DATA RETENTION GUIDELINES 2026-2027

In these guidelines a reference to a year means the period from 1 September to 31 August. Where a retention period is expressed in years after a course ends, it runs from the end of the academic year in which the course ended. A course ending in June 2026 therefore falls within the year ending 31 August 2026, and a six-year period expires after 31 August 2032. This allows records to be reviewed and destroyed in annual batches rather than by individual leaving date. Records created before these periods were adopted are retained in accordance with the rules that applied when they were created.

Overall responsibility:	Chief Executive, on behalf of the Corporation
Implementation:	Interim Data Protection Officer, reporting to the Chief Executive
Date issued:	10 September 2026
Date for review:	July 2027, and on the merger taking legal effect on 1 January 2027, when the retention schedules of both colleges must be reconciled

Submitted for endorsement and approval by Digital, Data and Systems Group

Date: October 2026

Jason Lancaster

Principal & CEO



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1. FACILITIES

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
1.001	Health surveillance and medical records plus air monitoring and/or biological monitoring etc. kept by reason of the Control of Substances Hazardous to Health Regulations 2002	5 years or 40 years in respect of specific individuals	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving, then moved to holding area within the archives	Control of Substances Hazardous to Health Regulations 2002
1.002	General Health Surveillance	40 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving, then moved to holding area within the archives	To carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment **and** For the purposes of preventative or occupational medicine, for the assessment of the working capacity of an employee
1.003	Accident books, and records and reports of accidents	3 years after the date of the last entry or, if the accident involves a child/young adult – until that person reaches the age of 21	Estates Health & Safety Officer	Electronically and physical	Physically in archive room and digitally on Estates drive in Health and Safety folder.	• Control of Substances Hazardous to Health Regulations 2002 (as amended). • Reporting of Injuries, Diseases and Dangerous

						Occurrences Regulations 2013 (as amended). • Data Protection Act 2018. • Management of Health and Safety at Work Regulations 1999 (as amended). • Control of Noise at Work Regulations 2005 (as amended).
1.004	CCTV recordings	One month maximum. Footage retained for the purposes of an investigation is exported, held securely, and destroyed once the investigation and any resulting proceedings are concluded. “Until the hard drive is full” is not a retention period, because it varies with recording volume and gives no assurance to individuals	Estates	Digital	NVRS Fire Suppression D0	Data Protection Act 2018, UK GDPR and the BSIA Code of Practice
1.005	Accommodation records/room utilisation surveys/ property strategy documents	7 years	Estates	Digital	Shared Drive	

2. MAJOR CAPITAL PROJECTS

REF	Type of Record	Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
2.001	Original contracts, specifications, maps, drawings and other formal documentation relating to the scheme	Indefinitely	Estates	Digital	Shared Drive	Good practice
2.002	Capital grant claims and supporting documentation	7 years after the final grant payment	Finance	Electronic	OneDrive	Time limits on litigation

3. EMPLOYEE RECORDS

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
3.001	Senior Executives records	Retained indefinitely for archiving purposes in the public interest	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in separate cabinet in HR office, then moved to separate cupboard in HR office for perpetuity.	Article 89 UK GDPR permits retention for archiving purposes in the public interest, subject to appropriate safeguards. The records retained on this basis, and the safeguards applied, are to be specified
3.002	Name Date of Birth Address Contact Telephone Numbers Contact Email Address	6 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	To carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment; To comply with statutory guidance and legal obligations;

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
	NI Number Department of Education & Employment Number Proof of Qualifications Job Title Employee Number Criminal Record Disqualification by Association Check Evidence of Right to Work in the UK Certificate of Good Conduct DBS Check Protected Characteristic (Religion; Disability etc) Bank Account Details Driving Licence Passport Details Photograph Emergency Contact Details					To enable reporting on special category data to demonstrate the College is meeting its obligations in accordance with the Equality Act 2010; To enable the completion of Freedom of Information and reference requests

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
	Online Social Media checks Self-Declaration form					
3.003	Unsuccessful Recruitment Applicants' Details	1 year	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive and iTrent recruitment module. Physical copies in HR office	To carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment; To comply with statutory guidance and legal obligations; To enable reporting on special category data to demonstrate the College is meeting its obligations in accordance with the Equality Act 2010; To enable the completion of Freedom of Information requests
3.004	Agency Application Details	6 months	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in HR office	To comply with statutory guidance and legal obligations; To enable reporting on special category data to demonstrate the College is meeting its

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
						obligations in accordance with the Equality Act 2010; To enable the completion of Freedom of Information requests
3.005	Safeguarding Concerns	Retirement age or 10 years (whichever is longer)	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in HR office in locked cabinet.	To carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment
Staff Discipline:						
3.006	Written warning - including notes of disciplinary hearings kept on file (subject to satisfactory conduct and performance) Final warning	12 months 12 months	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in HR office in locked cabinet.	
3.007	Documentation relating to grievance hearings (notes, reports etc) NOTE: Grievance Committee members must hand in all paperwork to HR at the end of a meeting/hearing to avoid retention of duplicate documents	2 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in HR office in locked cabinet.	Allows for appropriate appeal mechanism and monitoring future grievances.
3.008	Pre-employment health screening questionnaire	During employment plus 3 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff	Management of Health and Safety at Work Regulations 1999.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
					records cabinets in HR office whilst employed and in archives for 6 years after leaving.	
3.009	Employment references received	During employment plus 6 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	Management of appointment and probation processes
3.010	Occupational Health Records - health surveillance and medical records relating to risk assessments or incidents occurring at work	40 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving, then moved to holding area within the archives	Management of Health and Safety at Work Regulations 1999 Noise at Work Regulations 1989
3.011	Occupational Health Records where reason for termination of employment is connected with health, including stress related illness	During employment plus 3 years	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	Limitation period for personal injury claims (there may be circumstances where it is not practical to separate these from other Occupational Health Records)
3.012	Statutory Maternity Pay records, calculations and certificates, etc.	6 years from the end of the financial year the maternity occurred in	Human Resources Payroll	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed	The statutory minimum is three years from the end of the tax year in which the maternity pay period ended. The College retains for six years to

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
					and in archives for 6 years after leaving.	align with payroll and funding audit requirements
3.013	Statutory Sick Pay records, calculations and certificates and self-certificates	6 years from the end of the financial year they relate to	Human Resources Payroll	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	The statutory minimum is three years from the end of the tax year to which the records relate. The College retains for six years to align with payroll and funding audit requirements
3.014	Parental Leave records	6 years from birth/adoption of the child or 18 years if the child receives a disability allowance	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	The statutory minimum is five years from birth or adoption. The College retains for the longer period stated to cover the period during which a claim could be brought
3.015	Pension details (Name; job role; Address; Date of Birth; NI Number; Pension Number; Payroll Reference Number; Health)	In perpetuity	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in HR office in locked cabinet.	To carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment; In line with payroll retention periods, to allow for any queries to be resolved up to and after the death of the individual.
Facts relating to redundancies:						
3.016	Where less than 20 redundancies	6 years from the date of redundancy	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in	Time limits on litigation

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
					employee files in staff records cabinets in HR office whilst employed and in archives for 6 years after leaving.	
3.017	Where 20 or more redundancies	12 years from the date of the redundancies	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 12 years after leaving.	Limitation Act 1980
3.018	Employment Tribunals	6 months from tribunal hearing	Human Resources	Electronically and physical	Electronically held on Share Point/One Drive. Physical copies in employee files in staff records cabinets in HR office whilst employed and in archives for 12 years after leaving.	Employment Rights Act 2025

NB: Data pertaining to Non-Employed staff and the associated retention details can be found within the relevant Privacy Notice.

4. PAYROLL RECORDS

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
4.001	Income Tax and NI Returns, including correspondence with tax office	6 years after end of the financial year to which the records relate	Payroll, Finance	Electronic	iTrent	Income Tax (PAYE) Regulations 2003, regulation 97, which requires PAYE records to be kept for not less than three years after the end of the tax year to which

						they relate. The longer period applied here is justified by National Minimum Wage record-keeping requirements and by funding audit, not by PAYE
4.002	Wages and salary records	6 years	Payroll	Electronic	iTrent	National Minimum Wage Regulations 2015, which have required a six-year record-keeping period since 1 April 2021; funding audit requirements; Taxes Management Act 1970

5. FINANCE RECORDS

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
5.001	Financial records (including purchase and sales invoices, bank statements, receipts, payment requests and supporting documents, journals, reports and accounts – electronic and hard copy)	7 years after end of the financial year to which the records relate	Finance	Electronic	Open Accounts/OneDrive	Time limits on litigation
5.002	Signed Annual Financial Statements	Indefinitely	Finance	Electronic	OneDrive	Good practice
5.003	Subsidiary companies – Statutory records	Indefinitely	Finance	N/A	N/A	Good practice
5.004	Internal and external audit reports	7 years after end of the financial year to which the reports relate	Finance	Electronic	OneDrive	Good practice
5.005	Contracts	Termination of contract plus 7 years	Finance			Time limits on litigation

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
5.006	Tenders	7 years	Finance			Time limits on litigation
5.007	External funding agreements/ grants (including applications, contracts and returns)	Non ESF grants: 7 years after end of the financial year to which the records relate, or longer period if required by the funder	Finance			Time limits on litigation
5.009	ESF Grants and matched funding agreements	7 years after the final payment under the programme. The date of 31 December 2030 relates to the 2016–2018 programme and should be confirmed with Finance following closure of the European Social Fund programme, together with the position for any successor funding. **Any extension beyond the stated period must be authorised by the Data Protection Officer and the reason recorded. An open-ended possibility of extension is not a retention period.**	Finance	N/A	N/A	ESF funding requirements DWP Provider Guidance Chapter 11 Para 12
5.010	General insurance records	7 years following the expiry of the policy	Finance			Time limits on litigation

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
5.011	Employer's Liability insurance	40 years from the start/renewal of the policy	Finance	Electronic	OneDrive	

6. STUDENT RECORDS[1]

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
ENQUIRIES, APPLICATIONS, ADMISSIONS & INDUCTION						
6.001	Records documenting the handling of enquiries from prospective students attending Open Events or requesting directories	7 years after data entry	Enrolment Centre – Pro Solution	Electronic	Pro Solution	Good practice
6.002	Records documenting the handling of applications for admission: unsuccessful applications	7 years after data entry	Enrolment Centre – Pro Solution	Electronic	Pro Solution	Good practice
PAPERBASED STUDENT FILES COLLATED DURING ACADEMIC CAREER						
6.003	Full student records, including documents relating to: • Application/admission Forms & Interview Records • Enrolment/Learning agreement/Files • Employer Liability/H&S (apprenticeships) • Contact/Attendance (paper based) • Change of personal details • Diagnostic/Assessments/ILP • Qualifications on Entry	6 years after course ends unless directly or indirectly (match) funded by the ESF where documents need to be retained until 31st December 2034	Enrolment Centre MIS Office	Electronic	Pro Solution	Limitation period for negligence. ESF funding requirements (for potentially ESF matched funding)

[1] Student Records for sub-contracted provision will be consistent with the nature of the sub-contracting agreement.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
	• Transfer, withdrawal or termination of studies • Academic achievements • Reference requests/responses •					
ELECTRONIC STUDENT FILES COLLATED DURING ACADEMIC CAREER						
6.004	Scanned copy of full student records including documents relating to: • Application/admission • Enrolment/Learning agreement/Files • Employer Liability/H&S (apprenticeships) • Contact/Attendance (paper based) • Change of personal details • Diagnostic/Assessments/ILP • Qualifications on Entry • Transfer, withdrawal or termination of studies • Academic achievements • Reference requests/responses	6 years after the end of the academic year in which the course ends, aligned with the paper record. The same information must not be held on two different retention clocks according to the format in which it happens to be stored. Where a record is directly or indirectly (match) funded by the ESF, retention is	Enrolment Centre MIS Office	Electronic	Pro Solution	Limitation period for negligence. ESF funding requirements (for potentially ESF matched funding) Permits College to provide references for a reasonable length of time. DWP Provider Guidance Chapter 11 Para 12

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
		until 31 December 2034, subject to confirmation with Finance following closure of the ESF programme **This period may be extended – check before destroying records.**				
NETWORK ACCOUNT CREATION						
6.005	• Student Network account • Student home area • Student OneDrive account	Current academic year or length of programme, plus 3 months	ICT Services	Electronic	Active Directory and Office 365	ICT security, good practice and to accommodate re-enrolment onto new programmes in the following academic year.
6.006	• Staff Network account • Staff home area • Staff OneDrive account	Length of employment plus 1 month		Electronic	Active Directory and Office 365	ICT security, good practice and to accommodate overlaps in changes in roles.
6.007	• Generic Exams Network account	To be activated		Electronic	Active Directory	ICT security and good practice.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
		after each exams period.				
6.008	• BKSB generic Network account	Perpetual		Electronic	Active Directory	Operational need.
MOODLE						
6.009	Student account	Current academic year plus 3 months or length of programme.	MIS	Electronic	Moodle	Good practice.
6.010	Courses	1 academic year plus the current year, save that disciplinary details and at-risk records are retained for 6 years after the course ends, to align with the retention of student disciplinary records elsewhere in these guidelines unless individual courses are	MIS	Electronic	Moodle	Moodle is not designed to be a storage service and older material may not be supported by future enhancements/upgrades.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
		requested for longer by the course manager.				
6.011	Archived courses	3 academic years	MIS	Electronic	Moodle	Good practice.
eILP						
6.012	• Personal details • Course details • Quals on entry • Exam results • Attendance records • Additional notes • Progress reviews • Learning plan • At risk comments/flag • Additional Support meetings/strategies • Disciplinary details • SMART Targets	6 years after course ends	MIS	Electronic	Promonitor	Required for the administration of the learner record, academic progress and achievement, and to meet applicable funding, audit and regulatory evidence requirements.
PROGRAMME & EXAMINATION ADMINISTRATION (inc Work/Study Placements)						
6.013	Documents referring to coursework marks/grades and assessment.	6 years after course ends	Curriculum areas			Good practice.
6.014	Electronic records of coursework assessment marks/grades held within ProMonitor Markbook.	6 years after course ends	MIS	Electronic	Promonitor/Prosolution/relevant awarding body organisation systems	Required to evidence assessment decisions, learner achievement and awarding body and funding compliance.
6.015	Electronic records of coursework assessment marks/grades held outside of ProMonitor Markbook.	6 years after course ends	Curriculum areas			Good practice.
6.016	Records documenting organisation of students' work/study placements.	6 years after course ends	Curriculum areas			Good practice.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
6.017	Records documenting organisation of examination facilities (inc. special arrangements); attendance at examinations; handling of impaired performance claims; collation and notification of results.	6 years after course ends	Examinations	Electronic and physical	Physical Rooms H2.09 & H2.210	Good practice as per Exams Bodies.

7. QUALITY ASSURANCE

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
7.001	**Student Records** Records documenting the conduct and results of disciplinary proceedings against individual students.	Current Academic Year plus 6 years.	Curriculum areas/ Principal's Office			Limitation period for negligence.
7.002	**Student Records** Records documenting the handling and results of academic appeals by individual students.	Current Academic Year plus 6 years.	Assistant Principal for Teaching, Leaning and Quality	Electronic	Quality Team - Private MS Team Outlook	Limitation period for negligence.
7.003	**Student/Employee Records** Records documenting the handling of formal complaints & compliments made by individual students.	Last action on complaint plus 6 years.	Quality Team	Electronic	Quality Team - Private MS Team Outlook for correspondence	Limitation period for negligence/JISC Guidance.
7.004	**Student/Employee Records** Records documenting the handling of complaints	Last action on complaint plus 3 years	Quality Team Curriculum areas	Electronic	Quality Team - Private MS Team Outlook for correspondence	JISC Guidance.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
	made by individual students where formal complaints procedure is not initiated.					
7.005	**Employee Records** Electronic records of TLO Observations.	Current Academic Year plus 6 years	Quality Team	Electronic	Quality Team - Private MS Team (archive) Curriculum Observer from 2025/26	Good practice and JISC Guidance.
7.006	**Employee Records** Electronic records of Learning Walks / Walkthrough Records	Current Academic Year plus 6 years	Quality Team	Electronic	Quality Team - Private MS Team (archive) Curriculum Observer from 2025/26	Good practice and JISC Guidance.
7.007	**Employee Records** Electronic records of Advanced Practitioner or equivalent Support.	Current Academic Year plus 6 years	Quality Team Advanced Practitioners	Electronic	Quality Team - Private MS Team	Good practice.
7.008	**Employee/Quality/Student Records** Electronic and paper Ofsted Inspection Records.	See individual categories.	Quality Team	Electronic	Ofsted MS Team Jenny Thorpe OneDrive	Good practice.
7.009	**Quality/Student Records** Electronic and paper Curriculum & Apprenticeship Monitoring Meeting Records .	Current Academic Year plus 5 years	Quality Team	Electronic	Quality Team - QIN MS Team	Good practice and JISC Guidance.
7.010	**Employee/Quality/Student Records** Electronic records of EV Reports.	Current Academic Year plus 6 years	Quality Team	Electronic	Quality Team - QIN MS Team	Good practice and JISC Guidance.
7.011	**Employee/Quality/Student Records** Electronic and paper records of IQR reports.	Current Academic Year plus 5 years	Quality Team	Electronic	Quality Team - Private MS Team	Good practice and JISC Guidance.
7.012	**Employee/Quality Records** Electronic records of Essential Training.	Expiry of certification plus 6 years OR Superseded plus 6 years	Quality Team	Electronic	Quality Team - Private MS Team TES Develop iTrent	JISC Guidance.

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
					Smartlog Moodle	
7.013	**Quality Records** Electronic records of Student Survey Results.	Completion of survey plus 5 years	Quality Team	Electronic	Quality Team - Private MS Team Survey Monkey (to 2025) JISC Online (from 2025)	JISC Guidance.
7.014	**Employee/Quality Records** Electronic and paper records of CPD Requests.	Completion of actions plus 5 years	Quality Team	Electronic	Quality Team - Private MS Team	JISC Guidance.

8. GENERAL (Non-financial records)

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
8.001	Minutes, papers and other records of Corporation meetings and its committees The following records are not currently covered by these guidelines and retention periods are to be agreed: data protection impact assessments; the record of processing activities; personal data breach records; subject access request records and the associated search logs; freedom of information request	10 years after the last meeting	Clerk to the Corporation			Good Practice

	records; data sharing agreements; consent and marketing preference records; and records of secure disposal. Where a record is destroyed, a record of the disposal is kept.					

9. STUDENT SERVICES

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
8.002	Bursary fund claims and payments	6 years after the end of the course.	Student Services	Electronic	Pro Solution	Good practice.
8.003	Learning Support records	6 years after the end of the course.	Student Services	Electronic	Pro Solution	Good practice.
8.004	Additional Support records	6 years after the end of the course.	Student Services	Electronic	Pro Solution	Good practice.
8.005	Safeguarding documents/records	Copies of reports, notes etc. should be kept securely locked at all times and then retained until the 25th anniversary of the child's birth, or if the child dies before age 18, for 6 years from the date of death. Copies of reports, notes etc. for 'Children Looked After' are to be kept for either the 75th anniversary of the child's birth, or if the child dies before age	Designated Manager for Safeguarding	Electronic and physical	Electronic safeguarding records are stored securely on CPOMS. Historical paper records are retained in a locked filing cabinet located within the locked office A1.19.	Child Protection Legislation

REF	Type of Record	Minimum Retention Period	Responsibility	Electronic or physical copies	Where is the data stored	Reason for Length of Period
		18, for 15 years from the date of death. Copies of reports regarding allegations made against staff shall be kept securely until at least the 25th birthday of any child or seven years in any other case. Records should then be securely disposed of and a record of disposal kept. Paper records should be shredded and electronic records deleted.				