

Records Management Policy

Records Retention and Disposal Policy

This policy sets out the retention and disposal arrangements for records held by Colleges Scotland.

The table at the end of this document identifies the business areas for which the organisation maintains official records. The official records within each business area are shown with a retention period.

It should be noted that the schedule applies only to the organisation's official records. The organisation may create many documents in the course of its work, however, only a proportion of these are designated as official records. The organisation maintains good practice in the management of its working papers and exercises discipline in the maintenance of records management. The organisation will ensure that official records are maintained and that working papers are properly managed.

Where a number is shown in the table below, this indicates the number of years a record should be held after the end of the financial year to which it applies. The organisation maintains records in electronic and paper format. Record reviews take place on an annual basis, shortly after the end of the financial year.

Year/s = year after the end of the financial year to which the record applies

Responsibility	Department	Records Held	Retention Period
HR Manager	HR	Current Staff Details	6 years from the end of employment
		Former Staff Details	6 years from the end of employment
		Staff Training	6 years
		Recruitment Documents	1 year
		Equal Opportunity Monitoring Records	1 year
		Pensions and Retirement Records (notifiable events and decisions allowing retirement due to incapacity, pension accounts and related records)	12 years after benefit ceases
		Employee Handbook - current	Retain until superseded
		Employee Handbook - superseded	2 years
		HR Policies – current	Retain until superseded
		HR Policies – superseded	2 years
		Disciplinary and Grievance Records	6 years from the end of employment
		Health and Safety Reports	Permanently
		Health and Safety Records	Permanently
		Accident Book and Accident Information	3 years after the date of the last entry
		Fire Occurrence Records	Permanently
		Fire Safety Certificates	6 years
		Risk Assessment Reports	Permanently
		Job Evaluations	6 years
		Organisation Chart – current	Retain until superseded
		Organisation Chart – superseded	2 years

Responsibility	Department	Records Held	Retention Period
Finance Manager	Finance	Bank Statements	2 years from completion of audit
		Annual Report and Accounts	Permanent
		Management Accounts and Associated Information	3 years
		Budgets – Final Budgets – Workings	Permanent 3 years
		Income Tax and NI Returns, Including Correspondence with Tax Office	3 years after the end of the financial year to which the records relate
		Travel/Staff Expenses	6 years
		Purchase Orders	6 years
		Invoices/Credit Notes – Purchase and Sales	6 years
		General Financial Correspondence	6 years
		Payroll Reports & BACS Printouts	6 years
		Year End Audit Files	6 years
		Internal and External Audit Reports	2 years
		Financial Procedures Manual – current	Retain until superseded
		Financial Procedures Manual – superseded	3 years
Public Affairs and Communications Officer	Public Affairs and Communications	General Publications and Policy Updates	Permanent Archive
Web Officer	Website	Staff Profiles	Updated as required
Executive Assistant	Executive	Strategic Plan	Permanent
		Operational/Workplans	5 years

Responsibility	Department	Records Held	Retention Period
Company Secretary/Executive Assistant	Board of Management	Membership Details	Permanent
		Board Member Details	Permanent
		Board, Committee and AGM minutes	Permanent
		Board, Committee and AGM Papers	10 years from the date of the meeting
		Statutory Returns	Permanent
		Memorandum and Articles of Association	Permanent
Executive Assistant/Project Support Officer/Company Secretary /Delivery Support Manager	Administration	Licence to occupy	Permanent
		Insurance Policy Files	5 years after termination
		Contacts Database	2 years
		Service Level Agreement	Permanent
		Contracts with External Suppliers	Lifetime of the supply
		Tender Documents – invited and submitted	3 years
ICT Manager	IT	Technical Specifications	Lifetime of machines
		Disaster Recovery - current	Retain until superseded
		Disaster Recovery - superseded	1 year
		ICT Strategy	Lifetime
		Operating Logs	Lifetime of machines
Policy Leads/Senior Policy Officer/Project Support Officer		Work Files	1 year after completion of project