

Retention Schedule

	Retention Trigger	Retain For	Action	Retention Source	Information Asset Owner
Regulatory					
Audit Reports	Last Action	6 years	Review	Business Need	Managing Director
Operational Functions					
Organisation wide plans, policies, business continuity, risk management and strategies	Last Action	6 years	Review	Business Need	Operations Manager
Health and safety inspection reports, property management and asset records	Last Action	6 years	Review	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980,	Managing Director
Documents relating to IT system integral to their running and long-term use	End of systems life	3 years	Review	Business Need	Operations Director
Reception sign in book	End of year	2 years	Destroy	Business Need	Operations Director
Internal Regulatory Activities					
Information created in relation to new policies, guidelines and research. This information has been created internally to guide decision making. This relates to any final drafts and significant supporting information	Last Action	6 years	Review	Business Need	Operations Director
Stakeholder Engagement					
Enquires – that don't lead to further work	Last Action	2 years	Destroy	Business Need	Operations Director
Engagement with significant stakeholders e.g. Students, HEIs, FEIs, SFE, Assessors	Last Action	6 years	Review	Business Need	Operations Director
Engagement with less significant stakeholders: ATW companies (not	Last Action	3 years	Review	Business Need	Operations Director

Retention Schedule

clients, companies booking group training.					
Assessment reports	Completed with LSC	6 years	Destroy	Limitation Act 1980	Operations Director
Finance					
Financial information, includes DSA2/Purchase Orders	End of financial year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Finance Director
Payroll information	End of financial year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	Finance Director
Human Resources					
Employee files and personal development records	Last Action	6 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Operations Director
Disciplinary and grievance, examination and testing, accident and ill health	Last Action	6 years	Destroy	Limitation Act 1980	Operations Director
Job descriptions and terms & conditions	Last Action	6 years	Destroy	Limitation Act 1980	Operations Director
Training material	Superseded	6 years	Destroy	Limitation Act 1980	Operations Director
Payroll data	End of financial year	6 years	Destroy	Limitation Act 1980	Operations Director
Maternity, paternity, adoption and sick leave	End of financial year after return	3 years	Destroy	Statutory Sick Pay (General) Regulations 1982 Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002	Operations Director
Successful recruitment candidate information (including third party referee details provided by the applicant)	End of employment	6 months	Destroy	The National Archives Retention Scheduling: Employee Personnel Records and CPID	Operations Director

Retention Schedule

Unsuccessful recruitment candidate information (including third party referee details provided by the applicant)	Last Action	6 months	Destroy	Limitation Act 1980	Operations Director
Staff pension, pay history, and termination Reasons	From DOB	100 years	Destroy	The National Archives Retention Scheduling: Employee Personnel Records	Operations Director
Health surveillance	Last Action	40 years	Destroy	Health and Safety at Work Act 1974	Operations Director
Third party emergency contact details provided by the staff member	End of employment	Immediate	Destroy	Business Need, GDPR	Operations Director
Corporate Communications and Marketing					
Market research reports, and image banks	Last Action	6 years	Review	Business Need	Operations Director
Legal					
Legal advice	Last Action	6 years	Review	Limitation Act 1980	Managing Director
Contracts	End of contract	6 years	Review	The National Archives Retention Scheduling: Contractual Records	Finance Director
Unsuccessful tenders	Last Action	400 days	Review	Limitation Act 1980	Operations Director
Building Contracts and Leases	End of contract	12 years	Review	The National Archives Retention Scheduling: Contractual Records	Managing Director
Communication activity					
Staff mailboxes and Outlook	Creation	12 months	Destroy	Business Need	May not fall directly under a function
Instant messages	Creation	12 months	Destroy	Business Need	
Text messages	Creation	12 months	Destroy	Business Need	