedom of Information and Limitation legislation and regulations.

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4. Disposal

4.1. Records fall into two main categories for disposal:

- Destroy after an agreed period – where the useful life of a series or collection of records can be easily predetermined (for example, destroy after 3 years; destroy 2 years after the end of the financial year).
- Review – see 2 above.

4.2. Records shall be destroyed as follows:

- Non-sensitive paper information can be disposed of using recycle bins where appropriate
- Confidential information must be disposed of using a cross cut shredder, pulped, burnt or destroyed via the Group's contractor

4.3. Destruction of confidential information in electronic form should be carried out in such a way that it cannot be recovered. Advice should be sought from Computer Services.

4.4. It is not necessary to document the disposal of records which appear on the Disposal Plan. Records disposed of outside of the Plan, for example by being disposed of earlier or kept for longer will need to be recorded for audit purposes.

5. Sharing

5.1. Copies of records should be destroyed when no longer required for the purpose they were copied. Where information has been regularly shared between departments, only the original records should be retained:

5.2. Where the Group shares information with other organisations, we must ensure that they have adequate procedures for records to ensure that the information is managed in accordance with our policies, as well as current legislative and regulatory requirements.

5.3. Where appropriate we may carry out a data privacy impact assessment.

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6. Guidelines for archiving

6.1. The following schedule sets out the periods for which documents should be retained in relation to key business areas and to meet operational needs. In some cases, retention periods will be determined by statutory requirements while others will reflect the requirements of the College.

6.2. The period of retention refers to that period after the current year and applies to both electronic and hard copy documents:

Document		Maintained By	Retention Period	Location of Archive
Governance				
1.	Agenda, papers and Minutes of the Board and its Committees	Clerk to the Governing Body	No limit	Executive Office
2.	Appointments of Members of the Governing Body	Clerk to the Governing Body	Termination of appointment + 6 years	Executive Office
3.	Register of Interests	Clerk to the Governing Body	Termination of appointment + 6 years	Executive Office
4.	Terms of Reference	Clerk to the Governing Body	Life of the Committee	Executive Office
5.	Governor Training	Clerk to the Governing Body	Termination of appointment + 6 years	Executive Office
6.	Annual Proxy meeting and Polling Cards	Clerk to the Governing Body	No Poll – 3-month Poll – 1 year	Executive Office
7.	Strategic Plans – key records	Clerk to the Governing Body	Current + 10 years	Executive Office
8.	Establishment of governance structure and terms of reference	Clerk to the Governing body	Life of the College	Executive Office
9.	Establishment and Closure of Committees and Companies	Clerk to the Governing Body	Life of the College	Executive Office
Executive Office				
10.	Contracts, Agreements and Licenses	Chief Operating Officer	7 years	Executive Office
11.	Agenda, papers and Minutes of management working groups	Principal	3 years	Executive Office
12.	Establishment of Legal Framework	Clerk to the Governing Body	Life of College	Executive office

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Estates & Facilities				
13.	Inspection, maintenance and repair of property	Deputy COO	Completion + 6 years	Estates & Facilities
14.	Building Plans	Deputy COO	Life of the buildings	Estates & Facilities
15.	CCTV recordings	Deputy COO	Creation + 1 month	Estates & Facilities
16.	Transport – inc. Driver record book, mileage, MOT test, vehicle maintenance	Deputy COO	3 years after vehicle disposed of	Estates & Facilities
Finance				
17.	Financial Records – inc. Invoices, receipts, ledgers, accounts, returns, statements, cheques, reports, claims, arrears, VAT	Chief Finance Officer	Audit + 7 years	Finance Office
18.	Accounts required by Sect 221 Companies Act	Chief Finance Officer	6 years from date made (public company)	Finance Office
19.	Capital (invoices)	Chief Finance Officer	Audit + 10 years	Finance Office
20.	Internal and External Audit Reports	Chief Finance Officer	Audit + 7 years	Finance Office
21.	Tenders	Chief Finance Officer	7 years	Finance Office
22.	Insurance inc. Schedules, claims, settlements	Chief Finance Officer	Current + 7 years	Executive Office
Quality				
23.	Quality Assurance Handbook	Deputy Principal Quality	Life of the organisation	Quality Office
24.	Reports from External Professional & Statutory Bodies	Deputy Principal Quality	Life of the organisation	Quality Office
25.	External Inspections	Deputy Principal Quality	Life of the organisation	Quality Office
26.	Staff Professional Development Records	Head of Professional Development	5 years	Prof. Dev. Office
27.	eSARs and ARAQs	Deputy Principal Quality	Current + 5 years	Quality Office
28.	Surveys	Deputy Principal Quality	Current + 5 years	Quality Office
29.	Complaints	Deputy Principal Quality	Current + 3 years	Quality office
Health & Safety				
30.	Accident Register/Reports inc. HSE and RIDDOR reports	Health & Safety Manager	7 years	Estates & Facilities
31.	Inspections/Assessments/Records inc. PAT, equipment, lifts	Health & Safety Manager	7 years	Estates & Facilities
32.	Fire Certificates	Health & Safety Manager	Until Superseded	Estates & Facilities
33.	Risk Assessments	Health & Safety Manager	Until Superseded	Estates & Facilities

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Document		Maintained By	Retention Period	Location of Archive
34.	Health Records inc. Asbestos, Compressed Air, COSHH	Health & Safety Manager	40 years from date of last entry	Estates & Facilities
35.	Safety Declarations inc. Construction, EC conformity, machine and other maintenance	Health & Safety Manager	Life of subject	Estates & Facilities
Human Resources				
36.	Payroll Data inc. Pay claims, expense claims, tax, summary records	Chief Finance Officer	Audit + 6 years	Payroll Office
37.	Recruitment Files	Director of HR	6 months from date of decision	Human Resources
38.	Personnel Files inc. Contracts, appraisals, development records, health records, disciplinary (unfounded – destroy immediately)	Director of HR	Duration of employment + 6 years	Human Resources
39.	Pension Scheme/Investment Policies	Chief Finance Officer	12 years after benefit ends	Payroll
40.	Pension Records inc. Payments, adjustments, reports	Chief Finance Officer	12 years after benefit ends	Payroll
41.	Redundancy	Director of HR	<20 – 3 years >20 – 12 years	Human Resources
42.	Trade Union Agreements	Director of HR	Duration of agreement + 10 years	Human Resources
43.	Whistleblowing	Director of HR	Length of time stated in the Agreement	Human Resources
Legal				
44.	Deeds to Property	Chief Operating officer	Indefinitely or until transferred	Executive Office
45.	Company Registers inc. Papers	Clerk to the Governing Body	Life of the Organisation	Executive Office
46.	Policy Papers	Chief Operating Officer	Life of the Organisation	Executive Office
47.	Incorporation or Articles of Association inc. Change of name	Chief Operating Officer	Life of the Organisation	Executive Office
48.	Register of Seals	Clerk to the Governing Body	Life of the Organisation	Executive Office
49.	Contracts, Agreements, Leases and Other (inc. Planning permission)	Chief Operating Officer	12 years after expiry	Executive Office
50.	Patents	Chief Operating Officer	12 years after expiry	Executive Office
51.	Trade and Service Marks	Chief Operating Officer	10 years after cessation	Executive Office

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52.	Data Protection & Freedom of Information Register	Chief Operating Officer	Current + 7 years	Executive Office
Learner Records				
53.	Course/Subject Details	Section Leader	Life of Course + 5 years	Admin Office
54.	Course/Subject Materials	Section Leader	1 year	Admin Office
55.	Student Details (inc. personal data, attendance records, achievements) – limited to 'registered' student	Student Tutors	Current + 6 years	Admin Office
56.	Learner Services: <ul style="list-style-type: none"> - Counselling - Advice and Guidance - EMA - Student Fund - Childcare Support - Transport 	Additional Support Additional Support Student Experience Student Experience Student Experience Student Experience	Current + 6 years Current + 6 years Current + 6 years Current + 5 years Current + 5 years Current + 6 years	Admin Offices
57.	Student Applications inc. Unsuccessful applications	Admissions Team Lead	Current + 1 year	Admissions
58.	Coursework	Section Leaders	1 year from completion	Curriculum Areas
59.	Accommodation	Accommodation	Current + 7 years	Accommodation
60.	Safeguarding	Deputy Principal	Until the data subject reaches the age of 25	Exec Office
61.	Management Behaviour Referrals inc. expulsion	Student Tutors	Current + 6 years	Admin Office
62.	Work Experience inc. Agreement Forms, Registers, H&S Information	Job Shop	Current + 5 years	Admin Office
63.	Off-Site Visits	Section Leaders	Current + 5 years	Curriculum Areas
64.	Timetables	Timetabling & Registers Co-ordinator	Current + 5 years	Information & Funding
65.	Registers	Timetabling & Registers Co-ordinator	Current + 5 years	Information & Funding
66.	Exams (inc. Entries, results, certificates, timetables, special considerations, appeals)	Exam Co-ordinator	Current + 5 years	Exams
67.	References from employers or other educational establishments	Information & Funding	Last action + 1 year	Information & Funding
68.	Enrolments	Information & Funding	Current + 5 years	Information & Funding
69.	Achievement Records	Information & Funding	Current + 5 years	Information & Funding
70.	Benchmarking Exercises & Comparables	Information & Funding	Current + 1 year	Information & Funding

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71.	International Students	Director of International	Current + 5 years	International
72.	ESF & Match Funded Qualifications	Information & Funding	Until at least 31 December 2030	Information & Funding
73.	Open University	Higher Education	120 years from birth	Higher Education
CSU				
74.	Software Licenses	Director of IT	Current + 7 years	CSU
75.	Inventories	Director of IT	Current + 7 years	CSU
76.	e-Mail Accounts	Director of IT	Closed within 7 days of leaving Deleted after 1 year	CSU
77.	Retention of Backup Tapes	Director of IT	3 years	CSU
General Administration				
78.	Meeting Papers	Admin Assistants	Current + 1 year	Admin Office
79.	Booking Forms	Admin Assistants	Current + 1 year	Admin Office
80.	Purchase Orders	Admin Assistants	Current + 1 year	Admin Office
81.	CRM	Director of Sales and Marketing	Current + 7 years	Sales and Marketing
82.	Conference Records	Admin Assistants	Current + 1 year	Admin Office
Nursery/Childcare Services				
83.	Childcare Files inc. Registers, medical records, accident records.	Senior Childcare Manager	Current + 21 years	Nursery
84.	Complaints	Nursery Manager	Current + 3 years	Nursery
85.	Setting Diary and Day Books	Nursery Manager	Current + 21 years	Nursery
Marketing				
86.	Marketing Surveys	Head of Marketing	Current + 5 years	Marketing
87.	Press Stories + Newsletters	Head of Marketing	Life of the Organisation	Marketing

Date approved: September 2018
 Approved by: GDPR Steering Group
 Date reviewed: April 2019
 Date for review: September 2020

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