

## Scotland's Colleges – Records Management Policy

### Records Retention and Disposal Policy

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

The table at the end of this document identifies the business areas for which we maintain 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 *Scotland's Colleges* official records. *Scotland's Colleges* staff may create many documents in the course of their work and only a proportion of these are designated as official records. Staff must maintain good practice in the management of their working papers and must exercise discipline in the maintenance of good records. All *Scotland's Colleges* staff are responsible for working with colleagues to ensure that the official records are maintained and that *Scotland's Colleges* 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. *Scotland's Colleges* maintains records in electronic and paper format. Records' 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		Employee handbook – current	Retain until superseded

Responsibility	Department	Records Held	Retention Period
		Employee handbook – superseded	2 years
		HR policies – current	Retain until superseded
		HR policies – superseded	2 years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
		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
		Health and safety records	Permanently
		Job evaluations	6 years
		Organisation chart – current	Retain until superseded
		Organisation chart – superseded	2 years
<b>Finance Manager</b>			
<b>Finance</b>		Bank Statements	2 years from completion of audit
		Annual report and accounts	Permanent
		Management Accounts and associated information	3 years
		Budgets – final – 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
		VAT Records	6 years
		Travel/staff expenses	6 years
		Time sheets	2 years after audit
		Purchase Orders	6 years
		Invoices/Credit Notes – purchase and sales	6 years
		General financial correspondence	6 years
		Payroll reports and BACS printouts	6 years
		Year end audit files	6 years
		Internal and External Audit reports	2 years

<b>Responsibility</b>	<b>Department</b>	<b>Records Held</b>	<b>Retention Period</b>
		Financial procedures manual – current	Retain until superseded
		Financial procedures manual – superseded	3 years
<b>Events Team Leader</b>	<b>Next Practice</b>	Conference Information and Feedback	2 years
<b>PA to the CEO</b>	<b>Executive</b>	Key Performance Indicators	5 Years
		Strategic Plan	Permanent
		Operational plans	5 years
<b>Office Manager</b>	<b>Board of Management</b>	Membership details	Permanent
		Board member details	Permanent
		Board, Committee and AGM Papers	Permanent
		SCSA papers	Permanent
		Statutory Returns	Permanent
		Memorandum and Articles of Association	Permanent
		SFC correspondence	3 years
<b>ICT Systems Manager</b>	<b>IT</b>	Technical specifications	Lifetime of machines
		Disaster recovery – current	Retain until superseded
		Disaster recovery – superseded	1 year
		Operating logs	Lifetime of machines
<b>Managers</b>	<b>Next Practice</b>	Project Files	1 year after completion of project
		College Workshops activity and review sheets	2 years
<b>Office Manager</b>	<b>Administration</b>	Minutes of meetings – internal/external	2 years
		Insurance policy files	5 years after termination
		Central contacts database	2 years

<b>Responsibility</b>	<b>Department</b>	<b>Records Held</b>	<b>Retention Period</b>
		Lease	Permanent
		Contracts with external suppliers	Lifetime of the supply
		Correspondence with landlord	3 years
		Planning applications and consents	5 years
		Tender Documents – invited and submitted	3 years
		Resource Committee Documentation	3 years
<b>Public Affairs and Communications Manager</b>	<b>Policy and Public Affairs</b>	General publications	Permanent Archive
<b>Web Officer</b>	<b>Website</b>	The Brief	Permanent Archive
		Ezines	Permanent Archive
		Staff profiles	Updated as required
<b>Finance Manager</b>	<b>ESF Projects</b>	Original documents about the Development partnership	Subject to funder specification, but at least 3 years after the last payment has been received from the funder.
		Financial Information	Subject to funder specification, but at least 3 years after the last payment has been received from the funder.