

# Records Retention Policy

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Policy on the retention and disposal of Safety Net Associates Training Records

## Introduction

Safety Net Associates (SNA) will receive and generate significant amounts of information in carrying-out its work and in managing the company as a corporate body.

In accordance with legislative requirements and for the effective governance of the company it is necessary to establish retention periods for all record series created and maintained by departments. Record series are groups of records in any format generated by a consistent function, for example personnel files, training assessments, minutes, bills and invoices.

## Retention Criteria

The period of retention for a record series will be determined by the retention criteria which are:

- ***administrative need.***

Administrative records, for example subject files and correspondence files, have a clear lifecycle beginning with their creation, current use, semi-currency when they are referred to less and finally to non-currency when they have been superseded by new information and can be confidentially destroyed.

- ***statutory requirement.***

Many record series exist within a statutory framework where specific legislation determines a minimum period in which the information must be kept, for example the Companies Act 1985, the Finance Act 1985 and the Taxes Management Act 1970 set minimum retention periods for a range of financial records.

There will also be instances where the Company will retain records to defend itself against potential civil actions and certain retention periods will then be determined by reference to the Limitation Act 1980, the Latent Damage Act 1986 and other relevant legislation.

The Companies CEO will agree the retention criteria and the period of retention with the appropriate associate and where required provide advice and guidance.

### Retention Schedules

The period of retention will be set-out in retention schedules which list the record series by department. The schedule sets-out provenance, records series, the agreed retention period and the criteria on which the retention period is based. The retention period starts from the last entry in the record, for example from file closure.

### Disposal

At the end of the retention period the records will be assessed to ensure whether changes in legislation, particular disputes, claims and enquiries require extended retention. If the retention period remains valid the records will be appraised for their historic value in accordance with the Companies archive collection. All records not retained as archives will then be confidentially destroyed.

### Ownership

The maintenance and development of the records retention policy and the retention schedules is the responsibility of the CEO.

## Retention schedule

Set out below are the retention periods for the more common records series; extensive retention schedules are maintained by the training team, which should be contacted for further details.

- Student records files...indefinite
- Examination scripts...4 years
- Forms...5 years
- Financial records...7 years
- Subject files...7 years
- Departmental examination statistics...7 years
- Disciplinary case files...7 years
- Simple contract documents...7 years
- Staff medical records...10 years
- Staff leavers files...10 years
- Contract by deed records...12 years