

John Wheatley College

Document Retention Schedule

Guide to Schedule Codes

Retention periods are expressed in the schedule as follows:

Starting point plus a number. For example:

S + 6
CFY + 2

Numbers represent years unless otherwise stated.

The retention timescale is expressed by a code. The codes are:

- | | | |
|----|---------|------------------------------------|
| a) | ACT | Active |
| b) | C | Creation |
| c) | CAY | Current Academic Year |
| d) | CFY | Current Financial Year |
| e) | CTY | Current Tax Year |
| f) | P | Permanent |
| g) | P + A | Permanent then Archive |
| h) | T | Date of Termination |
| i) | CAY + A | Current Academic Year then Archive |
| j) | S | Settlement |

Contact Person	Section	Records Held	Retention Timescale	Action Following Retention	Action complies with
Doreen Sneddon	Human Resources	Time Sheets	CAY + 2	Destroy	College Policy
		Payroll Records	CTY + 5	Destroy	HMRC Policy
		Current Staff Details	Retain and check currency	Retain	CIPD Recommendation
		Former Staff Details	T + 6	Destroy	CIPD Recommendation
		Staff Career Development Reviews	Retain for current staff. Former staff T + 2	Retain/Destroy	College Policy
		Salary Details	CTY + 5	Destroy	HRMC Policy
		Attendance Records	T + 4	Destroy	College Policy
		Occupational Health Reports	T + 4	Destroy	College Policy
		Employee Counselling Returns	T + 4	Destroy	College Policy
		Exit Interview Forms	T + 1	Destroy	College Policy
		Employment Tribunal Records	T + 1	Destroy	College Policy
		Parental Leave Requests	Year of Birth + 8 (18 if DLA)	Destroy	College Policy
		Personal and Domestic Leave Requests	T + 2	Destroy	College Policy
		Declaration of Outside Employment	T + 4	Destroy	College Policy
		Holiday/Leave Registers	T + 2	Destroy	College Policy
		Overtime Records	T + 3	Destroy	College Policy
		Pension Documents	T + 6	Destroy	College Policy
		References	T + 3	Destroy	College Policy
		Disclosure Certificates (clear)	Record Receipt Only	Destroy	College Policy
		Disciplinary Records	T + 1	Destroy	College Policy
		Grievance Records	T + 1	Destroy	College Policy
		Agency Worker CV	ACT + 1		
		Data held on HR System	T + 6	Destroy	College Policy
		Maternity Leave Requests	CTY + 3	Destroy	College Policy
		Flexible Working Requests	T + 2	Destroy	College Policy
		Personnel Files	T + 6	Destroy	College Policy
		Training Records	T + 6	Destroy	College Policy
		Redundancy Details	ACT + 6	Destroy	College Policy
Trade Union Agreement	ACT + 10	Destroy	College Policy		
Recruitment Documents	6 months	Destroy	CIPD Recommendation		

		Previous Employment Details Related to Salary	6 months	Destroy	CIPD Recommendation
		Successful Post Applications	Transfer to staff file	Transfer to staff file	CIPD Recommendation
		Unsuccessful Post Applications	1 Year	Destroy	CIPD Recommendation
		Interview Notes	1 Year	Destroy	CIPD Recommendation
		Bank Details	CTY + 5	Destroy	College Policy
		P45	CTY + 5	Destroy	Taxes Management Act 1970
		P60 Lists	CTY + 2	Destroy	College Policy
James Gow	Finance	Bank Details	Until final payment	Destroy	College Policy
		Annual Accounts	Previous Academic Year + 2 + A	Permanent	College Policy
		Monthly Financial Statements	CAY + 2	Destroy	College Policy
		Internal Audit Reports	CFY + 2	Destroy	College Policy
		External Audit Reports	Previous Academic Year + 2 + A	Permanent	College Policy
		Tax Documentation	CFY + 5	Destroy	Value Added Tax Act 1994
		VAT Administration	CTY + 5	Destroy	College Policy
		Inter-departmental accounts	CFY + 2	Destroy	College Policy
		Bursary Files	CAY + 5	Destroy	College Policy
		Cheque Reconciliations	C until after Audit then 6	Destroy	College Policy
		Travel/Staff Expenses, etc.	CAY + 5	Destroy	College Policy
		Register of Expenses	CAY + A	Permanent	College Policy
		BACS prints	CFY + 3	Destroy	College Policy
		Insurance Policy Files	40	Hold in Safe	Legislation
Employers Liability Claims	P	Archive	Legislation		
Legal Costs	CFY + 5	Destroy	College Policy		
Angela Cowie	Administration	Correspondence	CAY + 2 + A	Archive	College Policy
		Typing Log	Deleted after three months	Destroy	College Policy
		Photocopying Log	Deleted after three months	Destroy	College Policy
		Evening Class Records of Student Fees	CAY + 5	Destroy	College Policy
		Assessment Material	CAY + 1	Destroy	Legislation
		NABS Request/Received Forms	CAY	Destroy	College Policy
		Taxi Request Log	CAY	Destroy	College Policy
		Copies of Evening Class Signing-in Sheets	CAY	Destroy	College Policy
		Co-ordination of Student funding arrangements	CAY + 5	Destroy	College Policy
Copyright and Reproduction Permission Forms	ACT	Destroy	College Policy		

Kevin Maguire	Health and Safety	Health and Safety Reports	CAY + 5	Destroy	College Policy
		Health and Safety Records	40* (COSHH)	Archive	College Policy
		Legal Documentation	P	Archive	College Policy
		Risk Assessment Reports	Year of Assessment + 3	Destroy	Management of Health and Safety at Work Regulations 1992
		Accident Book	4 years from date of last entry	Archive	Legislation
		Health and Safety Correspondence	CAY + 5	Destroy	Legislation
		Safety Training Records	CAY + 6	Destroy	Legislation
		Fire Safety Certificates	P	Archive	Legislation
		Fire Risk Assessment and Fire Plans	ACT	Archive	Legislation
		Waste Transfer Notes	CFY + 2	Archive	Legislation
		Waste Consignment Notes	CFY + 3	Archive	Legislation
		PPE Maintenance and Examination	CFY + 5	Archive	Legislation
		LEV Monitoring	CFY + 5	Archive	Legislation
		Lifting Operations - Examinations	ACT	Archive	Legislation
		Business Continuity Plan	ACT	Archive	College Policy
Fire Occurrence Records	CAY + 5	Destroy	College Policy		
Alex Kirk	Estates	Building Plans	P	Available	College Policy
		Resource Management	CFY + 2	Destroy	College Policy
		Legal Documentation	P	Archive	College Policy
		Insurance Policies	40	Hold in Safe	Legislation
		Security Information	CAY + 5	Destroy	College Policy
		Leased Property Files	End of lease + 5	Destroy	College Policy
		Property Files	CFY + 5	Destroy	College Policy
		Job Files	CFY + 5	Destroy	College Policy
Leases	End of lease + 5	Destroy	College Policy		
James Gow	External Bodies	National Qualification Documentation (Paper)	Life of Qualification	Destroy	External Regulations
		National Qualification Documentation (Electronic)	Life of Qualification	Delete	External Regulations
		Funding Bodies	CFY + 5	Destroy	College Policy
		Audit Agencies	CAY + 2	Destroy	College Policy
		West of Scotland College's Partnership	CFY + 5	Destroy	College Policy
Andrew Macdougall	Guidance	Student Guidance Records	CAY + 5	Destroy	College Policy
		Application Forms	CAY + 2	Destroy	College Policy
		Application Checklists	CAY + 2	Destroy	College Policy
		Class Lists	CAY + 2	Destroy	College Policy

Lesley Lang	Marketing	Promotional Material	CAY + A	Destroy	College Policy
		Public Relations	CAY + A	Destroy	College Policy
		Community Liaison	CAY + A	Destroy	College Policy
		Press Cuttings	CAY + A	Destroy	College Policy
Mae Smillie	Student Registry	Student Registry Files	CAY + 8	Destroy	College Policy
		Registers (Funding Council)	CAY + 8	Destroy	Legislation
		Registers (Europe)	CAY + 8	Destroy	Legislation
		Student Records	CAY + 8	Destroy	College Policy
		Individual Learning Plans	CAY + 4	Destroy	College Policy
		Exam Results	10	Destroy	SQA Requirements
		SQA Records	CAY + 8	Destroy	College Policy
		CMIS Documents	CAY + 8	Destroy	College Policy
		Unite/FEMIS Documents	CAY + 8	Destroy	College Policy
Andy Laszlo	ICT	Functional Specifications	ACT + 2	Destroy	College Policy
		Current Technical Specifications	ACT	Destroy	College Policy
		Operating Logs	ACT + 1	Destroy	College Policy
		Security Incident Report	CAY + 5		
		Emails	ACT + 1		
Alex Kirk	Quality	Internal Quality Audit Documents	CAY + 2	Destroy	College Policy
		Awarding Body Approval Documentation	ACT	Destroy	College Policy
		Self Evaluation Annual Reports – Curriculum, Moderation and Support Teams	CAY + 4	Destroy	College Policy
		External Audit Reports	CAY + 4	Archive	College Policy
		Quality Audit Criteria	ACT	Destroy	College Policy
		Staff Development Reports Seminar/Events	CAY + 2	Destroy	College Policy
Head of School A Head of School B Head of School C	Academic Schools	Student Records	CAY + 8	Destroy	Legislation
		European Social Funding	31 December 2019	Destroy	Legislation
		Teaching Materials	ACT	Destroy	College Policy
		Monitoring of Curricula	CAY + 1	Destroy	College Policy
		Examination Papers	CAY + A	Archive	College Policy
		Examination Documents, etc	CAY + 6	Destroy	College Policy
James Gow	Stores	Invoices	CAY + 5	Destroy	College Policy
		Orders	CAY + 5	Destroy	College Policy
		Purchase Records	CTY + 5	Destroy	College Policy
		Suppliers Catalogues	ACT	Destroy	College Policy

James Gow	European Matters	Funding Files:		Destroy	Legislation
		Western Scotland 2000-2006 Western Scotland 2007-2013	31 December 2014 2023		
		Policy Documents	31 December 2014	Destroy	
Michael Buchanan	Bursaries	Bursary Files	CAY + 5	Destroy	College Policy
Ian Graham	Board of Management College Administration	Annual Report and Accounts	P	Archive	College Policy
		Quarterly Reports	CFY + 5	Destroy	College Policy
		Policy Documents	ACT + 5	Destroy	College Policy
		Senior Management Team Minutes	CAY + 2	Destroy	College Policy
		Board Committee Papers	CAY + 5	Destroy	College Policy
		Senior Management Team Papers	CAY + 2	Destroy	College Policy
		Board Minutes	P	Archive	College Policy
		General Correspondence	CAY + 5	Destroy	College Policy
	Prospectuses	CAY + A	Archive	College Policy	
Alex Kirk	Record Management	Records Retention Authorisation	ACT + 10	Destroy	College Policy
		Record Retention Schedules	ACT + 10	Destroy	College Policy