

### Retention Schedule

The table below lists the information that is currently recorded and kept by the Northern College, along with its period of retention, and location.

Record	To be maintained by	Period of Retention	Location
Minutes of the Board of Governors and its Committees	The Clerk to the Governing Body	Historical record – kept in perpetuity	Clerk's Office Archive
Agenda, papers and other records of the Board of Governors	The Clerk to the Governing Body	10 Years – some historical documents kept in perpetuity for research purposes	Clerk's Office Human Resources Archive
Published Financial Accounts	Head of Finance	Indefinitely	Finance Department
Financial Records including invoices, receipts, ledgers and accounts – hard copy and electronic	Head of Finance	7 Years	Finance Department
Payroll Data	Head of Finance	10 Years following cessation of an individual's employment	Finance Department
Tenders and Time-expired Contracts	Head of Finance	7 Years	Finance Department
External Funding Contracts	Head of Finance	Minimum of 7 years or in line with contractual requirements (e.g. ESF)	Finance Department
Internal and External Audit Reports	Head of Finance	7 Years	Finance Department
Employers Liability Certificate	Head of Estates & Facilities	20 Years	Estates Department
College Surveys	Head of Registry	7 Years	Registry Archive
Data Protection Registration	Vice Principal – Residential & Administrative Services	10 Years	Vice Principal – Residential & Administrative Services Office
Student Records – electronic and hard copy	Head of Registry	In line with ESF guidelines as updated annually (currently 31 December 2022)	Registry Archive
Examination and Assessment Records	Head of Registry	Indefinitely	Registry Archive
Software Licences and Hardware Registers	Network Manager	5 Years	ICT Department
Copyright Clearance Records	Reprographics & Marketing Assistant	2 years for teaching materials For the duration of usage of web based materials	ICT Department
College Contacts Database	Public Relations & Marketing Officer	Database reviewed every 3 years	Business Unit
Student Advice and Guidance Records	Student Services Co-Ordinator	5 Years following cessation of an individual's enrolment	Student Services

<b>Record</b>	<b>To be maintained by</b>	<b>Period of Retention</b>	<b>Location</b>
Learner Support Fund Records	Additional Support Co-ordinator	7 Years	Student Services Finance Department
Confidential Student Counselling Records	College Counsellors	5 Years	Student Services
Quality System Files	Quality Manager	3 Years	QAC Office Archive
Staff Personal Files	Human Resources Manager	Indefinitely	Human Resources
Staff Professional Development Records and Files	Human Resources Manager	5 Years	Human Resources
Recruitment Files	Human Resources Manager	6 Months from the date of the decision	Human Resources
Sickness Absence Monitoring Records	Human Resources Manager	2 years	Human Resources
DBS Disclosures	Human Resources Manager	6 months	Human Resources
Accident Register	Health & Safety Officer	7 Years	Health & Safety Office Human Resources
Health and Safety Records – including risk assessment, audits, PAT testing etc.	Health & Safety Officer	10 Years	Health & Safety Office
Records relating to occupational diseases and health, e.g. asbestos	Health & Safety Officer	40 Years	Health & Safety Office Human Resources
Library Statistics and Membership Data	Head of Library, Learning Technologies and Student Support	Maximum of 2 years following cessation of employment or enrolment of borrowers	LLRC
Childcare Records	Children's Services Manager	3 Years following cessation of a child's placement in the Centre	Children's Centre
Line Management Files and Records	All Line Managers	Duration of individual's employment then forwarded to Human Resources for disposal	Various
CCTV Footage	Network Manager	3 Months	ICT Department