



NORTHERN
Regional College



FE College Sector (NI)

Retention and Disposal Schedule

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Section 1 – Introduction

Function of Further Education Colleges (Northern Ireland)

Further Education (FE) Colleges are the main providers of vocational and technical education and training in Northern Ireland (NI). The nature of College provision is diverse and broad based ranging from Entry level to Degree level. The FE Sector plays a central role in raising levels of literacy and numeracy, and in up-skilling and re-skilling the population through a broad range of courses leading to qualifications.

There are 6 FE Colleges within Northern Ireland:

- Belfast Metropolitan College (BMC);
- Northern Regional College (NRC);
- North West Regional College (NWRC);
- South Eastern Regional College (SERC);
- South West College (SWC); and
- Southern Regional College (SRC).

The Colleges operate under the provisions of the Further Education (Northern Ireland) Order 1997.

FE Sector Records Management Policy and Guidance

Each College recognises that its administrative records are a unique and irreplaceable resource. The proper management of this resource is necessary to satisfy our internal business processes and to comply with legislation, including the Freedom of Information Act 2000, which provides for access to information held by the Colleges. Each College has policy and guidance in place which addresses records management and sets out a commitment to the development of an efficient and effective records management system. Crucial to the success of these policies and guidance is the development and implementation of a Retention and Disposal Schedule ('the Schedule').

Purpose of the Retention and Disposal Schedule

The Schedule aims to support the development of greater control over the records created by FE Colleges. It will enable each College to dispose of records promptly when they cease to be of any continuing administrative, historic or legal value and will identify records that should be transferred to the Public Record Office of Northern Ireland ('PRONI') because of their long-term historical/research value.

As Public Authorities and data controllers, the FE Sector is legally obliged to comply with both the Data Protection Act (2018) and the Freedom of Information Act (2000). The main principle behind both Acts is the public 'right to know'. This may be either in relation to their own personal information or that of the organisation therefore it is critical that the FE Sector manages its records in line with either statutory guidance or business need. The above-mentioned Acts are enforced by the Information Commissioner's Office and promote transparency and accountability of the authority. The schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. & O. 1925 No 167).

The FE Sector has collaborated on the development of a single Retention and Disposal Schedule for all the Colleges. The purpose of this Retention and Disposal Schedule is to manage the life of records from their creation to their completion.

Section 2 – What is covered by this Retention and Disposal Schedule?

This schedule identifies the retention and disposal arrangements for all records (hard copy and electronic, including communications) created, and held, by Northern Ireland FE Colleges. A record is recorded information, in any form, created or received by the Colleges or individual members of staff to support and show evidence of College activities. For the purpose of this Retention and Disposal Schedule, records are defined as:

“information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business” (ISO 15489-1:2016)

This information should be destroyed as soon as reference to the information has ceased. Unnecessary retention of such information represents a resource burden for the College in terms of storage costs, administration and freedom of information and data protection obligations.

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

The Data Protection Act 2018 specifically requires that personal data should not be kept for longer than necessary. In some instances, the College maintains live records which are subject to ongoing review and update. As such it is not possible to determine a set destruction/disposal timeframe. Additionally, it may be necessary to retain information beyond the stated retention period for the purpose of other investigatory or legal processes.

Section 3 – Operation of this Retention and Disposal Schedule

Closing a file

In order for this retention and disposal schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference. Closure triggers should be clearly set out, e.g., upon completion of a project, or the end of an Academic year.

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

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

Regular file closure has the following benefits:

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

In addition, some files should be closed at:

- The end of the financial year;
- The end of a project; and
- The end of a mandate.

Files and containers should be reviewed by the relevant Information Asset Owner to ensure that no records are likely to be required for business continuity reasons. When a file is due to be closed the appropriate member of staff should consult the retention and disposal schedule and indicate on the file the Final Action, and the date on which it should be applied.

When placing records into storage, the following should be observed as a minimum:

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

Retention periods

Retention periods are based upon the specific business needs of the Colleges in addition to the regulatory environment within which the College operates. The retention period for each type of file is calculated from the point the file is closed. Where the business area confirms there is no longer an enduring business need for the record, the final action should be triggered accordingly.

If there remains an administrative need to retain the record, the reviewer should state a further retention period, after which the final action will be triggered. It may be necessary to retain information beyond the stated retention period for the purposes of other investigatory or legal processes. The information will be disposed of following the completion of this process.

Destruction

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

Commitment to Preserving Files/Records

Each FE College declares that it will take measures to ensure that the records it creates will be appropriately stored and maintained while they are in its custody until either destroyed or transferred to PRONI for permanent preservation.

These measures will include:

- Storing records in an appropriate environment, physical or electronic, on or off-site;
- Ensuring appropriate access control mechanisms are put in place to facilitate staff

- who require continued access to records and information but restrict others;
- Providing search facilities, electronic or physical index systems, to ensure staff understand what they are holding or not holding; and
- Putting in place auditing, finalising and backup policies and regularly testing business continuity procedures and plans for the use of vital records and information.

Section 4 – Categories of Retention and Disposal

Disposal does not just relate to destroying a record, but rather the ‘final action’ that should be applied to a record. Once a business area has confirmed it has no ongoing business need to retain the file, and the retention period has passed, the College should trigger the relevant final actions for each file. This should fall into one of four categories:

Destroy

These are records of no lasting administrative/legal value to the College and of no long-term historical/research value to PRONI. The College will retain these records for a defined period, following which they will be destroyed. The College will adhere to the Lord Chancellor’s Code Of Practice On The Management Of Records Under Section 46 of the Freedom of Information Act 2000 in respect of destroying these records.

Permanent Retention by College

These are records which the College needs to retain permanently for business administrative needs. There are likely to be few records in this category, but in the event that the College subsequently decides to dispose of records in this category, it must first consult PRONI, and a revision of the Retention and Disposal Schedule may be required.

Permanent preservation by PRONI

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

PRONI Appraisal

These are records requiring appraisal by PRONI as they may be of future historical significance. These records are reviewed by the College at specified periods to determine if there is a continuing business need for retention. Once there is no longer a continuing business need, PRONI staff will review the file at first review to determine if they are required for historical or research purposes. These records may be subject to a PRONI first and second review process, as detailed below.

First Review

The purpose of a first review is to identify records which have the potential to have long term historical significance. This is completed approximately 5 years after the date of the last paper, and when the business area has confirmed it has no ongoing administrative need for the record. The College will contact their PRONI client manager to arrange for PRONI to inspect records which are in the ‘PRONI Appraisal’ category and must provide a detailed list of all the records due for inspection. Any records selected by PRONI must be retained by the creating authority until they reach the Second Review stage.

Second Review

Records which have the final action ‘PRONI Appraisal’ and have not been subject to a

First Review should be brought forward for Second Review in a timescale appropriate to ensure their transfer to PRONI by the time they reach 20 years old. Similar to the first review process, the College will contact their PRONI client manager to arrange for PRONI to inspect the records and must provide a detailed list of all the records due for inspection. At the appraisal, PRONI will identify files of historic value in line with PRONI's acquisition strategy and appraisal guidance. Records selected for permanent preservation following PRONI Appraisal will transfer after a warrant has been issued by PRONI.

All records selected by PRONI will transfer under Warrant with a Sensitivity Review completed by the College.

Section 5 – Content of this Schedule

The Schedule is arranged in the following format:

Unique Reference Number:

- This is a unique identifier allocated to each Class/Activity detailed within the Schedule

Class/Activity:

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

Series:

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

Retention Period:

- This provides the recommended retention period for the associated records.
- Retention periods are based on legal requirements, contractual obligations, Departmental instruction or identified business need is calculated from the date the file was closed (see Section 4 above).

Relevant Legislation/Rationale:

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

Final Action:

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

Section 6 – Roles and Responsibilities

Whilst risk management is a consideration/part of records management, it is only one aspect. Records management also serves other strategic functions:

- Supporting decision-making through access to reliable information

- Enabling operational efficiency by reducing duplication and clutter
- Facilitating public trust through transparency and accountability
- Preserving institutional memory and cultural heritage

Risk is a major theme, but it's balanced with value, evidence, and business/service delivery. The following roles are also considered as Information Asset Owners for their relevant areas:

Chief Executive

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

Directors

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

Senior Managers

All managers in the College are accountable to their supervising managers for ensuring that all information and records systems within their operational responsibilities comply with the policy statement and guidelines. They are also responsible for ensuring that guidelines and records management procedures are maintained for their operational units and communicated to employees.

Heads of Departments

The Heads of Departments or Faculties retain responsibility for overview of their individual sections and ensuring the internal structures support operational records management.

Employees

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

College Information/Data Protection Officer (DPO)

Within each College, the DPO or Information Officer will provide guidance and assistance to the College and staff on individual and departmental record management.

FE Sector Information Governance Working Group

The role of this group, reporting to the Human Resources Working Group, is to review generally the Sector Schedule and its obligations under the legislation. The Group comprises the following FE College representation:

- Data Protection & Compliance Manager, Belfast Metropolitan College
- Data Protection Officer, Northern Regional College
- Data Protection & Information Compliance Officer, North West Regional College
- Data Protection Officer, South Eastern Regional College
- Data Protection Officer, South West College
- Data Protection Officer and Corporate Compliance Manager, Southern Regional College

Section 7 – Glossary of terms

| Abbreviation | Meaning |
|--------------|---|
| AppNI | Apprenticeships Northern Ireland |
| CIT | Certificate in Teaching |
| CDP | College Development Plan |
| COSHH | Control of Substances Hazardous to Health |
| DAP | Disability Action Plan |
| DfE | Department for the Economy |
| DPA | Data Processing Agreement |
| DPIA: | Data Privacy Impact Assessment |
| DSA | Data Sharing Agreement |
| EBS | Education Business System |
| EMA | Education Maintenance Allowance |
| ESF | European Social Fund |
| FE | Further Education |
| HE | Higher Education |
| HLA | Higher Level Apprenticeships |
| ICO | Information Commissioner's Office |
| IELTS | International English Language Testing System |
| ITT | Invitation to Tender |
| JCQ | Joint Council for Qualifications |
| KTP | Knowledge Transfer Partnership |
| LS | Learning Support |
| NIPSO | Northern Ireland Public Services Ombudsman |
| PFI | Private Finance Initiative |
| PGCE (FE) | Postgraduate Certificate in Education (Further Education) |
| PQQ | Pre-Qualification Questionnaire |
| PRONI | Public Record Office for Northern Ireland |
| PSNI | Police Service of Northern Ireland |
| RIDDOR | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |
| ROPA | Record of Processing Activities |
| S75 | Section 75 of the NI Act 1998 |
| SEN | Special Educational Needs |
| SU | Student Union |
| TfS | Training for Success |
| UU | University of Ulster |
| VLE | Virtual Learning Environment |

Section 8 – Signatories



Further Education Sector Retention and Disposal Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

Signature: Wesley Geddis Date: 18/12/2025
Wesley Geddis, Acting Head of Records Management, Cataloguing and Access, Public Record Office of Northern Ireland, DfC

Signature: David Huddleston Date: 18/12/2025
David Huddleston, Acting Director, Public Record Office of Northern Ireland, DfC

Signature: John Greer Date: 20/01/2026
John Greer, Interim Permanent Secretary, Department for Communities

FE Colleges Signatures of Approval



NORTHERN
Regional College



Signature: *Damian Duffy* Date: 3 December 2025
Damian Duffy, Interim Principal and Chief Executive, Belfast Metropolitan College

Signature: *Mel Higgins* Date: 9/12/25
Mel Higgins, Principal and Chief Executive, Northern Regional College

Signature: *Leo Murphy* Date: 8 December 2025
Leo Murphy, Principal and Chief Executive, North West Regional College

Signature: *Tommy Martin* Date: 9 December 2025
Tommy Martin, Principal and Chief Executive, South Eastern Regional College

Signature: *Celine McCartan* Date: 02 December 2025
Celine McCartan, Principal and Chief Executive, South West College

Signature: *Lee Campbell* Date: 09 December 2025
Lee Campbell, Principal and Chief Executive, Southern Regional College

FUNCTIONALITY: 1 – BUSINESS ENGAGEMENT

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|----------------------------|--------------------------------|--------------|
| 1.1 | Innovate Us (DfE funded) | <ul style="list-style-type: none"> • Baseline Audit • Delivery Evaluation Reports • State Aid/De Minimis Declaration • Delivery Records | End of project + 10 years | Circular FE 02/24 | Destroy |
| 1.2 | Skills Focus (DfE funded) | <ul style="list-style-type: none"> • Baseline Audit • State Aid/De Minimis Declaration • Delivery Records | End of project + 10 years | Circular FE 01/24 | Destroy |
| 1.3 | Innovation Vouchers (Invest NI funded) | <ul style="list-style-type: none"> • Project Application • Letter of Notification • Delivery Records | End of project + 10 years | Funder requirement | Destroy |
| 1.4 | Innovation Boost (Intertrade Ireland funded) | <ul style="list-style-type: none"> • Project Application • Delivery Records | End of project + 7 years | Letter of Offer | Destroy |
| 1.5 | KTP (Innovate UK and Invest NI funded – Grant Offer Letter) | <ul style="list-style-type: none"> • Project Application • Delivery Records | End of project + 10 years | KTP Terms and Conditions | Destroy |
| 1.6 | Co-Innovate (Intertrade Ireland funded) | <ul style="list-style-type: none"> • Project Application • Delivery Records | End of project + 10 years | Letter of Offer | Destroy |
| 1.7 | Connected (DfE funded – Letter of Offer) | <ul style="list-style-type: none"> • Project Summary • Delivery Records | End of programme + 7 years | Partnership Agreement | Destroy |

FUNCTIONALITY: 2 – CRECHE FACILITIES

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|--|--|--------------------------------------|--------------|
| 2.1 | Parent Application Form | <ul style="list-style-type: none"> • Parent/child details • Allergies • Medications • Authorised persons | End of Engagement + 6 years | Article 126 Children (NI) Order 1995 | Destroy |
| 2.2 | Parental permission/consent forms for children attending the creche | <ul style="list-style-type: none"> • Parental permission/consent forms for children attending the creche | End of Engagement + 6 years | Article 126 Children (NI) Order 1995 | Destroy |
| 2.3 | SEN Record | <ul style="list-style-type: none"> • SEN Record | Retain until child reaches age of 25 | The Limitation Act (NI) Order 1989 | Destroy |
| 2.4 | Daily Registers | <ul style="list-style-type: none"> • Daily Registers | Retain until child reaches age of 21 | Article 126 Children (NI) Order 1995 | Destroy |
| 2.5 | Children's photographs | <ul style="list-style-type: none"> • Children's photographs | End of engagement | Agreed sector position | Destroy |
| 2.6 | Children's Observation Record | <ul style="list-style-type: none"> • Information from third party authorities • Support interventions | End of Engagement + 1 year | Article 126 Children (NI) Order 1995 | Destroy |
| 2.7 | Visitor book | <ul style="list-style-type: none"> • Visitor name • Vehicle registration | As a minimum, must be kept between inspection periods. | Article 126 Children (NI) Order 1995 | Destroy |
| 2.8 | Bumps and Bruises Book | <ul style="list-style-type: none"> • Bumps and Bruises Book | End of Engagement + 6 years | Agreed sector position | Destroy |
| 2.9 | Intimate Care Book | <ul style="list-style-type: none"> • Intimate Care Book | End of Engagement + 6 years | Article 126 Children (NI) Order 1995 | Destroy |
| 2.10 | Medication Form | <ul style="list-style-type: none"> • Medication Form | Retain until child reaches age of 25 | The Limitation Act (NI) Order 1989 | Destroy |
| 2.11 | Accident Form | <ul style="list-style-type: none"> • Accident Form | Retain until child reaches age of 25 | The Limitation Act (NI) Order 1989 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|---|--------------------------------------|---------------------------|
| 2.12 | Incident Form | <ul style="list-style-type: none"> Incident Form | Retain until child reaches age of 25 | The Limitation Act (NI) Order 1989 | Destroy |
| 2.13 | Allegations against staff | <ul style="list-style-type: none"> Allegations against staff | End of Employment + 6 years | Article 126 Children (NI) Order 1995 | Destroy |
| 2.14 | Safeguarding Book | <ul style="list-style-type: none"> Safeguarding Book | Retain until child reaches age of 25 | Limitation Act (NI) Order 1989 | Destroy |
| 2.15 | Information from other professionals re child attending creche (would only be shared with parental consent) | <ul style="list-style-type: none"> Information from other professionals re child attending creche (would only be shared with parental consent) | Information would be returned to parent when child is leaving the setting | Article 126 Children (NI) Order 1995 | Return to parent/guardian |

FUNCTIONALITY: 3 – CURRICULUM

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|---|--|--|--------------|
| 3.1 | Internal verification/moderation records relating to candidates undertaking a specific course/ qualification | <ul style="list-style-type: none"> Internal verification/moderation records relating to candidates undertaking a specific course/ qualification | Course duration + 1 year | College Working Practice unless superseded by Awarding Body regulations | Destroy |
| 3.2 | Candidate coursework | <ul style="list-style-type: none"> Portfolios Assignments Dissertations Assessments completed as part of their evidence towards accreditation Unit grades/marks Monitoring of submission of assignments | Duration of the course + end of the appeals period | <p>Until External Verification has occurred, certification taken place and appeals period expired (unless superseded by Awarding Body regulations)</p> <p>Cover sheets to be securely kept where required.</p> <p>Updates should be kept with the original documentation</p> | Destroy |
| 3.3 | Curriculum Design & Development and Performance Monitoring reports (identification and analysis of market needs for new courses) | <ul style="list-style-type: none"> Reports & other key documents Generic course information Course specific information relating to coursework and assessment design Records of course creation, | Current Academic year + 3 years | College Working Practice unless superseded by Awarding Body regulations | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|--|--|---|--------------|
| | | cancellation, extensions, decisions and approval | | | |
| 3.4 | Generic course information (preparation & delivery) | <ul style="list-style-type: none"> • Course specific information relating to coursework and assessment design • Course handbook • Course notes • Lecture notes • Seminar notes • Handouts • Presentation Materials • Reading Lists | Current Academic year + duration of the course | College Working Practice unless superseded by Awarding Body regulations | Destroy |
| 3.5 | Competitions and Awards records | <ul style="list-style-type: none"> • Evaluations • Staff timesheets | Current Academic year + 2 years | DfE Retention & Disposal Schedule (2024) | Destroy |
| 3.6 | Client records | Administration of student commercial activities e.g. <ul style="list-style-type: none"> • Salons • Restaurants • Gyms • Theatres | Current Academic year + 3 years | College Working Practice unless superseded by Awarding Body regulations | Destroy |
| 3.7 | Student Support Monitoring | <ul style="list-style-type: none"> • Case Conference Records i.e. student progress analysis and review | Current Academic year + 3 years | DfE Retention & Disposal Schedule (2024) | Destroy |

FUNCTIONALITY: 4 – ESTATES

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---------------------------------|---|---------------------------------|---|--------------------------------|
| 4.1 | Buildings and Engineering Works | <ul style="list-style-type: none"> Minor works including interior decoration, relocation Planning Applications | Completion of works + 5 years | College Working Practice | Destroy |
| 4.2 | PFI Management | <ul style="list-style-type: none"> Contracts | End of contract life + 6 years | College Working Practice | Destroy |
| 4.3 | Inspections | <ul style="list-style-type: none"> Building Inspections and reports | Completion of works + 5 years | College Working Practice | Destroy |
| 4.4 | Environmental Management | <ul style="list-style-type: none"> Environmental management function records including reviews, audits, risk assessments, investigations Energy Consumption records | Creation date + 5 years | College Working Practice | Destroy |
| 4.5 | Fire records | <ul style="list-style-type: none"> Fire-fighting equipment and assessment Fire evacuation drill records | Creation date + 5 years | Health and Safety at Work Act 1974 | Destroy |
| 4.6 | Health and Safety | <ul style="list-style-type: none"> Contract Health and Safety Files re construction of building | Permanent | College Working Practice | Permanent retention by College |
| 4.7 | Health and Safety | <ul style="list-style-type: none"> Accident/incident reports forms including associated administration e.g. RIDDOR | Current Academic year + 5 years | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations | Destroy |
| 4.8 | Health and Safety | <ul style="list-style-type: none"> Health and Safety Records including audits, reviews, communication Health and Safety Representative Records | Current Academic year + 5 years | The Social Security (Claims and Payments) Regulations Aligns with DfE retention requirements | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|---|--|--------------|
| 4.9 | Negotiations of properties not acquired | <ul style="list-style-type: none"> Negotiations of properties not acquired | End of negotiations | College Working Practice | Destroy |
| 4.10 | CCTV | <ul style="list-style-type: none"> CCTV Footage | 30 days or until completion of claim/ investigation | Information Commissioner's Office (ICO) Guidance | Destroy |
| 4.11 | CCTV | <ul style="list-style-type: none"> Access logs | Current Academic year + 5 | College Working Practice | Destroy |
| 4.12 | Car parking | <ul style="list-style-type: none"> Monitoring of unauthorised parking spaces | Current Academic year | College working practice | Destroy |
| 4.13 | External bookings | <ul style="list-style-type: none"> Room/facility bookings for external parties | Current Academic year | College Working Practice | Destroy |
| 4.14 | Visitors/Contractors logs | <ul style="list-style-type: none"> Sign in logs | Current Academic year | College Working Practice | Destroy |
| 4.15 | Property access controls | <ul style="list-style-type: none"> Property access controls | Current Academic year + 2 years | College Working Practice | Destroy |
| 4.16 | Property disposal dossiers | <ul style="list-style-type: none"> Property disposal dossiers | Current Academic year + 2 years | College Working Practice | Destroy |
| 4.17 | Stock | <ul style="list-style-type: none"> Quantities and valuation | Current Academic year + 2 years | College Working Practice | Destroy |
| 4.18 | Waste disposal records | <ul style="list-style-type: none"> Controlled waste Special waste | Current Academic year + 3 years | Hazardous Waste Regulations (Special Waste) | Destroy |
| 4.19 | Equipment and Consumable disposal including transfer of ownership | <ul style="list-style-type: none"> Equipment and Consumable disposal including transfer of ownership | Disposal + 1 year | College Working Practice | Destroy |
| 4.20 | Operation and Maintenance Manuals | <ul style="list-style-type: none"> Operation and Maintenance Manuals | Lifespan of equipment or property | Health and Safety at Work Act 1974 | Destroy |
| 4.21 | Servicing of equipment, machinery and property | <ul style="list-style-type: none"> Servicing of equipment, machinery and property | Lifespan of equipment + 5 years | Provision and Use of Work Equipment | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------|--|---------------------------|--|--------------------------------|
| | | | | Regulations Lifting Operations and Lifting equipment Regulations. | |
| 4.22 | Rental agreements | <ul style="list-style-type: none"> Rental agreements | End of contract + 5 years | College Working Practice | Destroy |
| 4.23 | Property | <ul style="list-style-type: none"> Original Leases/Deeds | End of lease + 5 years | College Working Practice | Destroy |
| 4.24 | Equipment | <ul style="list-style-type: none"> Maintenance Contracts and Schedules | Lifetime of contract | College Working Practice | Destroy |
| 4.25 | Fire Risk | <ul style="list-style-type: none"> Fire Risk Assessment Fire inspection reports | Lifespan of building | Fire Safety Regulations (Northern Ireland) 2010 | Permanent retention by College |
| 4.26 | Project Files | <ul style="list-style-type: none"> Capital building project files | Until building demolished | College Working Practice | Destroy |
| 4.27 | Building and Engineering Works | <ul style="list-style-type: none"> Building Plans/Drawings Buildings and Engineering Works, inclusive of major projects abandoned or deferred Buildings Portfolio/CDM Files | Permanent | College Working Practice | Permanent retention by College |
| 4.28 | Property (Title Deeds) | <ul style="list-style-type: none"> Copy Leases and Deeds Schedules and Reports on Title Covenants Licenses and other rights over property Original Leases and Deeds Property Acquisitions Dossiers | Permanent | College Working Practice | Permanent retention by College |
| 4.29 | Environmental | <ul style="list-style-type: none"> Asbestos Register | Permanent for the life | Control of Substances | Permanent |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------|---|---|---|--------------------------------|
| | Management | | of the building. | Hazardous to Health Regulations (COSHH) Control of Asbestos at Work Regulation (NI) 2003 | retention by College |
| 4.30 | Environmental Management | <ul style="list-style-type: none"> Exposure to Group 3 or Group 4 biological agents and other hazardous substances records including health documentation. | 10 years after last exposure | Control of Substances Hazardous to Health Regulations | Destroy |
| 4.31 | Environmental Management | <ul style="list-style-type: none"> Restoration of contaminated land | Permanent | Control of Substances Hazardous to Health Regulations | Permanent retention by College |
| 4.32 | Environmental Management | <ul style="list-style-type: none"> Testing, maintenance and statutory inspections | 5 years from the date the record was made | Control of Substances Hazardous to Health Regulations | Destroy |

FUNCTIONALITY: 5 – EXAMINATIONS

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-------------------------------|--|---|--------------------------------|--------------|
| 5.1 | Student Records (Paper based) | <ul style="list-style-type: none"> • Access arrangement applications • Statements (Sensitive/ Confidential) – lifelong learning • Special consideration applications • Amendments • EDI files | Course duration + 1 year Current Academic year | College Working Practice | Destroy |
| 5.2 | Certificates | <ul style="list-style-type: none"> • Records of signature for collection of certificates | Current Academic year + 1 year | JCQ Regulations | Destroy |
| 5.3 | University of Ulster (UU) | <ul style="list-style-type: none"> • Unclaimed Certificates | Current Academic year + 1 year | UU Regulations | Return to UU |
| 5.4 | Examination Session Records | <ul style="list-style-type: none"> • Examination timetables • Seating plans • Records of attendance • Invigilator reports • SLDD Exam timetables • Invigilators timesheets | Current Academic year + 1 year | College Working Practice | Destroy |
| 5.5 | Examination Session Records | <ul style="list-style-type: none"> • Enquiries about results & outcomes • Access to scripts requests • Appeals administration & outcomes • Examinations materials | End of Appeals Process | College Working Practice | Destroy |
| 5.6 | Reports | <ul style="list-style-type: none"> • Centre Inspection Reports • Moderation Visit Reports | Current Academic year + 3 years | JCQ Regulations | Destroy |
| 5.7 | Results | <ul style="list-style-type: none"> • Online certificates postage records | Current Academic year + 6 years | College Working Practice | Destroy |

FUNCTIONALITY: 6 – FINANCE

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------|--|----------------------------------|--|--------------|
| 6.1 | General Finance | <p>Accounts Receivable</p> <ul style="list-style-type: none"> Records documenting the issue of sales invoices and the processing of incoming payments (and corresponding receivables ledger). Records documenting the receipt of tuition fees and related charges. <p>Accounts Payable</p> <ul style="list-style-type: none"> Records documenting the receipt and payment of purchase invoices (and corresponding payables ledger). Employee Expenses (outside of Payroll) | Current Financial year + 6 years | <p>Taxes Management Act 1970</p> <p>The Limitation (Northern Ireland) Order 1989</p> <p>Value Added Tax Act 1994</p> <p>VAT Notice 700</p> | Destroy |
| 6.2 | General Finance | <p>Petty Cash</p> <ul style="list-style-type: none"> Records documenting the handling of petty cash. <p>Financial Returns</p> <ul style="list-style-type: none"> Records documenting financial returns made to the Department for the Economy. <p>Financial Accounts</p> <ul style="list-style-type: none"> Records documenting the preparation of annual financial | Current Financial year + 6 years | <p>Taxes Management Act 1970</p> <p>The Limitation (Northern Ireland) Order 1989</p> <p>Value Added Tax Act 1994</p> <p>VAT Notice 700</p> | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------|---|----------------------------------|--|--------------|
| | | <p>statements.</p> <p>Management Accounts</p> <ul style="list-style-type: none"> • Records documenting the administration of income and expenditure (management resource accounts). • Records documenting the preparation of annual operating budgets. • Records documenting the monitoring of income and expenditure against annual operating budgets (forecasts). | | | |
| 6.3 | General Finance | <p>Bank Account Transactions</p> <ul style="list-style-type: none"> • Records documenting standing orders, direct debits, etc. • Records documenting routine bank account deposits, withdrawals, transfers. • (To include lodgment slips, transfer instructions, bank statements) <p>Asset Management</p> <ul style="list-style-type: none"> • Records documenting decisions (and Authorisations) to purchase/ dispose of capital assets. <p>Purchasing</p> <ul style="list-style-type: none"> • Records relating to purchase of | Current Financial year + 6 years | <p>Taxes Management Act 1970</p> <p>The Limitation (Northern Ireland) Order 1989</p> <p>Value Added Tax Act 1994</p> <p>VAT Notice 700</p> | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------------------------|---|---|--|--------------|
| | | <p>goods and services (i.e. purchase orders).</p> <p>Payroll</p> <ul style="list-style-type: none"> Records (outside of HR/Payroll system) relating to calculations, such as Excel calculation sheets. | | | |
| 6.4 | Capital & Other Grants | <ul style="list-style-type: none"> Records documenting the receipt of capital and other grants | The longer of: Current Financial year + 6 years or Retention period stated by funder. | The Limitation (Northern Ireland) Order 1989 | Destroy |
| 6.5 | Significant Expenditure Appraisal | <ul style="list-style-type: none"> Records documenting significant expenditure appraisal (i.e. business cases/economic appraisals). (e.g. land or buildings acquisition) | Current Financial year + 6 years | Non-Statutory Record Internal Recommendation | Destroy |
| 6.6 | Asset Management | <ul style="list-style-type: none"> Records documenting low level/value/insignificant expenditure appraisal (i.e. business cases/economic appraisals). (e.g. chairs, routine everyday purchases) | Current Financial year + 6 years | <p>Taxes Management Act 1970</p> <p>The Limitation (Northern Ireland) Order 1989</p> <p>Value Added Tax Act 1994</p> <p>VAT Notice 700</p> | Destroy |
| 6.7 | Bank Account Administration | <ul style="list-style-type: none"> Records documenting the opening, closure and routine administration of bank accounts. | Closure of Account + 6 years | The Limitation (Northern Ireland) Order 1989 VAT Notice 700 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------------|--|--|--|---|
| 6.8 | Annual Report & Financial Statements | <ul style="list-style-type: none"> Annual Report & Financial Statements | Current Financial year + 6 years | Internal Recommendation Align with DfE requirements | Destroy |
| 6.9 | Payroll Administration | <ul style="list-style-type: none"> Records documenting employees' authorisation for non-statutory payroll deductions. Records documenting calculating and payment of employees' salaries and other payments. Employer's PAYE records that are not required to be sent to HMRC. Records documenting the administration of payments made under Occupational and Statutory Sick Pay Schemes. Records documenting the administration of payments made under the Statutory Maternity Pay Scheme. | Termination of employment + 6 years | The Limitation (Northern Ireland) Order 1989 The National Minimum Wage Regulations 1999 The Income Tax (Pay As You Earn) Regulations 2003 Taxes Management Act 1970 The Statutory Maternity Pay (General) Regulations 1986 | Destroy |
| 6.10 | PFI Management | <ul style="list-style-type: none"> Financial models Invoices and payments | End of contract life +6 years Current financial year +6 years | The Limitation (Northern Ireland) Order 1989 | Permanent Retention by College Destroy |
| 6.11 | Student Refunds | <ul style="list-style-type: none"> Administration refunds | Current Academic year + 6 years | HMRC Requirements FA98/Schedule 18/ Para 21 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------------|---|-------------------------------------|---|--------------|
| 6.12 | Pension Contributions Administration | Financial records including: <ul style="list-style-type: none"> • Date member joins scheme • Payment of pensions • Any movement or transfer of assets from trustees to any person • Payments made to members who leave scheme • Amounts received in respect of contribution payable in respect of active member of scheme • Payments to professional advisors (including name and address of recipient and reason for payment) • Payments to the employer • Other payments in/out of scheme (including name and address of payer/recipient) | Termination of employment + 6 years | Employers' Duties (Registration and Compliance) Regulations (NI) 2010 The Limitation (Northern Ireland) Order 1989 art.4 | Destroy |
| 6.13 | Pension Contributions Administration | Any documentation relating to the following: <ul style="list-style-type: none"> • Monies received or owing to the scheme • Investments or assets held by the scheme • Payments made by the scheme • Contracts to purchase a lifetime annuity in respect of a member of the scheme; and • The administration of the | Termination of employment + 6 years | Employers' Duties (Registration and Compliance) Regulations (NI) 2010 The Limitation (Northern Ireland) Order 1989 art.4 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------------|---|--------------------------------------|--|--------------|
| | | <p>scheme.</p> <p>Details of jobholders and workers who become members, including:</p> <ul style="list-style-type: none"> • Name • NI number • Date of birth • Gross earnings in each relevant pay period by employer (and amount paid in different) • Date contributions paid to the scheme • Date of automatic Enrolment • Opt-in notice | | | |
| 6.14 | Pension Contributions Administration | <ul style="list-style-type: none"> • Joining notice • Date of active membership • Contributions which the jobholder is paying • Details of defined contribution, defined benefit or hybrid scheme • Details regarding any personal pension schemes | Termination of employment + 6 years | <p>Employers' Duties (Registration and Compliance) Regulations (NI) 2010</p> <p>The Limitation (Northern Ireland) Order 1989 art.4</p> | Destroy |
| 6.15 | Procurement/Contracts | <ul style="list-style-type: none"> • PQQ and ITT submissions and quotations from unsuccessful applicants/tenderers. | Commencement of Contract + 12 months | The Limitation (Northern Ireland) Order 1989 | Destroy |
| 6.16 | Procurement/Contracts | <p>Contracts NOT EXECUTED UNDER SEAL:</p> <ul style="list-style-type: none"> • Original copies of all signed contracts. • Records documenting pre-procurement advice, specification | Expiry of Contract + 6 years | The Limitation (Northern Ireland) Order 1989 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------------|--|------------------------------|--|--------------|
| | | <p>and contract development document, PQQ and ITT.</p> <ul style="list-style-type: none"> • PQQ and ITT submissions and quotations from successful applicants/tenderers. • Records relating to amendments to contracts (including extensions and variations). • Records documenting the monitoring of supplier performance and action taken. | | | |
| 6.17 | Procurement/Contracts | <p>Contracts EXECUTED UNDER SEAL:</p> <ul style="list-style-type: none"> • Original copies of all signed contracts. • Records documenting pre-procurement advice, specification and contract development document, PQQ and ITT. • PQQ and ITT submissions and quotations from successful applicants/tenderers. • Records relating to amendments to contracts (including extensions and variations). • Records documenting the monitoring of supplier performance and action taken. | Expiry of Contact + 12 years | The Limitation (Northern Ireland) Order 1989 | Destroy |

FUNCTIONALITY: 7 – GOVERNANCE/CORPORATE

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|--|--|--------------------------------|-------------------|
| 7.1 | Corporate Plan | <ul style="list-style-type: none"> Corporate Plan | Creation Date + 7 years | College Working Practice | Transfer to PRONI |
| 7.2 | College Development Plan | <ul style="list-style-type: none"> ERC and CDP Progress report | Creation Date + 7 years | DfE requirement | Transfer to PRONI |
| 7.3 | Governing Body/Sub Committee/Senior Leadership | <ul style="list-style-type: none"> Minutes Papers Official correspondence (e.g. formal responses to AQW's, formal communications with Govt. Depts, Sector Colleges or other external Bodies etc.) | Creation Date + 15 years | DfE requirement | PRONI Appraisal |
| 7.4 | Directorate/College Departments | <ul style="list-style-type: none"> Minutes Papers Official correspondence | Current Academic year + 7 years | College Working Practice | Destroy |
| 7.5 | Organisation and cultural change | <ul style="list-style-type: none"> Planning Implementation Analysis of impact | Current Academic year + 5 years | College Working Practice | PRONI Appraisal |
| 7.6 | College Structure | <ul style="list-style-type: none"> Organisation plans, structures, charts | Completion of structure exercise + 7 years | College Working Practice | PRONI Appraisal |
| 7.7 | Corporate Risk Management | <ul style="list-style-type: none"> Identification, quantifications and assessment of risks, risk registers Risk assessment reports and associated documentation | Current Academic year + 5 years | College Working Practice | Destroy |
| 7.8 | Business Continuity planning | <ul style="list-style-type: none"> Business continuity/recovery plans Testing of disaster prevention | Current Academic year + 1 year | College Working Practice | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|-----------------------------------|--|--------------|
| | | <ul style="list-style-type: none"> and business continuity/recovery plans • Contingency plans • Disaster management plans • Emergency planning exercise documentation | | | |
| 7.9 | Service Level Agreements with customers | <ul style="list-style-type: none"> • Service Level Agreements with customers | Duration of contract + 5 years | College Working Practice | Destroy |
| 7.10 | Service Level Agreements with suppliers | <ul style="list-style-type: none"> • Service Level Agreements with suppliers | As defined in agreement + 5 years | College Working Practice | Destroy |
| 7.11 | Asset Register and associated documentation (data relating to 3 years rolling period) | <ul style="list-style-type: none"> • Asset Register and associated documentation (data relating to 3 years rolling period) | Current Academic year + 1 year | College Working Practice | Destroy |
| 7.12 | Equality | <ul style="list-style-type: none"> • Equality schemes • Disability Action Plan (DAP) | Review + 5 years | Section 75 (NI) Act 1998 Disability Discrimination Act Section 49 (a)(b) 1995 | Destroy |
| 7.13 | Equality | <ul style="list-style-type: none"> • Documentation to support the development of Schemes/DAP/reviews/equality screening/equality impact assessment/monitoring | Last action on the case + 6 years | Section 75 (NI) Act 1998 Disability Discrimination Act Section 49 (a)(b) 1995 | Destroy |
| 7.14 | Equality & Good Relations | <ul style="list-style-type: none"> • S75 Equality Monitoring Forms (staff) | Current Academic year + 5 years | Section 75 (NI) Act 1998 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|---|---------------------------------------|---|--------------------------------|
| | | <ul style="list-style-type: none"> S75 Complaints and Investigations Good relations/community relations liaison and reports | | Disability Discrimination Act Section 49 (a)(b) 1995 | |
| 7.15 | 5 Year Scheme | <ul style="list-style-type: none"> Consultee Lists Reviews/Annual Reviews of progress Action Plans | Completion of 5-year Review + 3 years | College Working Practice | Destroy |
| 7.16 | Equality Screening Forms/Equality Impact Assessments | <ul style="list-style-type: none"> New/significant changes to policies Consultee records if EIP required | Completion of 5-year Review + 3 years | Section 75 (NI) Act 1998 Disability Discrimination Act Section 49 (a)(b)1995 | Destroy |
| 7.17 | Policies and Procedures (approved) | <ul style="list-style-type: none"> Policies Procedures | Date of Review + 6 years | College Working Practice | Destroy |
| 7.18 | Statistical data used for monitoring policy decisions and access to services | <ul style="list-style-type: none"> Statistics | Approval or sign off + 1 year | College Working Practice | Destroy |
| 7.19 | Internal Audit | <ul style="list-style-type: none"> Reports/annual assurance statements | Current Academic year + 7 years | College Working Practice | Destroy |
| 7.20 | External Audit | <ul style="list-style-type: none"> Inspections/reports etc | Current Academic year + 10 years | College Working Practice, unless superseded by external auditor requirements | PRONI Appraisal |
| 7.21 | DfE Accountability & Governance | <ul style="list-style-type: none"> Assurance statements/risk reports etc | Current Academic year + 7 years | DfE requirement | Permanent retention by College |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|--|---|---|--|
| 7.22 | Conflict of interest | <ul style="list-style-type: none"> Registers/declarations/reports | End of Governors term + 6 years | College Working Practice | Destroy |
| 7.23 | Fraud and Raising Concerns | <ul style="list-style-type: none"> Allegations/investigations/inspections/reports | <p>No wrongdoing - end of investigation + 3 years</p> <p>Wrongdoing found - end of investigations + 7 years</p> <p>Prosecution resulted - end of investigation + 10 years</p> | Per DfE Retention & Disposal Schedule | <p>Destroy</p> <p>Destroy</p> <p>PRONI Appraisal</p> |
| 7.24 | Gifts and Hospitality | <ul style="list-style-type: none"> Register | End of Academic year + 5 years | College Working Practice | Destroy |
| 7.25 | Legal Services | <ul style="list-style-type: none"> Advice | Settlement of issue + 5 years | College Working Practice | Destroy |
| 7.26 | Records documenting the Customer Feedback Policy | <ul style="list-style-type: none"> Complaints and compliments Feedback and the College response Student surveys | Current Academic year + 2 years | NIPSO Public Sector Complaints Handling | Destroy |

FUNCTIONALITY: 8 – HUMAN RESOURCES

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|--|---|---|--------------|
| 8.1 | Staff Recruitment & Selection | Records associated with the recruitment process to include: <ul style="list-style-type: none"> • Staff approval (recruitment) • Advertisement of vacancies • Assessment of new posts in relation to established job evaluation criteria. • Application forms/interview notes/files relating to recruitment activity. • Unsuccessful Recruitment Candidate Information | Fill of Vacancy + 3 years | Fair Employment and Treatment (Northern Ireland) Order 1998. Northern Ireland Act 1998 (Section 75). | Destroy |
| 8.2 | Successful Recruitment Candidate Information | <ul style="list-style-type: none"> • Associated recruitment documentation. • Including references obtained from 3rd parties. | End of Employment + 6 years | Fair Employment and Treatment (Northern Ireland) Order 1998. Northern Ireland Act 1998 (Section 75). | Destroy |
| 8.3 | Job Evaluations | <ul style="list-style-type: none"> • Assessment of jobs in relation to established job evaluation process. | End of Employment + 6 years | Sector Collective Agreement for Support Staff | Destroy |
| 8.4 | Access NI Disclosure (Staff and Students) | <ul style="list-style-type: none"> • Application and ID evidence • Access NI Certificate | Application and ID 90 days. End of employment + 6 years (staff) Current Academic year + 7 years (students) | Access NI Code of Practice | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------|--|--|---|--------------|
| 8.5 | Staff Records (Work schedules) | <ul style="list-style-type: none"> Records of Corporate working hours (Digital timesheets, TOIL, Annual Leave) | Current + 6 years | Organisation of Working Time Act 1997 (the 1997 Act) Working Time Regulations (NI) 2016 | Destroy |
| 8.6 | Staff Records (Leave Requests) | <ul style="list-style-type: none"> Requests for Special Leave; Statutory Leave entitlement; Requests for flexible working arrangements. <p><i>(Includes electronic records)</i></p> | End of Employment + 6 years | Maternity & Parental Leave Regulations (NI) 1999 The Working Time Regulations 1988 Employment Rights Regulations 2023 | Destroy |
| 8.7 | Staff Records (Personnel File) | <ul style="list-style-type: none"> Staff personal files (including training records) Job Descriptions Letter of Offer Letter of Acceptance Employment Contract Induction Training Records Appraising the performance of individual members of staff (annual performance appraisal reports) Probation Reports Staff Development Staff Exit Interviews Termination/Retirement | End of employment + 6 years (unless Health & Safety issue highlighted, see Health Surveillance below). In the event of a claim arising, file to be retained until case closed. | The Working Time Regulations 1988 Employment Rights Regulations 2023 Management of H&S at Work Regulations (NI) 2000 | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------------------|---|-------------------------------|---|--------------|
| 8.8 | Staff Surveys | <ul style="list-style-type: none"> Staff surveys | Creation date + 3 years | IIP Accreditation/ College objective | Destroy |
| 8.9 | Staff Payment Records | <ul style="list-style-type: none"> Information relating to redundancies Payslips (electronic) pay information/advice Statutory Maternity/Paternity/Adoption Pay records and calculations Statutory Sick Pay records and calculations Parental leave records and calculations Non-Teaching/Lecturer pay scales | End of Employment + 6 years | <p>The National Minimum Wage Regulations 1999</p> <p>The Income Tax (Pay As You Earn) Regulations 2003 Taxes</p> <p>Management Act 1970</p> <p>Statutory Maternity Pay Regulations 1999</p> | Destroy |
| 8.10 | Health Surveillance Records | <ul style="list-style-type: none"> Pre-Employment health checks Health Records Medical Certificates Statements of Fitness for Work Absences related to health Reasonable adjustments | End of Employment + 6 years | <p>Management of H&S at Work Regulations (NI) 2000</p> <p>The Limitation (Northern Ireland) Order 1989</p> <p>The Statutory Sick Pay Regulations 2014</p> | Destroy |
| 8.11 | Health Surveillance Records | <ul style="list-style-type: none"> Medical records kept by reason of relevant legislation, for example: Control of Substance Hazardous to Health Regulations Northern Ireland (2003) | Date of last entry + 40 years | Control Of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (COSHH(NI)) | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-----------------------------|---|---|---|--------------------------------|
| 8.12 | Disciplinary & Grievance | <ul style="list-style-type: none"> Files relating to disciplinary, grievance, harassment hearings | End of Employment + 6 years (warnings should be removed from an employee's personal record in accordance with the disciplinary policy). | The statutory dismissal and disciplinary procedures, as set out in the Employment (Northern Ireland) Order 2004 | Destroy |
| 8.13 | Disciplinary & Grievance | <ul style="list-style-type: none"> Industrial Tribunal Papers | End of Tribunal Case + 6 years | The statutory dismissal and disciplinary procedures, as set out in the Employment (Northern Ireland) Order 2004 | Destroy |
| 8.14 | Safeguarding Investigations | <ul style="list-style-type: none"> Files relating to proven Safeguarding matters i.e. Child abuse | Indefinitely (minimum of 40 years). | FE Circular 11/13 Disclosure and Barring Arrangements. | Permanent Retention by College |
| 8.15 | Safeguarding Investigations | <ul style="list-style-type: none"> Files relating to an unproven Safeguarding matter i.e. Child abuse | Termination of employment + 6 years | The statutory dismissal and disciplinary procedures, as set out in the Employment (Northern Ireland) Order 2004 | Destroy |

FUNCTIONALITY: 9 – ICT

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|---|--|--------------|
| 9.1 | Software Licenses | <ul style="list-style-type: none"> Software Licenses | Lifetime of License + 1 year | College Working Practice | Destroy |
| 9.2 | Software/Hardware – Lease/Purchase/Maintenance Agreements/Contracts | <ul style="list-style-type: none"> Software/Hardware – Lease/Purchase/Maintenance Agreements/Contracts | Lifetime of Lease/Purchase/Contract + 1 year | College Working Practice | Destroy |
| 9.3 | User Activity log-on audits | <ul style="list-style-type: none"> User Activity log-on audits | Creation date + up to 1 year | College Working Practice | Destroy |
| 9.4 | Web filtering/security/firewall logs | <ul style="list-style-type: none"> Web filtering/security/firewall logs | Creation date + up to 1 year | College Working Practice | Destroy |
| 9.5 | Operation of data back-up logs and archiving routines | <ul style="list-style-type: none"> Operation of data back-up logs and archiving routines | Backups – Creation + up to 1 year. | College Working Practice | Destroy |
| 9.6 | Design, development and implementation of IT systems including source code and configurations | <ul style="list-style-type: none"> Design, development and implementation of IT systems including source code and configurations | Creation date to end of operational usage of the system + 1 year. Source code: Subject to annual review. | College Working Practice | Destroy |
| 9.7 | Active Directory Accounts/VLE Accounts | <ul style="list-style-type: none"> Active Directory Accounts/VLE Accounts | Duration of employment or study + 6 months | College Working Practice | Destroy |
| 9.8 | Email Mailboxes | <ul style="list-style-type: none"> General email boxes | Duration of employment or study + 6 months | College Working Practice Storage limitation | Destroy |
| 9.9 | Email Mailboxes | <ul style="list-style-type: none"> Key worker mailbox (members of the College Executive team and | Duration of employment + up to 6 | College Working Practice | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|------------------------|---|--|---|--------------|
| | | other user strategic decision makers) | months or longer on request from Principal & Chief Executive. | Storage limitation | |
| 9.10 | Staff and student data | <ul style="list-style-type: none"> Staff and student home drive data | <p>Staff – duration of employment + 6 months</p> <p>Students – duration of study + 6 month</p> | <p>College Working Practice</p> <p>Storage limitation</p> | Destroy |
| 9.11 | Helpdesk logs | <ul style="list-style-type: none"> Helpdesk logs | Creation date + up to 5 years | College Working Practice | Destroy |

FUNCTIONALITY: 10 – INTERNATIONAL

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--|---|--|--------------------------------|--------------|
| 10.1 | Turing Scheme – student mobility | <ul style="list-style-type: none"> Personal and sensitive data to administer the programme in line with DfE requirements | 7 years from the date on which the funding period ends | Turing Scheme Contract | Destroy |
| 10.2 | British Council Projects | <ul style="list-style-type: none"> Personal and sensitive data to administer the project in line with BC contract | 7 years following the year in which the services under the agreement are completed (or such longer period as BC may notify the recipient in writing from time to time) | British Council Contract | Destroy |
| 10.3 | British Council IELTS | <ul style="list-style-type: none"> Personal and sensitive data to administer the tests | 5 years from the date of the test | British Council Contract | Destroy |
| 10.4 | Commercial activity (summer programme) | <ul style="list-style-type: none"> Medical requirements to ensure that they are safe whilst on campus | 3 years following end of contract/project | College Working Practice | Destroy |

FUNCTIONALITY: 11 – INSURANCE

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|----------------|--|---------------------------------|--|------------------------------------|
| 11.1 | Insurance | <ul style="list-style-type: none"> • All documentation relating to renewal, schedules, and correspondence • Claims history • Payments - premiums, broker payments • Reports and inspections | Creation date + 6 years | College Working Practice | Destroy |
| 11.2 | Insurance | <ul style="list-style-type: none"> • Claims files and correspondence | Creation date + 10 years | College Working Practice | Destroy |
| 11.3 | Insurance | <ul style="list-style-type: none"> • Indemnities and Guarantees | Creation date + 10 years | College Working Practice | Destroy |
| 11.4 | Insurance | <ul style="list-style-type: none"> • Certificates of Employers and Public Liability | Permanent | Employers' Liability (Compulsory Insurance) Regulations 1998, Reg. 5 | Permanent retention by the College |
| 11.5 | Insurance | <ul style="list-style-type: none"> • Records documenting all student placement data including name, address, contact details, DOB, next of kin, health data, placement job description, company details, all insurance details. | Current Academic year + 6 years | College Working Practice | Destroy |

FUNCTIONALITY: 12 – MARKETING

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------|--|---------------------------------|--------------------------------|--------------------------------|
| 12.1 | External Links | <ul style="list-style-type: none"> Enquirer/other stakeholder details from on-line or in-App enquiries FT and PT (including name, e-mail, and mobile number) | Current Academic year | College Working Practice | Destroy |
| 12.2 | External Links | <ul style="list-style-type: none"> Data from stakeholder enquiry cards Local events <ul style="list-style-type: none"> - Organisation and administration - Risk management and assessment - Feedback and enquiry forms Stakeholder communication Schedules | Current Academic year + 2 years | College Working Practice | Destroy |
| 12.3 | Marketing Management | <ul style="list-style-type: none"> Identification and exploitation of promotional opportunities | Current Academic year + 1 year | College Working Practice | Destroy |
| 12.4 | Marketing Management | <ul style="list-style-type: none"> Marketing campaigns and assessment of their impact: <ul style="list-style-type: none"> - Marketing Strategy & Plans - Market Research - Reports Quality Assurance | Current Academic year + 1 year | College Working Practice | Destroy |
| 12.5 | Promotional Information | <ul style="list-style-type: none"> College Prospectus Student Handbook College leaflets Newsletters | Permanent | College Working Practice | Permanent retention by College |
| 12.6 | Market Intelligence Data | <ul style="list-style-type: none"> Course recruitment information and materials. | Current Academic year + 4 years | College Working Practice | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|-------------------------|--|---|--------------------------------|--------------------------------|
| 12.7 | Promotional Information | <ul style="list-style-type: none"> • Photography/Films/Videos/ Footage | Permanent | College Working Practice | Permanent retention by College |
| 12.8 | Promotional Information | <ul style="list-style-type: none"> • College Newsletter | Permanent | College Working Practice | Permanent Retention by College |
| 12.9 | Promotional Information | <ul style="list-style-type: none"> • Advertising Assets • Social Media Assets | Permanent | College Working Practice | Permanent Retention by College |
| 12.10 | Promotional Information | <ul style="list-style-type: none"> • Design and control of College corporate identity: <ul style="list-style-type: none"> - Brand guidelines - Publicity material • Design and distribution of promotional materials • Direct Marketing • Prospectus full-time/part-time database | Subject to review at Academic year end for decision on final action | College Working Practice | Destroy |
| 12.11 | Promotional Information | <ul style="list-style-type: none"> • Media coverage/queries • Press releases/media briefings | Permanent | College Working Practice | PRONI Appraisal |
| 12.12 | Consent Forms | <ul style="list-style-type: none"> • Photographs, video and audio | End of consent form timeframe + 1 year | College Working Practice | Destroy |
| 12.13 | Alumni | <ul style="list-style-type: none"> • Database • Statistical information • Communications • Events | Permanent | College Working Practice | Permanent retention by College |

FUNCTIONALITY: 13 – QUALITY

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|---|---------------------------------|---|--------------|
| 13.1 | Teaching/Lesson Observation Reports & Performance Reports (including those completed as part of the CIT and PGCE (FE)) | <ul style="list-style-type: none"> • Observation reports • Performance reports | Current Academic year + 2 years | College Working Practice unless superseded by Awarding Body instructions e.g. in perpetuity requirements. | Destroy |
| 13.2 | Awarding Organisation approval documents & course quality review records – systems visit (i.e. external examiner report/subject partnership manager report) | <ul style="list-style-type: none"> • Centre approval document • Course approval letters (online) • Managing changes in the external accreditation requirements of existing courses | Current Academic year + 1 year | College Working Practice unless superseded by Awarding Body instructions e.g. in perpetuity requirements. | Destroy |
| 13.3 | Self-Evaluation Reports/ Quality Improvement Plan & Internal Quality Reviews/Audits | <ul style="list-style-type: none"> • Course Review – Self Evaluation Reports • Team/Unit reviews | Current Academic year + 5 years | College Working Practice unless superseded by DfE request. | Destroy |

FUNCTIONALITY: 14 – RECORDS MANAGEMENT

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|--|---------------------------------------|--------------------------------|------------------------------------|
| 14.1 | Data Protection Act/Freedom of Information Act/ Environmental Information Regulations | <ul style="list-style-type: none"> Information access requests Responses Refusal notices Internal review requests and responses Responses to ICO investigations Requests databases | Response or appeal response + 3 years | College Working Practice | Destroy |
| 14.2 | Data Breach Records | <ul style="list-style-type: none"> Timeframes Matrix assessment Report logs | End of investigation + 3 years | College Working Practice | Destroy |
| 14.3 | Information Governance Investigation | <ul style="list-style-type: none"> Initial report Statements Evidential reports | End of investigation + 3 years | College Working Practice | Destroy |
| 14.4 | Confidential Information Disposal | <ul style="list-style-type: none"> Shredding certification | Current Academic year + 3 years | College Working Practice | Destroy |
| 14.5 | Retention and Disposal Schedule | <ul style="list-style-type: none"> Retention and Disposal Schedule | Date of Review + 6 years | College Working Practice | Permanent Retention by the College |
| 14.6 | Information Governance Documentation | <ul style="list-style-type: none"> Publication Scheme | Date of Review + 6 years | College Working Practice | Destroy |
| 14.7 | Information Governance Documentation | <ul style="list-style-type: none"> Record of Processing Activity (ROPA) | Date of Review + 6 years | College Working Practice | Destroy |
| 14.8 | Information Governance Documentation | <ul style="list-style-type: none"> ICO Data Controller Registration Certificate | Date of Issue + 2 years | College Working Practice | Destroy |
| 14.9 | Information Governance Documentation | <ul style="list-style-type: none"> Data Privacy Impact Assessments | Date of Review + 6 years | College Working Practice | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|--------------------------------------|--|--------------------------|--------------------------------|--------------|
| 14.10 | Information Governance Documentation | <ul style="list-style-type: none"> Data Sharing Agreements | Date of Review + 6 years | College Working Practice | Destroy |
| 14.11 | Information Governance Documentation | <ul style="list-style-type: none"> Data Processing Agreements | Date of Review + 6 years | College Working Practice | Destroy |

FUNCTIONALITY: 15 – STUDENT RECORDS

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|---|--|---------------------------------|--------------------------------|--------------|
| 15.1 | Enrolled Student Records | Records held in EBS: <ul style="list-style-type: none"> • Timetables/Course set up form • Enrolment details • Evidence supporting admission • Communications • Essential Skills Target levels • Registers and attendance • Withdrawals • Cancellations • Transfers • Exam details (registrations & withdrawals) • Course results & outcomes • Individual Learning Plan • Pastoral records | Current Academic year + 7 years | College Working Practice | Destroy |
| 15.2 | Applicant Student Records (does not convert to enrolment) | Records held in EBS: <ul style="list-style-type: none"> • Applicant details • Interview details • Offers • Communications • Evidence supporting admission | Current Academic year + 2 years | College Working Practice | Destroy |
| 15.3 | Work Placement Records | <ul style="list-style-type: none"> • Insurance details • H&S checklist • Mileage payments • Employer details | Current Academic year + 7 years | College Working Practice | Destroy |

FUNCTIONALITY: 16 – STUDENT SERVICES

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|------------------|--|---------------------------------|---|--------------|
| 16.1 | Student Union | <ul style="list-style-type: none"> Records documenting details of Student Union Executive and SU Election activities. Records documenting name and contact details of organisations affiliated with SU e.g., those who participate in Freshers' week, conduct information talks | Current Academic year + 3 years | <p>Student Union Constitution</p> <p>College Working Practice</p> | Destroy |
| 16.2 | Careers | <ul style="list-style-type: none"> Advice documentation Statistical analysis e.g. drop in, talks | Current Academic year + 3 years | College Working Practice | Destroy |
| 16.3 | Pastoral Care | <ul style="list-style-type: none"> Records documenting Cause for Concern submitted including nature of concerns and actions taken. Records documenting information requests made to professional organisations and advice received e.g. PSNI, Gateway Records documenting all risk assessment forms, discussions and recommendations i.e. those who have disclosed convictions in relation to drug use or those of a sexual nature | Current Academic year + 7 years | <p>DfE Sector Safeguarding Policy</p> <p>College Working Practice</p> | Destroy |
| 16.4 | Learning Support | <ul style="list-style-type: none"> Sector Learning Support Policy Higher Education Student Support in Northern Ireland: | Current Academic year + 7 years | Student records for FE & Discrete students: Sector Learning | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|----------------|--|---------------------------------|---|--------------|
| | | <p>Disabled students allowance guidance.</p> <ul style="list-style-type: none"> • Department for the Economy: Process for Referrals and Claims for Disability Support Provision <p><i>LS records may include the following:</i></p> <ul style="list-style-type: none"> • Student contact/course details • Student referrals including details of support needs • Health and Safety information including care plans and Personal Emergency Evacuation Plans • Initial needs assessment records • Individual Support Plans and Supplementary Learner Agreements • Consent forms with student signature • Evidence of learning difficulty and/or disability • Referrals for transport assistance • Learning support workers monthly records detailing the support provided | | <p>Support Policy</p> <p>College Examination Support Policy</p> <p>Student records for HE students: DfE: Disabled Student Allowance: Funding Agreement</p> <p>Student records for AppNI students</p> <p>Department for the Economy: Process for Referrals and Claims for Disability Support Provision</p> | |
| 16.5 | | <ul style="list-style-type: none"> • Student reviews • Loan paperwork for Laptops and assistive technologies | Current Academic year + 7 years | Student records for FE & Discrete students Sector Learning Support Policy | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|------------------|--|---------------------------------|--|--------------|
| | | <ul style="list-style-type: none"> • Disability Support Services Records • Disabled Students' Allowance Records | | <p>College Examination Support Policy</p> <p>Student records for HE students</p> <p>DfE: Disabled Student Allowance: Funding Agreement</p> <p>Student records for AppNI students Department for the Economy: Process for Referrals and Claims for Disability Support Provision</p> <p>LRC & Libraries Loans Policy</p> | |
| 16.6 | Learning Support | <ul style="list-style-type: none"> • Other project funding records including records relating to support for students on International Exchanges. • Records relating to support provided by external agencies. | Current Academic year + 7 years | Funder requirements | Destroy |
| 16.7 | Student Finance | <ul style="list-style-type: none"> • Student Loan Company documentation • FE Awards documentation • EMA documentation | Current Academic year + 7 years | <p>DfE Further Education Grants Circular</p> <p>DfE: Hardship Fund</p> | Destroy |

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|----------------------------|---|---------------------------------|--|--------------|
| | | <ul style="list-style-type: none"> • Hardship Funds documentation • Care to Learn documentation • Dinner/meal ticket documentation • Travel Pass documentation • Dinner/meal ticket documentation • Cost of Living Voucher documentation • Travel Pass documentation | | <p>Circular</p> <p>Care to Learn (NI) Scheme Circular</p> <p>Education Authority Guidelines</p> <p>Student Loans Company (SLC)</p> | |
| 16.8 | Safeguarding documentation | <ul style="list-style-type: none"> • Student file (under 23 years of age at enrolment) | Date of Birth + 30 years | DfE Sector Safeguarding Policy | Destroy |
| 16.9 | Safeguarding documentation | <ul style="list-style-type: none"> • Student file (over 23 years of age at enrolment) | Current Academic year + 7 years | DfE Sector Safeguarding Policy | Destroy |

FUNCTIONALITY: 17 – TRAINING ORGANISATION

| Unique Reference Number | Class/Activity | Series | Retention Period | Relevant Legislation/Rationale | Final Action |
|-------------------------|----------------------------|---|--|---|--------------|
| 17.1 | Training for Success (TfS) | <ul style="list-style-type: none"> TFS 2017 | Date of last payment/ contact + 7 years | Apprenticeships NI, contractual operational requirements | Destroy |
| 17.2 | AppNI | <ul style="list-style-type: none"> Apprenticeships NI 2013 Apprenticeships NI 2017 Apprenticeships NI 2021 | 31 st December 2030 31 st December 2030 Date of last payment + 7 years | Apprenticeships NI, contractual operational requirements | Destroy |
| 17.3 | Traineeship (2021-23) | Travel Payments for Work placement | Date of last payment/ contact + 7 years | Guidance from Advanced Technical & Traineeship Implementation Group (ATTIG) | Destroy |
| 17.4 | HLA | Non-ESF funded HLA Steady State <ul style="list-style-type: none"> Provision (Level 6 and above) | 7 years after the date of the last payment. | Higher Level Apprenticeships NI, contractual operational requirements | Destroy |
| 17.5 | HLA | <ul style="list-style-type: none"> ESF Funded HLA Steady State Provision (Levels 4 and 5) | 31 st December 2030 (for ESF purposes) or 7 years after the date of the last payment, whichever date is later. | ESF funder requirements | Destroy |