



# DATA RETENTION POLICY

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**Next Review Due: July 2019**



Bradford Diocesan Academies Trust (BDAT) recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Trust and academies therein. This document provides the policy framework through which this effective management can be achieved and audited.

## **1. Scope of the Policy**

This policy applies to all records created, received or maintained by staff in the Trust and academies in the course of carrying out their functions.

- Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- A small percentage of records may be selected for permanent preservation as part of the institution's archives and for historical research.

## **2. Responsibilities**

- The Trust has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The Chief Executive Officer has overall responsibility for this policy.
- The person responsible for records management in the Trust and academies will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.
- Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Trust's records management guidelines.

## **3. Relationship with Existing Policies**

This policy has been drawn up within the context of:

- Freedom of Information Policy.
- Data Protection Policy

and with other legislation or regulations (including audit, equal opportunities and ethics) affecting the Trust.

## **4. Safe Disposal of Records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information, should be shredded before disposal using a cross cut shredder. Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways. Do not put records in the dustbin or a skip.

There are companies who can provide confidential waste bins and other services which can be purchased to ensure that records are disposed of in an appropriate way.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction.

Members of staff should record at least:

- File reference (or other unique identifier).
- File title (or brief description) and number of files.
- The name of the authorising officer and the date action taken.

This should be kept in an Excel spreadsheet or similar suitable format.

## **5. Transfer of Information**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

## **6. Academy Closures**

Should an academy close there will be records which will need to be stored until they work out their statutory retention periods.

It is the responsibility of the Trust to manage these records until they have reached the end of their administrative life and to arrange for their disposal when appropriate. There may be a number of different reasons why an academy has closed and this may affect where the records need to be stored.

- If the academy has been closed and the site is being sold or reallocated to other use then the Trust should take responsibility for the records from the date the school closes.
- If two academies have merged onto one site and then function as one academy, it is sensible to retain all the records relating to the two academies on the one site.

## **7. Retention Guidelines**

The following retention guidelines have been issued by the Management Society of Great Britain 'Retention Guidelines for Schools'. Some of the retention periods are governed by statute. Others are guidelines following best practice.

Every effort has been made to ensure that these retention periods are compliant with the requirements of the General data Protection Regulation 2018 and the Freedom of Information Act 2000. Managing record series using these retention guidelines will be deemed to be 'normal processing' under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

Information retention and disposal checklist: archive periods

**Finance and Procurement**

Description	Record	Retention Period	Action	Citation
Financial Management	Records documenting the development and establishment of the Finance Strategy.	Superseded + 10 years	Review or Archive Value	n/a
	Records documenting the monitoring of performance against the organisation KPIs - core data	Current financial year + 1 year	Destroy	n/a
	Records documenting the monitoring of performance against the organisation KPIs - reports	Current financial year + 10 years Last action on audit + 6 years	Review or Archive Value	n/a
Financial Audit	Records documenting the conduct and results of financial audits, and action taken to address	Current financial year + 6 years	Destroy	1980 c.58
Financial Accounting	Records documenting the issue of sales invoices and the processing of incoming payments	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records documenting the receipt and payment of purchase invoices	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records of the handling of petty cash	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records of the receipt and processing of students' fees	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58
	Records documenting the preparation of the organisations statutory accounts	Current financial year + 6 years	Destroy	1980 c.58
	Annual accounts	Closure of account + 6 years	Archive	1970 c.9

Description	Record	Retention Period	Action	Citation
Financial Accounting	Records of opening, closing and routine administering of bank accounts	Current financial year + 6 years	Destroy	1980 c.58
	Records of standing order, direct debits	Life of instruction + 6 years	Destroy	1980 c.58
	Records of routine bank account deposits/ withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Destroy	1980 c.58 1970 c.9
	Records of the processing of internal accounting transactions between operating unities (i.e. cross-charges)	Current financial year + 1 year	Destroy	n/a
Management Accounting	Records documenting analyses of the internal deployment of the organisation's financial resources	Current financial year +1 year	Destroy	n/a
	Management Account Journals	Current financial year + 6 years	Destroy	n/a
	Financial systems documentation	Life of system	Destroy	n/a
	Financial Statement	Permanently	n/a	n/a
Budget management	Preparation of annual operating budgets	Current financial year + 1 year	Destroy	n/a
	Monitoring of income and expenditure against annual operating budgets, and action take to deal with variances	Current financial year + 1 year	Destroy	n/a
Funding administration	Administering annual funding allocations from appropriate statutory funding bodies (inc correspondence, invoices)	Current financial year + 10 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Payroll Administration	Calculation and payment of payroll payments to employees	Current tax year + 6 years	Destroy	1970 c.9 1980 c.58 1993/774 1999/584
	Employees' authorisation for non-statutory payroll deductions e.g. gym membership, nursery vouchers, travel loans, etc	Current tax year + 6 years	Destroy	1980 c.587
	Records documenting the operation of the statutory sick pay scheme	Current tax year + 3 years	Destroy	1982/894
	Records documenting the operations of statutory maternity scheme	Current tax year + 3 years	Destroy	1986/1960
	Records documenting the payment and/or reimbursement of employees' and Board members' expenses	Current financial year + 6 years Current financial year + 2 years	Destroy	1970 c.9 1980 c.58
	Payroll reconciliation	Termination of employment + 75 years	Destroy	
Pension Administration	Records documenting payments of the organisation's employer's contributions to pensions schemes for its employees	Termination of employment + 75 years	Destroy	1980 c.58
	Records of payment of employee's contribution to pension schemes	Current tax year + 6 years	Destroy	1980 c.58
Tax Management	Records documenting the preparation and filing of the organisation's tax returns	Current tax year + 6 years	Destroy	1994 c.23
	Assessment of tax liabilities	Current tax year + 6 years	Destroy	1994 c.23
	VAT account	Current tax year + 3 years	Destroy	1994 c.23
	PAYE/Nl/returns on subcontractors	Commencement of policy + 40 years	Destroy	1970 c.9

Description	Record	Retention Period	Action	Citation
Insurance Management Policy	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: Employers' Liability insurance (organisations has exemption certificate)	Commencement of policy + 40 years OR Renewal of policy + 40 years	Destroy	1980 c.58
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance	Expiry of policy + 6 years	Destroy	1980 c.58
	Records documenting claims made under insurance policies: property and other claims	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	Destroy	1980 c.58
	Records documenting claims made under insurance policies: liability/personal injury/nurture claims	Permanent	N/A	1980 c.58
Asset Management	Valuation of capital assets	Current financial year + 6 years	Review for Archive	1970 c.9
	Records documenting the disposal of capital assets	Disposal financial year + 6 years	Review for Archive	1970 c.9 1980 c.58
Supplier approval	Records documenting supplier evaluation criteria	Superseded + 5 years	Destroy	n/a
	Records documenting invitation to prospective suppliers to apply for approval	Expiry of invitation OR Rejection of application + 6 months completion of approval	Destroy	n/a
	Records documenting the evaluation of applications for approval for prospective suppliers, and notification of the outcome: approved suppliers.	Termination of approval	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Supplier approval	Records documenting the evaluation of applications for approval from prospective suppliers, an notification of the outcome: rejected suppliers	Rejection + 1 year	Destroy	n/a
	Supplier database	While current	Destroy	n/a
Supply contract tendering	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers	Award of supply contract + 1 year	Destroy	191/2680 1993/3228 1995/201
	Records documenting invitation to tender and tender evaluation criteria	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
	Records documenting the issues of Invitation to Tender and handling of incoming tenders	Award of supply contract + 1 year	Destroy	1991/2680 1993/3228 1995/201
	Records documenting the evaluation of tenders, the conduct of negotiations with tenders and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	Destroy	1991/2680 1993/3228 1995/201
	Records documenting the evaluation of tenders the conduct of negotiations with tenders and the notification of the results of the tender evaluation process: accepted tenders	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
	Contract aware report (as required by the regulations cited)	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201
	Statistical reports on contracts awarded (as required by external financial regulations)	Date of creation + 3 years	Destroy	1980 c.58 1991/2680 1993/3228 1995/201



Description	Record	Retention Period	Action	Citation
Supply contract management	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Destroy	1980 c.58
	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Destroy	1980 c.58
Purchasing administration	Records documenting purchasing authorisation limits.	Superseded + 1 year	Destroy	n/a
	Records document internal authorisation for procurement.	Current financial year + 1 year	Destroy	n/a
Strategy, policies and procedures	HR Strategy: Master copy	Permanent	Retain	
	HR Strategy: Working papers	Adoption + 2 years	Destroy	n/a
	HR Policies	Superseded + 5 years	Destroy	n/a
	HR Policies: Working papers	Adoption + 2 years	Destroy	n/a
	HR Procedures and guidance	Adoption + 2 years	Destroy	n/a
	HR Procedures and Guidance working papers	Adoption + 2 years	Destroy	n/a
Workforce Planning	Assessment and analysis of workforce requirements and the identification and evaluation of options for meeting requirements	Creation + 5 years	Review	1980 c.58 s.2
	Records documenting management succession or restructuring plans	Superseded + 5 years	Review	n/a
	Records documenting the internal analysis and discussion for the creation of a new post	Creation + 3 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Workforce Planning	Job evaluation exercises: working papers	Completion + 1 year	Destroy	n/a
	Job evaluation exercises: results	Completion + 10 years	Destroy	n/a
Recruitment	Individual job description and personal specification	Termination + 6 years	Destroy	n/a
	Grading of individual jobs: outcomes	Superseded + 10 years	Destroy	n/a
	Grading of individual jobs: correspondence and working papers	Upon advertisement of post	Destroy	n/a
	Authorisation to recruit	Completion of appointment + 5 years	Destroy	n/a
	Advertisement of vacancies; working papers	Appointment of successful candidate + 6 months	Destroy	1975 c.65 1976 c.74 1995 c.50
	Advertisement text (screenshot)	Termination of employment in role	Destroy	n/a
	Enquiries about vacancies and requests for application forms	Completion of appointment + 6 months	Destroy	n/a
	Review/short listing of applicants	Completion of appointment + 5 years	Destroy	n/a
	Selection of staff: interview notes, test results (successful and unsuccessful candidates)	Completion of appointment + 6 years	Destroy	n/a
	Application forms (excluding equal opportunities monitoring form) and CVs: successful candidates	Retain for 6 years after termination of employment.	Destroy	1980 c.58 s.2

Description	Record	Retention Period	Action	Citation
Recruitment	Application forms and CVs: unsuccessful candidates	Completion of appointment + 6 months	Destroy	n/a
	References successful candidates	Provision of references + 6 months	Destroy	n/a
	References unsuccessful candidates	Completion of appointment + 6 months	Destroy	n/a
	Recommendation to recruit individual	Completion of appointment + 5 years	Destroy	n/a
	DBS clearance documentation	Date of clearance + up to a maximum of 6 months	Destroy	DBS code of practice
	Clearance to work documentation	Retain for 6 years after termination of employment	Destroy	n/a
	Equal opportunities form	Immediately after information entered onto database	Destroy	n/a
	Equal opportunities database information	Entry + 10 years	Destroy	n/a
	Equal opportunities regular statistical reports	Creation + 10 years	Destroy	n/a
	Equal opportunities ad hoc statistical reports	Creation + 2 years	Destroy	n/a
	Data for analyses of recruitment effectiveness	Analyses + 6 months	Destroy	n/a
	Analyses of recruitment effectiveness	Analyses + 3 years	Destroy	n/a
	Unsolicited applications	Reply + 6 months	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Training, development, induction and performance	Identification of staff development needs and the development of plans to meet those needs	Creation + 5 years	Review	1980 c.58 s.2
	Records documenting the development, overall delivery and assessment of induction or other training programme	Current year + 2 years	Destroy	n/a
	Feedback analysis of induction or other training programmes.	Current year + 2 years	Destroy	n/a
	Records documenting the administration of induction or other training sessions, including feedback forms	Current year + 1 year	Destroy	n/a
	Records documenting analyses of the impact of training and development programmes	Current year + 4 years	Destroy	n/a
	Probation review/reports	Current year + 2 years	Destroy	n/a
	Annual appraisal documents	Current year + 5 years	Destroy	n/a
	Quarterly appraisal documents	Current year + 2 years	Destroy	n/a
Remuneration and reward	Records documenting the development of the organisation's remuneration structure and strategy	Superseded + 6 years	Review	n/a
	Records documenting pay reviews	Creation + 6 years	Review	n/a
	Records documenting reward and progression schemes	Creation + 6 years	Review	1980 c.58 s.2
	Records documenting individuals wage/salary records	Creation + 6 years	Review	1980 c.58 s.2

Description	Record	Retention Period	Action	Citation
Workforce Relations	Grievances: record of investigations where allegation are unsubstantiated	Conclusion of investigation + 6 months (a note may be retained showing the investigation took place but allegation was unsubstantiated )	Destroy	n/a
	Grievances: record of investigation and outcomes	Last action of investigation + 6 years	Destroy	1980 c.58 s.2
	Disciplinary: record of investigation where allegation are unsubstantiated	Conclusion of investigation + 6 months ( a note may be retained showing investigation took place but allegation was unsubstantiated)	Destroy	n/a
	Disciplinary: Oral warnings	Date of issue + 1 year	Destroy	1980 c.58 s.2
	Disciplinary: written and other formal warnings	Retain for period stipulated when issued (usually date of issue + 1 year)	Destroy	1980 c.58 s.2
	Equality complaints handling (Human Resources related)	Last action of investigation + 6 years	Destroy	1980 c.58 s.2
	Workforce surveys and consultations	Completion of survey + 5 years	Review	n/a
	Workforce – individual responses to surveys	Completion of analysis	Destroy	n/a
	Workforce – summary of survey results	Completion of survey + 5 years	Review	n/a
	Performance assessment development	Life of assessment + 5 years	Review	n/a
	Summary results of performance assessments (anonymous)	Current year + 3 years	Review	n/a

Description	Record	Retention Period	Action	Citation
Workforce Relations	Analysis of impact of performance assessments	Current year + 3 years	Review	n/a
Employee welfare	Development of welfare schemes and services	Current year + 3 years	Review	n/a
	Monitoring of hours worked	Date of record + 2 years	Destroy	S.I 1998/1833
	Referrals to Occupational Health provider by self or manager	Last treatment + 10 years	Destroy	n/a
Industrial relations	Recognition of union	(De)recognition + 6 years	Review	1980 c.58 s.2
	Agreements with unions	End of agreement + 10 years	Review	1980 c.58 s.2
	Routine communication including minutes of meetings	Current year + 20 years	Review	n/a
	Consultation and negotiations	Last action + 20 years	Review	n/a
Employee contract management	Contract of employment	Termination of employment + 6 years	Destroy	n/a
	Changes to terms and conditions	Termination of employment + 6 years	Destroy	n/a
	Records of termination of employment by resignation, redundancy (inc estimates), retirement, dismissal (excluding compromise agreements)	Termination of employment + 6 years	Destroy	1980 c.58 s.5
	Individual staff: statutory leave entitlement e.g. parental leave	Completion of entitlement + 6 years	Destroy	SI 1999/3312
	Income tax and National Insurance correspondence with HMRC	Termination of employment + 6 years	Destroy	n/a
	Statutory sick pay and statutory maternity pay	Current tax year + 3 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Employee contract management	Major injuries arising from workplace accidents, exposure to hazardous substances, disease	Termination of employment + 40 years	Destroy	n/a
	Compromise agreements and agreed forms of reference	Termination of employment + 40 years	Destroy	n/a
	Ex-staff records: pension files	Termination of employment + 75 years	Destroy	n/a
Pensions	Records documenting the organisation's relationships with pension schemes	End of relationship + 5 years	Destroy	1980 c.58 s.2
	Routine communications with the pension schemes	Creation + 5 years	Destroy	1980 c.58 s.2
	Individual staff pension information (inc opt in/out form)	Termination of employment + 6 years	Destroy	1980 c.58 s.2
	Records in relation to ex-staff now pensioners	Cessation of benefits + 12 years	Destroy	n/a
Management information	Senior HR team minutes and papers master set	Permanent	Retain	n/a
	Staff committee minutes and papers: master set	Permanent	Retain	n/a
	Statistics on staff turnover	Creation + 5 years	Destroy	n/a
	Benchmarking results for short term contracts	Creation + 10 years	Destroy	n/a
Contracts and agreements	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: agreements and contracts under seal (by deed)	Termination of contract + 12 years	Destroy	1980 c.58 s.8
	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: other contracts and agreements	Termination of contract + 6 years	Destroy	1980 c.58 s.8

Description	Record	Retention Period	Action	Citation
Legal Claims	Records documenting the provision of legal support and representation for the organisation in dealing with claims by or against the organisation which do not proceed to litigation or settlement by an agreement	Settlement of claim + 6 years OR Withdrawal of claim + 6 years	Destroy	1980 c.58 s.8
	Records documenting litigation between the organisation and third parties where legal precedents are set	Life of organisation	Permanent	n/a
	Records documenting litigation between the organisation and third parties which does not set legal precedents	Settlement of case + 6 year	Destroy	1980 c.58 s.2 and s.5
Legal interpretation and advice (records documenting legal advice requested by, and provided to, the organisation, concerning)	Interpretation of legislation affecting the organisation's legal framework, governance, responsibilities or operations	Life of organisation	Permanent	n/a
	Proposals for new legislation affective the organisation's legal framework, governance, responsibilities or operations	Life of organisation	Permanent	n/a
	The organisation's relationships with government bodies and regulators	Life of organisation	Permanent	n/a
	Industrial relations issues	Life of organisation	Permanent	n/a
	Health, safety and environmental issues	Life of organisation	Permanent	n/a
	Records documenting legal advice on other matters requested by, and provided to, the organisation	Superseded + 5 years	Destroy	n/a
Property acquisition	Records documenting the acquisition of ownership of properties	Ownership of property	Destroy	n/a
	Deeds and certificates of title for properties owned by the institution	Ownership of property	Destroy	n/a



Description	Record	Retention Period	Action	Citation
Property acquisition	Records documenting negotiations for properties where the property was not acquired	Closure of negotiations + 6 years	Destroy	1980 c.58
	Records documenting the acquisition of use of properties by lease or rental	Disposal of property + 6 years	Destroy	1980 c.58
Property Disposal	Records documenting the disposal of properties	Disposal of property + 6 years	Destroy	1980 c.58
Legal Framework	Records documenting the establishment and development of the organisation's legal framework	Life of organisations	Permanent	n/a
Governing body/ Board Management Governing body/ Board Management	Records documenting the appointment of members of the governing body/board. This information will be retained by the Legal Services Board	Termination of appointment + 6 years	Destroy	1980 c.58 s.5
	Records documenting the provision of training and development for members of the governing body//board. This information will be retained by the Legal Services Board.	Date of creation + 3 years	Destroy	n/a
	Records documenting the arrangements of meetings of the governing body/Board.	Date of creation + 1 year	Destroy	n/a
	Records documenting the conduct and proceeding of meetings of the governing body/board, agenda, minutes and supporting papers.	Date of creation + 50 years	Review	n/a
Board committee administration	Records documenting the development and establishment of terms of reference for committees.	Life of organisation	Permanent	n/a
	Records documenting the appointment of members of the committees.	Termination of appointment + 6 years	Destroy	1980 c.58 s.5
	Records documenting the provision of training and development committee members.	Termination of appointment + 6 years	Destroy	n/a

Description	Record	Retention Period	Action	Citation
Board committee administration	Records documenting training undertaken by individual member of a committee	Termination of appointment + 6 years	Destroy	1980 c.58 s.2 and s.5
	Records documenting the arrangements for meetings of a committee.	Current year + 1 year	Destroy	n/a
	Records documenting the organisations of meetings of Board Committees	Date of creation + 1 year	Destroy	n/a
	Records documenting the conduct and proceedings of meetings of Board committees, agenda, minutes and supporting papers	Date of creation + 50 years	Review	n/a
Organisation committee administration	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee	Life of committee + 6 years	Destroy	1980 c.58 s.5
	Records documenting the appointment / election / designation of members of a committee	Termination of membership + 6 years	Destroy	1980 c.58 s.5
	Records documenting the arrangements for meetings of a committee	Current year + 1 year	Destroy	n/a
	Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers	Life of committee + 5 years	Destroy	n/a
	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions.	Current year + 5 years	Destroy	n/a
	Records documenting the appointment/election/designation of the organisation's senior officers	Termination of appointment + 6 years	Destroy	1980 c.58 s.5

Description	Record	Retention Period	Action	Citation
Public interest disclosure (whistleblowing) investigation	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the public interest disclosure act 1998	Closure of case + 6 years	Destroy	1980 c.58 s.2 and s.5
Official external representation (the activities involved in representing the organisation officially on external bodies)	Records documenting the appointment/designation of staff to officially represent the organisation	Termination of representation	Destroy	n/a
Risk Management identification and assessment	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a
Business continuity planning	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a
Internal and external audit management	Records documenting the planning of audits	Completion of Audit + 5 years	Destroy	n/a
	Records documenting the conduct of audits	Completion of Audit + 5 years	Destroy	n/a
	Records documenting the results of audits	Life of organisation	Permanent	n/a
	Records reviewing and responding to audit reports, including drawing up action plans to address issues raised	Life of organisation	Permanent	n/a
Organisation strategy development	Records documenting the development and establishment of strategy	Superseded + 10 years	Review	n/a
Organisation business planning	Records documenting the formulation of plans for implementing strategy	Superseded + 3 years	Review	n/a

Description	Record	Retention Period	Action	Citation
Organisation policy and procedural development	Policy development working papers	Superseded + 2 years	Review	n/a
	Approved policy	Superseded + 10 years	Review	n/a
	Procedure development working papers	Superseded + 1 year	Review	n/a
	Approved procedure	Superseded + 5 years	Review	n/a
Case management	Complaint case file including case call recording	Closure/last contact + 1 year	Destroy	n/a
	Non-case call recording	Closure/last contact + 1 year	Destroy	n/a
Internal complaints	Complaints case file including case call recording	Closure/last contact + 1 year	Destroy	n/a
	Non-case call recording	Closure/last contact + 1 year	Destroy	n/a
Subject access requests (Data Protection Act)	Request for information	Closure/last contact + 1 year	Destroy	n/a
Freedom of information requests	n/a	n/a	n/a	n/a
Environmental information requests	n/a	n/a	n/a	n/a
Performance Management	Performance monitoring reports	Current year + 3 years	Review	n/a
	Performance monitoring data and analysis	Current year + 3 years	Review	n/a
	Audit reviews, results and responses	Current year + 3 years	Review	n/a

Description	Record	Retention Period	Action	Citation
Quality Standards Management	Annual performance monitoring	Current year + 3 years	Review	n/a
	Internal reviews and audit	Current year + 3 years	Review	n/a
	Customer feedback: data and analysis	Current year + 3 years	Review	n/a
	Customer feedback: reports	Current year + 3 years	Review	n/a
	Development of the organisation's internal quality assurance processes.	Current year + 3 years	Review	n/a
	Conduct and results of internal and external review of research quality, and responses to the results	Current year + 3 years	Review	n/a
Research and enterprise	Records of the development, establishment and implementation of the organisation's research strategy	Superseded + 10 years	Review	n/a
	Records of strategy review (includes all data, reports and audit material)	Current year + 10 years	Destroy	n/a
	Announcements of research resulting in publication or through the media	Issue of announcement + 3 years	Destroy	n/a
	Preparation of publications, presentations, demonstrations or other means of disseminating research results.	Publication / delivery + 3 years	Destroy	n/a
Project Management	Records documenting the management of internally-funded research projects (e.g. budgets staff etc.)	Completion of project + 3 years	Destroy	n/a
	Records documenting the management of externally-funded research projects (e.g. budgets, staff etc.)	Completion of project + 6 years (unless a longer period is required by sponsor contract)	Destroy	1980 c.58

**Retention schedule citations**

<p><b>Acts of the UK Parliament</b></p> <p>1957 c.31 Occupiers Liability Act 1957          1969 c.57 Employers' Liability (Compulsory Insurance) Act 1969          1970 c.9 Taxes Management Act 1970          1970 c.41 Equal Pay Act 1970          1974 c.37 Health and Safety at Work etc. Act 1974          1975 c.65 Sex Discrimination Act 1975          1976 c.74 Race Relations Act 1976          1980 c.58 Limitation Act 1980          1992 c.4 Social Security Contributions and Benefits Act 1992          1994 c.23 Value Added Tax Act 1994          1994 c.30 Education Act 1994          1995 c.50 Disability Discrimination Act 1995          1998 c.29 Data Protection Act 1998</p>	<p><b>Statutory instruments of the UK parliament</b></p> <p>S.I. 1977 / 500 The Safety Representatives and Safety Committees Regulations 1977          S.I. 1981 / 917 The Health and Safety (First Aid) Regulations 1981          S.I. 1982 / 894 The Statutory Sick Pay (General) Regulations 1982          S.I. 1986 / 1960 The Statutory Maternity Pay (General) Regulations 1986          S.I. 1989 / 635 The Electricity at Work Regulations 1989          S.I. 1989 / 682 The Health and Safety Information for Employees Regulations 1989          S.I. 1989 / 1790 The Noise at Work Regulations 1989          S.I. 1991 / 2680 The Public Works Contracts Regulations 1991          S.I. 1992 / 2792 The Health and Safety (Display Screen Equipment) Regulations 1992          S.I. 1992 / 2793 The Manual Handling Operations Regulations 1992          S.I. 1992 / 2932 The Provision and Use of Work Equipment Regulations 1992          S.I. 1992 / 2966 The Personal Protective Equipment at Work Regulations 1992          S.I. 1993 / 744 The Income Tax (Employments) Regulations 1993          S.I. 1993 / 3228 The Public Services Contracts Regulations 1993          S.I. 1995 / 201 The Public Supply Contracts Regulations 1995          S.I. 1995 / 3163 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995          S.I. 1996 / 341 The Health and Safety (Safety Signs and Signals) Regulations 1996          S.I. 1996 / 972 The Special Waste Regulations 1996          S.I. 1996 / 1513 The Health and Safety (Consultation with Employees) Regulations 1996          S.I. 1997 / 1840 The Fire Precautions (Workplace) Regulations 1997          S.I. 1998 / 1833 The Working Time Regulations 1998          S.I. 1998 / 2306 The Provision and Use of Work Equipment Regulations 1998          S.I. 1998 / 2307 The Lifting Operations and Lifting Equipment Regulations 1998          S.I. 1998 / 2573 The Employers' Liability (Compulsory Insurance) Regulations 1998          S.I. 1999 / 584 The National Minimum Wage Regulations 1998          S.I. 1999 / 3242 The Management of Health and Safety at Work Regulations 1999          S.I. 1999 / 3312 The Maternity and Parental Leave etc. Regulations 1999          S.I. 2002 / 2675 The Control of Asbestos at Work Regulations 2002          S.I. 2002 / 2676 The Control of Lead at Work Regulations 2002          S.I. 2002 / 2677 The Control of Substances Hazardous to Health Regulations 2002</p>
<p><b>Other provisions</b></p> <p>HMCE 700/21 HM Customs and Excise Notice 700/21: Keeping [VAT] records and accounts          IR CA30 Statutory Sick Pay Manual for employers CA30</p>	