



HACL Retention & Disposal of Documents Policy

In line with guidance from ESFA, GLA and HR the following retention periods for documents should be adopted in order to fulfil our statutory obligations. Please contact a member of the Senior Management Team if you have any queries.

NB For all documents listed below, any which contain personal information eg name, address, date of birth, bank details must be placed in confidential waste.

Financial Records:

- Destroy after 7 years

Learner Records:

- Registers and learning agreements for following programmes which the ESFA are using as match funding for 2007-13 ESF programme ²: 16-18 & 19+ Apprenticeships, Workplace learning, Train to Gain, EFA Foundation Learning and Entry to Employment, Skills support for the unemployed - *retain until 1st January 2023*
- Registers and learning agreements for following programmes which the ESFA are using as match funding for 2014 - 2020 ESF programme ²: 16-18 & 19+ Apprenticeships, Workplace learning, Train to Gain, EFA Foundation Learning and Entry to Employment, Skills support for the unemployed - *retain until 1st January 2030*
- Registers and learning agreements for all other programmes: shred after 7 years

Personnel Records:

- Established and Sessional staff files that contain any financial or contractual documents these need to be retained (all other information can be disposed of securely) for 7 years, after which they can be disposed of securely.
- Pay claims: shred after 7 years

Curriculum and Quality Records:

- ILPs to be kept for 3 years to be destroyed as per below
- **IQA records. Standardisation documents (RARPA)** - destroy after 3 years, i.e current year plus 2 academic years – documents **where names/identifying info is included to be put in Confidential waste.**
- Non claimed Examination Certificates kept for 3 academic year – to be destroyed (shredded) after this time
- Non claimed student work (paper and electronic) kept for 2 academic years destroyed (shredded) after this time