Retention and Disposal Schedule SOP

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Records Manager

Summary of Contents
The Retention and Disposal Schedule SOP is a statutory document which provides staff with guidance and timescales when disposing of College documentation. This SOP underpins the training modules and disposal guidance provided in the Data Protection Handbook SOP

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FE College Sector (NI)

Retention and Disposal Schedule

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Section 1 – Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

Section 2 - 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 3 – 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 4 – 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 5 – 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 6– 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 7– 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 8 – 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 9 – 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

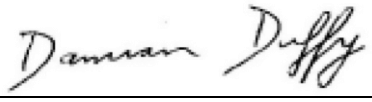
Signature: David Huddleston **Date:** 18/12/2025

David Huddleston, Acting Director, Public Record Office of Northern Ireland, DfC

Signature: **Date:** 20/01/2026

John Greer, Interim Permanent Secretary, Department for Communities

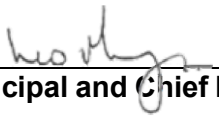
FE Colleges Signatures of Approval

Signature:  **Date:** 03 December 2025

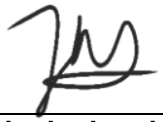
Damian Duffy, Interim Principal and Chief Executive, Belfast Metropolitan College

Signature: **Date:** 09 December 2025

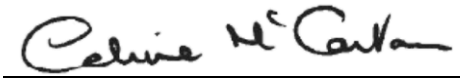
Mel Higgins, Principal and Chief Executive, Northern Regional College

Signature:  **Date:** 08 December 2025

Leo Murphy, Principal and Chief Executive, North West Regional College

Signature:  **Date:** 09 December 2025

Tommy Martin, Principal and Chief Executive, South Eastern Regional College

Signature:  **Date:** 02 December 2025

Celine McCartan, Principal and Chief Executive, South West College

Signature: **Date:** 09 December 2025

Lee Campbell, Principal and Chief Executive, Southern Regional College

Schedule of Functionalities

Functionality: 1 – Business Engagement

Unique Reference Number	Class/Activity	Series	Retention Period	Relevant Legislation/Rationale	Final Action
1.1	Innovate Us (DfE funded)	• 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)	• 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)	• Project Application • Letter of Notification • Delivery Records	End of project + 10 years	Funder requirement	Destroy
1.4	Innovation Boost (Intertrade Ireland funded)	• 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)	• Project Application • Delivery Records	End of project + 10 years	KTP Terms and Conditions	Destroy
1.6	Co-Innovate (Intertrade Ireland funded)	• Project Application • Delivery Records	End of project + 10 years	Letter of Offer	Destroy
1.7	Connected (DfE funded – Letter of Offer)	• 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	• 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	• 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	• SEN Record	Retain until child reaches age of 25	The Limitation Act (NI) Order 1989	Destroy
2.4	Daily Registers	• Daily Registers	Retain until child reaches age of 21	Article 126 Children (NI) Order 1995	Destroy
2.5	Children's photographs	• Children's photographs	End of engagement	Agreed sector position	Destroy
2.6	Children's Observation Record	• Information from third party authorities • Support interventions	End of Engagement + 1 year	Article 126 Children (NI) Order 1995	Destroy
2.7	Visitor book	• 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	• Bumps and Bruises Book	End of Engagement + 6 years	Agreed sector position	Destroy
2.9	Intimate Care Book	• Intimate Care Book	End of Engagement + 6 years	Article 126 Children (NI) Order 1995	Destroy
2.10	Medication Form	• Medication Form	Retain until child reaches age of 25	The Limitation Act (NI) Order 1989	Destroy
2.11	Accident Form	• 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	• Incident Form	Retain until child reaches age of 25	The Limitation Act (NI) Order 1989	Destroy
2.13	Allegations against staff	• Allegations against staff	End of Employment + 6 years	Article 126 Children (NI) Order 1995	Destroy
2.14	Safeguarding Book	• 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)	• 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	• 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	• 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	Until External Verification has occurred, certification taken place and appeals period expired (unless superseded by Awarding Body regulations) Cover sheets to be securely kept where required. Updates should be kept with the original documentation	Destroy
3.3	Curriculum Design & Development and Performance Monitoring reports (identification and analysis of market needs for new courses)	• 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)	• 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	• 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. • Salons • Restaurants • Gyms • Theatres	Current Academic year + 3 years	College Working Practice unless superseded by Awarding Body regulations	Destroy
3.7	Student Support Monitoring	• 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	• Minor works including interior decoration, relocation • Planning Applications	Completion of works + 5 years	College Working Practice	Destroy
4.2	PFI Management	• Contracts	End of contract life + 6 years	College Working Practice	Destroy
4.3	Inspections	• Building Inspections and reports	Completion of works + 5 years	College Working Practice	Destroy
4.4	Environmental Management	• 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	• 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	• Contract Health and Safety Files re construction of building	Permanent	College Working Practice	Permanent retention by College
4.7	Health and Safety	• 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	• Health and Safety Records including audits, reviews, communication • Health and Safety Representee 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	• Negotiations of properties not acquired	End of negotiations	College Working Practice	Destroy
4.10	CCTV	• CCTV Footage	30 days or until completion of claim/ investigation	Information Commissioner's Office (ICO) Guidance	Destroy
4.11	CCTV	• Access logs	Current Academic year + 5	College Working Practice	Destroy
4.12	Car parking	• Monitoring of unauthorised parking spaces	Current Academic year	College working practice	Destroy
4.13	External bookings	• Room/facility bookings for external parties	Current Academic year	College Working Practice	Destroy
4.14	Visitors/Contractors logs	• Sign in logs	Current Academic year	College Working Practice	Destroy
4.15	Property access controls	• Property access controls	Current Academic year + 2 years	College Working Practice	Destroy
4.16	Property disposal dossiers	• Property disposal dossiers	Current Academic year + 2 years	College Working Practice	Destroy
4.17	Stock	• Quantities and valuation	Current Academic year + 2 years	College Working Practice	Destroy
4.18	Waste disposal records	• 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	• Equipment and Consumable disposal including transfer of ownership	Disposal + 1 year	College Working Practice	Destroy
4.20	Operation and Maintenance Manuals	• 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	• 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	• Rental agreements	End of contract + 5 years	College Working Practice	Destroy
4.23	Property	• Original Leases/Deeds	End of lease + 5 years	College Working Practice	Destroy
4.24	Equipment	• Maintenance Contracts and Schedules	Lifetime of contract	College Working Practice	Destroy
4.25	Fire Risk	• Fire Risk Assessment • Fire inspection reports	Lifespan of building	Fire Safety Regulations (Northern Ireland) 2010	Permanent retention by College
4.26	Project Files	• Capital building project files	Until building demolished	College Working Practice	Destroy
4.27	Building and Engineering Works	• 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)	• 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	• 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	• 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	• Restoration of contaminated land	Permanent	Control of Substances Hazardous to Health Regulations	Permanent retention by College
4.32	Environmental Management	• 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)	• 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	• Records of signature for collection of certificates	Current Academic year + 1 year	JCQ Regulations	Destroy
5.3	University of Ulster (UU)	• Unclaimed Certificates	Current Academic year + 1 year	UU Regulations	Return to UU
5.4	Examination Session Records	• 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	• Enquiries about results & outcomes • Access to scripts requests • Appeals administration & outcomes • Examinations materials	End of Appeals Process	College Working Practice	Destroy
5.6	Reports	• Centre Inspection Reports • Moderation Visit Reports	Current Academic year + 3 years	JCQ Regulations	Destroy
5.7	Results	• 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	Accounts Receivable • 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. Accounts Payable • Records documenting the receipt and payment of purchase invoices (and corresponding payables ledger). • Employee Expenses (outside of Payroll)	Current Financial year + 6 years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
6.2	General Finance	Petty Cash • Records documenting the handling of petty cash. Financial Returns • Records documenting financial returns made to the Department for the Economy. Financial Accounts • Records documenting the preparation of annual financial	Current Financial year + 6 years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy

Unique Reference Number	Class/Activity	Series	Retention Period	Relevant Legislation/Rationale	Final Action
		statements. Management Accounts • 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	Bank Account Transactions • Records documenting standing orders, direct debits, etc. • Records documenting routine bank account deposits, withdrawals, transfers. • (To include lodgment slips, transfer instructions, bank statements) Asset Management • Records documenting decisions (and Authorisations) to purchase/ dispose of capital assets. Purchasing • Records relating to purchase of	Current Financial year + 6 years	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy

Unique Reference Number	Class/Activity	Series	Retention Period	Relevant Legislation/Rationale	Final Action
		goods and services (i.e. purchase orders). Payroll • Records (outside of HR/Payroll system) relating to calculations, such as Excel calculation sheets.			
6.4	Capital & Other Grants	• 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	• 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	• 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	Taxes Management Act 1970 The Limitation (Northern Ireland) Order 1989 Value Added Tax Act 1994 VAT Notice 700	Destroy
6.7	Bank Account Administration	• 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	• Annual Report & Financial Statements	Current Financial year + 6 years	Internal Recommendation Align with DfE requirements	Destroy
6.9	Payroll Administration	• 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	• 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	• 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: • 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: • 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
		scheme. Details of jobholders and workers who become members, including: • 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	• 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	Employers' Duties (Registration and Compliance) Regulations (NI) 2010 The Limitation (Northern Ireland) Order 1989 art.4	Destroy
6.15	Procurement/Contracts	• 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	Contracts **NOT EXECUTED UNDER SEAL:** • Original copies of all signed contracts. • Records documenting pre-procurement advice, specification	Expiry of Contact + 6 years	The Limitation (Northern Ireland) Order 1989	Destroy

Unique Reference Number	Class/Activity	Series	Retention Period	Relevant Legislation/Rationale	Final Action
		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.			
6.17	Procurement/Contracts	Contracts **EXECUTED UNDER SEAL:** • 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	• Corporate Plan	Creation Date + 7 years	College Working Practice	Transfer to PRONI
7.2	College Development Plan	• ERC and CDP Progress report	Creation Date + 7 years	DfE requirement	Transfer to PRONI
7.3	Governing Body/Sub Committee/Senior Leadership	• 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	• Minutes • Papers • Official correspondence	Current Academic year + 7 years	College Working Practice	Destroy
7.5	Organisation and cultural change	• Planning • Implementation • Analysis of impact	Current Academic year + 5 years	College Working Practice	PRONI Appraisal
7.6	College Structure	• Organisation plans, structures, charts	Completion of structure exercise + 7 years	College Working Practice	PRONI Appraisal
7.7	Corporate Risk Management	• 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	• 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
		and business continuity/recovery plans • Contingency plans • Disaster management plans • Emergency planning exercise documentation			
7.9	Service Level Agreements with customers	• Service Level Agreements with customers	Duration of contract + 5 years	College Working Practice	Destroy
7.10	Service Level Agreements with suppliers	• 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)	• Asset Register and associated documentation (data relating to 3 years rolling period)	Current Academic year + 1 year	College Working Practice	Destroy
7.12	Equality	• 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	• 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	• 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
		• S75 Complaints and Investigations • Good relations/community relations liaison and reports		Disability Discrimination Act Section 49 (a)(b) 1995	
7.15	5 Year Scheme	• 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	• 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)	• Policies • Procedures	Date of Review + 6 years	College Working Practice	Destroy
7.18	Statistical data used for monitoring policy decisions and access to services	• Statistics	Approval or sign off + 1 year	College Working Practice	Destroy
7.19	Internal Audit	• Reports/annual assurance statements	Current Academic year + 7 years	College Working Practice	Destroy
7.20	External Audit	• Inspections/reports etc	Current Academic year + 10 years	College Working Practice, unless superseded by external auditor requirements	PRONI Appraisal
7.21	DfE Accountability & Governance	• 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	• Registers/declarations/reports	End of Governors term + 6 years	College Working Practice	Destroy
7.23	Fraud and Raising Concerns	• Allegations/investigations/ inspections/reports	No wrongdoing - end of investigation + 3 years Wrongdoing found - end of investigations + 7 years Prosecution resulted - end of investigation + 10 years	Per DfE Retention & Disposal Schedule	Destroy Destroy PRONI Appraisal
7.24	Gifts and Hospitality	• Register	End of Academic year + 5 years	College Working Practice	Destroy
7.25	Legal Services	• Advice	Settlement of issue + 5 years	College Working Practice	Destroy
7.26	Records documenting the Customer Feedback Policy	• 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: • 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	• 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	• 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)	• 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)	• 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)	• Requests for Special Leave; Statutory Leave entitlement; • Requests for flexible working arrangements. *(Includes electronic records)*	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)	• 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	• Staff surveys	Creation date + 3 years	IIP Accreditation/ College objective	Destroy
8.9	Staff Payment Records	• 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	The National Minimum Wage Regulations 1999 The Income Tax (Pay As You Earn) Regulations 2003 Taxes Management Act 1970 Statutory Maternity Pay Regulations 1999	Destroy
8.10	Health Surveillance Records	• Pre-Employment health checks • Health Records • Medical Certificates • Statements of Fitness for Work • Absences related to health • Reasonable adjustments	End of Employment + 6 years	Management of H&S at Work Regulations (NI) 2000 The Limitation (Northern Ireland) Order 1989 The Statutory Sick Pay Regulations 2014	Destroy
8.11	Health Surveillance Records	• 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	• 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	• 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	• 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	• 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	• Software Licenses	Lifetime of License + 1 year	College Working Practice	Destroy
9.2	Software/Hardware – Lease/Purchase/ Maintenance Agreements/Contracts	• 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	• User Activity log-on audits	Creation date + up to 1 year	College Working Practice	Destroy
9.4	Web filtering/security/ firewall logs	• 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	• 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	• 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	• Active Directory Accounts/VLE Accounts	Duration of employment or study + 6 months	College Working Practice	Destroy
9.8	Email Mailboxes	• General email boxes	Duration of employment or study + 6 months	College Working Practice Storage limitation	Destroy
9.9	Email Mailboxes	• 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	• Staff and student home drive data	Staff – duration of employment + 6 months Students – duration of study + 6 month	College Working Practice Storage limitation	Destroy
9.11	Helpdesk logs	• 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	• 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	• 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	• 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)	• 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	• 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	• Claims files and correspondence	Creation date + 10 years	College Working Practice	Destroy
11.3	Insurance	• Indemnities and Guarantees	Creation date + 10 years	College Working Practice	Destroy
11.4	Insurance	• Certificates of Employers and Public Liability	Permanent	Employers' Liability (Compulsory Insurance) Regulations 1998, Reg. 5	Permanent retention by the College
11.5	Insurance	• 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	• 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	• Data from stakeholder enquiry cards • Local events - 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	• Identification and exploitation of promotional opportunities	Current Academic year + 1 year	College Working Practice	Destroy
12.4	Marketing Management	• Marketing campaigns and assessment of their impact: - Marketing Strategy & Plans - Market Research - Reports • Quality Assurance	Current Academic year + 1 year	College Working Practice	Destroy
12.5	Promotional Information	• College Prospectus • Student Handbook • College leaflets • Newsletters	Permanent	College Working Practice	Permanent retention by College
12.6	Market Intelligence Data	• 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	• Photography/Films/Videos/ Footage	Permanent	College Working Practice	Permanent retention by College
12.8	Promotional Information	• College Newsletter	Permanent	College Working Practice	Permanent Retention by College
12.9	Promotional Information	• Advertising Assets • Social Media Assets	Permanent	College Working Practice	Permanent Retention by College
12.10	Promotional Information	• Design and control of College corporate identity: - 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	• Media coverage/queries • Press releases/media briefings	Permanent	College Working Practice	PRONI Appraisal
12.12	Consent Forms	• Photographs, video and audio	End of consent form timeframe + 1 year	College Working Practice	Destroy
12.13	Alumni	• 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))	• 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)	• 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	• 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	• 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	• Timeframes • Matrix assessment • Report logs	End of investigation + 3 years	College Working Practice	Destroy
14.3	Information Governance Investigation	• Initial report • Statements • Evidential reports	End of investigation + 3 years	College Working Practice	Destroy
14.4	Confidential Information Disposal	• Shredding certification	Current Academic year + 3 years	College Working Practice	Destroy
14.5	Retention and Disposal Schedule	• Retention and Disposal Schedule	Date of Review + 6 years	College Working Practice	Permanent Retention by the College
14.6	Information Governance Documentation	• Publication Scheme	Date of Review + 6 years	College Working Practice	Destroy
14.7	Information Governance Documentation	• Record of Processing Activity (ROPA)	Date of Review + 6 years	College Working Practice	Destroy
14.8	Information Governance Documentation	• ICO Data Controller Registration Certificate	Date of Issue + 2 years	College Working Practice	Destroy
14.9	Information Governance Documentation	• 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	• Data Sharing Agreements	Date of Review + 6 years	College Working Practice	Destroy
14.11	Information Governance Documentation	• 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: • 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: • Applicant details • Interview details • Offers • Communications • Evidence supporting admission	Current Academic year + 2 years	College Working Practice	Destroy
15.3	Work Placement Records	• 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	• 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	Student Union Constitution College Working Practice	Destroy
16.2	Careers	• Advice documentation • Statistical analysis e.g. drop in, talks	Current Academic year + 3 years	College Working Practice	Destroy
16.3	Pastoral Care	• 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	DfE Sector Safeguarding Policy College Working Practice	Destroy
16.4	Learning Support	• 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
		Disabled students allowance guidance. • Department for the Economy: Process for Referrals and Claims for Disability Support Provision *LS records may include the following*: • 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		Support Policy College Examination Support Policy Student records for HE students: DfE: Disabled Student Allowance: Funding Agreement Student records for AppNI students Department for the Economy: Process for Referrals and Claims for Disability Support Provision	
16.5		• 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
		• Disability Support Services Records • Disabled Students' Allowance Records		College Examination Support Policy Student records for HE students DfE: Disabled Student Allowance: Funding Agreement Student records for AppNI students Department for the Economy: Process for Referrals and Claims for Disability Support Provision LRC & Libraries Loans Policy	
16.6	Learning Support	• 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	• Student Loan Company documentation • FE Awards documentation • EMA documentation	Current Academic year + 7 years	DfE Further Education Grants Circular DfE: Hardship Fund	Destroy

Unique Reference Number	Class/Activity	Series	Retention Period	Relevant Legislation/Rationale	Final Action
		• 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		Circular Care to Learn (NI) Scheme Circular Education Authority Guidelines Student Loans Company (SLC)	
16.8	Safeguarding documentation	• Student file (**under 23** years of age at enrolment)	Date of Birth + 30 years	DfE Sector Safeguarding Policy	Destroy
16.9	Safeguarding documentation	• 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)	• TFS 2017	Date of last payment/ contact + 7 years	Apprenticeships NI, contractual operational requirements	Destroy
17.2	AppNI	• Apprenticeships NI 2013 • Apprenticeships NI 2017 • Apprenticeships NI 2021	31st December 2030 31st 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 • 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	• ESF Funded HLA Steady State Provision (Levels 4 and 5)	31st December 2030 (for ESF purposes) or 7 years after the date of the last payment, whichever date is later.	ESF funder requirements	Destroy

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	Dec 2020	Original Version
1.1	Jun 2025	• Reviewed – Update to Page 2 - FE Colleges Signatures of Approval • Transferred to Accessibility Template
1.2	April 2026	• New Retention and Disposal Schedule created • Headings differ from previous Schedule • Functionality Headings differ from previous version and relevant legislation heading is now populated