

Document Retention Policy

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1. Policy Statement

UTG recognises that records contain information that are an invaluable resource and important operational asset and that a systematic approach to management of UTG's records is essential to protect and preserve them as evidence of its action. To that end, UTG is committed to effective retention of records to ensure that it:

- meets legal standards
- optimises the use of space
- minimises the cost of record retention
- destroys outdated and useless records

2. Statement of Principles

UTG will:

- Comply not only with information related legislations but also with any other legislations or regulations including audit, affecting the College
- Develop and implement a UTG Document Retention Schedule which is based on the Joint Information Systems Committee (JISC) records retention scheme attached to this document as Appendix 1.
- Ensure that any decision to retain records containing personal information on individuals take account of the provisions of the Data Protection Act 2018, including the possible need for disclosure in response to a request for data subject to access under the act.
- Ensure that all decisions to retain or destroy records are formally authorised by an appropriate manager or the data owner
- Implement procedures for regular checking of review dates and accuracy and relevance of records
- Ensure that records whose retention periods have expired would be destroyed promptly. Records of a sensitive nature relating to staff records, student records or other records that contain personal, evaluative, or confidential information, would either be shredded or disposed of as confidential waste in accordance with the Data Protection Act 2018. Other records may be recycled or destroyed according to the standard procedures.
- Ensure that all updates added to the JISC record retention schedule after the date of approval of this policy are evaluated and if appropriate, added to UTG's records retention schedule attached as Appendix 1 to this document.

3. Scope

This policy applies to all records created, received or maintained by UTG staff in the course of carrying out their corporate, administrative or curriculum functions.

Records are identified as those documents which facilitate all the activities carried out by UTG and which are thereafter retained, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

All records covered by the Data Protection Act 2018 fall within the scope of this policy, although the Act is not prescriptive about methods of retention. The Act covers personal information held as computer records, manual files, discs, CDs, email, video tapes and paper records.

5. Organisational responsibilities

UTG has corporate responsibility to maintain its records and record keeping systems in accordance with statutory regulations. The Senior Leadership Team member with overall responsibility for this policy is the Managing Director.

The Head of Centre is responsible for drawing up guidance for good record retention and promoting compliance with the policy in such a way as to ensure the easy, appropriate and timely disposition of records that are out of date.

All managers have responsibility for the management of records generated by their team's activities, namely to ensure that the records created, received and controlled within their teams and the systems (electronic or otherwise) and procedures they use, are managed in a way which complies with this Policy.

Members of staff with designated responsibilities for processing of information that either alone or when put with other data creates a record are accountable to their manager to ensure that electronic systems and functions and transactions performed by them comply with this policy

6. Reviewing and monitoring of the policy

The Head of Centre will monitor document retention to ensure that this policy is being followed and review this policy every 2 years.

7. Appendix 1 – Record Retention Schedule

Functional Area	Description	Retention Period
Financial	Financial Management Policies and Procedures	Superseded + 10 years
	Conduct and results of financial audits, and action taken to address issues raised.	Last action on audit + 6 years
	Issue of sales invoices and the processing of incoming payments.	Current financial year + 6 years
	Receipt and payment of purchase invoices.	Current financial year + 6 years
	Payment and/or reimbursement of employees' expenses	Current financial year + 6 years
	Handling of petty cash.	Current financial year + 6 years
	Annual Accounts.	Current financial year + 6 years
	Tax returns	Current financial year + 6 years
	Employees' authorisation for non-statutory payroll deductions.	Expiry of policy + 6 years
	Calculation and payment of payroll payments to employees	Expiry of policy + 6 years
	Operation of the Statutory Sick Pay scheme.	Expiry of policy + 6 years
	Operation of the Statutory Maternity Pay scheme.	Expiry of policy + 6 years
	Payments of UTG's employers' contributions to pension's schemes for its employees	Expiry of policy + 6 years
	Payments of UTG's employees' contributions to pension schemes.	Expiry of policy + 6 years
Arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance	Expiry of policy + 6 years	
Human Resources	Pay reviews	Current year + 5 years
	Grievances raised by staff (which do not relate directly to their own contracts of employment), the College's response, action taken and the outcome	Last action on case + 6 years
	Employee's initial application for employment with UTG	Termination of employment + 6 years
	Employee's contract(s) of employment	Termination of employment + 6 years
	Changes to an employee's terms and conditions of employment.	Termination of employment + 6 years
	Routine assessments of an employee's performance, and any consequent action taken.	Superseded + 3 years
	Disciplinary proceedings against an employee,	Closure of case + 6

	where employment continues.	years
	Disciplinary proceedings against an employee, where employment does not continue.	Closure of case + 6 years
	Records relating to the administration of an employee's contractual holiday entitlement.	Current Year+ 1
	Employee's absence due to sickness	Termination of employment + 40 years
	the authorisation and administration of statutory leave entitlements, e.g. parental leave.	Completion of entitlement + 6 years
	entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3 years
	Records containing an employee's basic personal details (e.g. address, next of kin, emergency contacts).	While current
	major injuries to an employee arising from accidents in the workplace.	Termination of employment + 40 years
	an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Termination of employment + 6 years
	references provided in confidence in support of an employee's application(s) for employment by another organisation.	Provision of reference + 1 year
Estates	Results of inspections of facilities by enforcing authorities, and action taken to address issues raised.	Completion of subsequent inspection
	Specifications for, and the selection of, equipment/consumables: major items	Life of item + 6 years
	Specifications for, and the selection of, equipment/consumables: items which are safety critical or associated with hazardous operations.	Life of item + 40 years
	The inspection and testing of equipment/consumables: items which are safety critical or are associated with hazardous operations	Disposal of item + 5 years
	Report on the examination, testing and repair of equipment/consumables provided to control exposure to hazardous substances.	Date of action + 5 years
IT	ICT systems strategy	Superseded + 5 years
	Results of audits and reviews of the ICT systems management function, and responses to the results.	Current academic year + 5 years
	Security arrangements for ICT systems.	Decommissioning of system + 5 years
	Opening, maintenance and closure of user accounts for ICT systems.	Closure of account + 1 year
	Routine monitoring of the use of ICT systems to ensure compliance with legal requirements	Current year + 1 year
	Attempted or actual security breaches of the UTG's ICT systems, and action taken.	Last action on incident + 1 year

Health and safety	Health and safety policies and procedure	Superseded + 5 years
	Results of health and safety audits, and action taken to address issued raised.	Completion of audit + 5 years
	Information about training for staff, students and others on for fire wardens and first-aiders, see Health & Safety Emergency Planning	Current year + 5 years
	Identification of general health and safety hazards to the UTG employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes.	Elimination of risk + 5 years OR Updating of risk assessment + 5 years
	the examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health.	Date of examination
	Recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the UTG's premises	Date of recording + 3 years
	Assessment of requirements for first aid facilities and equipment.	Re-assessment + 5 years
Student Administration	Registration of individual students on programmes.	Termination of student relationship + 6 years
	Records containing summaries and analyses of data on registration of students on programmes	Current Contract year + 5 years
	Records about the collection, maintenance, and use of personal information about students	Superseded + 6 years minimum
	Records containing full personal data on individual students	End of 'registered student' relationship with UTG + 6 years
	Core student data	At least 10 years
	Records containing standard analyses of data from individual students' records	Current contract year + 5 years
	The withdrawal of individual students from UTG	Termination of relationship with student + 6 years
	Assessment and examination rules and procedures	Superseded + 10 years
	Arrangements for Assessments and examinations	Current year + 6 years
Teaching and Learning	teaching strategies, policies and procedures	Superseded + 10 years
	Assessment documentation	Current year + 6 years
	Internal Quality Assurance Documentation	Current year + 6 years
	Student eportfolio	Current year + 6

		years
	Registers	Current year + 6 years