

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	Personnel	Time Sheets	CAY + 2	Destroy	College Policy
		Payroll Records	CTY + 5	Destroy	HMRC Policy
Jean Wilson		Current Staff Details	Retain and check currency	Retain	CIPD Recommendation
Former Staff Details		T + 6	Destroy	CIPD Recommendation	
Staff Career Development		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 Only	Destroy	College Policy	
Disclosure Certificates (College action required)		T + 5	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: Pay run deduction details	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
Alan Sherry	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

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		
Jean Wilson 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
Jean Wilson Alan Sherry	Library	National Qualification Documentation	Life of Qualification	Destroy	College Policy
		Enquiry Forms	Completion of request + 1	Destroy	British Library requirement
		Loans records/database	A + 2	Destroy	British Library requirement
		Copyright/reproduction permission forms	CAY + 5	Destroy	College Policy

		Cataloguing/Queries on System	CAY + 2	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	Recommended College Policy
		Registers (Funding Council)	CAY + 8	Destroy	Legislation
		Registers (Europe)	CAY + 8	Destroy	Legislation
		PLSP/ILP	CAY + 4	Destroy	College Policy
		Exam Results	10	Destroy	SQA Requirements
Russell Boyd	ICT	Functional Specifications	ACT + 2	Destroy	College Policy
		Technical Specifications	ACT + 2	Destroy	College Policy
		Test Reports	CAY + 5	Destroy	College Policy
		Operating Logs	CAY + 5	Destroy	College Policy
		Security Incident Report	CAY + 5		
		Strategy and Policy Documents	ACT + 5		
		Emails	CAY + 5		
		Backup Schedules	CAY + 1	Destroy	College Policy
		Archiving Schedules	CAY + 1	Destroy	College Policy
		Design, development and implementation of IT Systems	Decommissioning of system + 5	Destroy	College Policy
Jean Wilson	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	CAY + 2	Destroy	College Policy
		HMIE Official Reports	P + A(after 4 years)	Archive	College Policy
		Staff Development Reports Seminar/Events Documents	CAY + 5	Destroy	College Policy
Anne Lockyer	School of Core	Student Records	CAY + 8	Destroy	Legislation

	Skills	European Social Funding	31 December 2014	Destroy	Legislation
		PLSP/ILP Files	CAY + 4	Destroy	College Policy
		Teaching Materials	ACT	Destroy	College Policy
		Monitoring of Curricula	CAY + 1	Destroy	College Policy
		Examination Papers	CAY + A	Archive	College Policy
		Examination Documents	CAY + 6	Destroy	College Policy
		Examination Procedures, Complaints and Appeals	S + 6	Destroy	College Policy
Stephen Smith	School of Vocational Skills	Student Records	CAY + 8	Destroy	Legislation
		European Social Funding	31 December 2014	Destroy	Legislation
		PLSP/ILP Files	CAY + 4	Destroy	College Policy
		Teaching Materials	ACT	Destroy	College Policy
		Monitoring of Curricula	CAY + 1	Destroy	College Policy
		Examination Procedures, Complaints and Appeals	S + 6	Destroy	College Policy
		Examination Papers	CAY + A	Archive	College Policy
Examination Documents, etc	CAY + 6	Destroy	College Policy		
Mae Smillie	CMIS	CMIS Documents	CAY + 8	Destroy	College Policy
		Unite/FEMIS Documents	CAY + 8	Destroy	College Policy
		Student Records	CAY + 8	Destroy	College Policy
		SQA Records	CAY + 8	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	College Policy
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
		Operational 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
		Operational 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
		Records Transferral lists	ACT + 10	Destroy	College Policy