

# RETENTION SCHEDULE

## Administration and Management

	Basic file description Data	Data protect issues	Statutory Provisions	Retention period (operational)	Data Owner	Action at the end of the administrative life of the record	
1.1	Action plans for departments and whole College strategic	No		Date of action plan + 3 years	SLT (strategic)  Curriculum (operational)	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD WHERE RECORDS HAVE <u>NOT BEEN</u> SELECTED FOR PERMANENT PRESERVATION	
1.3	Agendas – cross College meetings	No		Date of meeting	SLT/CMT/PMT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	
1.4	Appraisal / Performance Management documents – Teachers and support	Yes		Current year + 5 years	HR (central repository)	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	
1.5	Attendance registers	Yes	Education (Registration of pupils) Regulations 2016	Date of register+ 6 years	MIS ( EBS)	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD [If these records are retained electronically any back up copies should be destroyed at the same time]	
1.6	Brochures / prospectus	No		Until updated	Market/SLT	Contact IOMPRO to request a review of the records	
1.7	Circulars / Newsletters	No		Whilst required operationally	Marketing	Contact IOMPRO to request a review of the records	
1.8	Complaints files	Yes		Date of resolution of complaint + 6 years	SLT	Retain in UCM for the first 6 years. Review for further retention in	

						the case of contentious disputes CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.9	Contact information	Yes		current year then review, if contact is no longer active then consider deletion	MIS (longer) Curriculum only hold for current students	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10A	Internal correspondence - Internal correspondence refers to correspondence between the individuals, departments, sections and branches of UCM.	Yes		Retain while relevant and current need only.	ALL  Maximum of 1 year, unless remains relevant	Contact IOMPRO to request a review of records at the end of the retention period. THENCONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10B	External correspondence - It refers to correspondence made with outsiders of the organization who are individuals, customers, suppliers, banks, financial institutions, money lenders, government departments, educational institutions, charitable trust and the like.	Not generally		Retain while relevant	ALL  Retain for the duration of the contract, whilst still valid	Contact IOMPRO to request a review of records at the end of the retention period. THENCONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10C	Routine correspondence - refers to correspondence on routine matters like inquiries, acknowledgements, replies, orders, invitations and appointment letters.	Often		Retain while relevant	ALL  Maximum of 1 year, unless still valid	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10D	Sales correspondence - It refers to correspondence relating to sales. They are sales letters, sales reports, invoices, offer and discount letters, statement of	Not generally		Retain while relevant	Finance  Current year + 1	Contact IOMPRO to request a review of records at the end of the retention period.		

	accounts, confirmation of order, collection letters, delivery letters, debit and credit notes letters and the like.					THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10E	Personalised correspondence The letters relating to requesting, granting or refusing co — operation, favour, letters showing appreciation, congratulation or commendation, letter of introduction or recommendation of an individual, letters of sympathy or censure are personalized correspondence.	Yes		Retain while relevant	ALL  Short term, maximum 1 year	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.10F	Circulars – A common matter is communicated to a large number of persons, organisations or firms. They treated as circulars and/or notices.	No		Retain while relevant	ALL  Maximum 1 year	Contact IOMPRO to request a review of records at the end of the retention period. THEN CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.11	CPD Resources	No		Until updated	ALL  Maximum 5 years			
1.12	Data – Tribal EBS reports (Dashboard or overview summaries; not pupil records)	No		Current year + 5 years (Information held electronically may need other steps taking to extract information)	MIS  Curriculum – keep to a minimum			
1.13	DEC Institution Reviews – Publicly available document	Yes		Current year + 5 years	SLT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.14	Development plans	No		Life of the plan	SLT	REVIEW		

1.15	Employee procedures – investigation reports. (Cross reference with OHR)	Yes		Termination + 12 months	HR	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD unless legal action is pending		
1.16	Employer's Liability certificate	No		Annual renewable	SLT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.17	Facility check sheets	No		Current year, unless accident related and keep a copy with the file.	Estates/SLT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.18	Fire sign-in sheets	No		Current month	Reception	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.19	Free School meals – Administration of scheme.	Yes		Current year	Finance/ Student Support	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.20	Instruments and Articles of Government	No		Until updated	SLT	Retain in school whilst school is open		
1.21	Internal Monitoring reports	Yes		Date of report + 3 years	SLT	Retain in at UCM for 3 years from meeting		
1.22	Inventories of equipment and furniture	No		Current year	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.23	Job descriptions / person specifications general	No		Until updated	HR	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.24	Leases / Licenses	No		Life of lease/ licence + 1 year	SLT/Executive	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		

1.25	Log books / Diaries	Yes		Date of last entry in the book + 6 years	SLT	Retain at UCM for 6 years from the date of the last entry		
1.26	Minutes	Yes		Date of meeting + 3 years	SLT/CMT/PMT	Retain for 3 years from meeting		
1.27								
1.28	Parent Letters -authorising absence; UCM trips; etc	Yes		While current / scan and store electronically where appropriate.	MIS Not in Curriculum	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.29	Professional Review documents	Yes		Current year paper Retain electronically For duration of employment	HR	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.30	Policy documents	No		Expiry of policy	SLT ALL areas	Retain whilst policy is operational (this includes if the expired policy is part of a past decision making process)		
1.31	Proofs of address supplied by parents as part of the admissions process	Yes		Immediate disposal once entered on the system	MIS	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.32	Protocols & guidance			Publish Expiry of protocol and guidance	ALL	Retain whilst protocol and guidance is operational (this includes if the expired policy is part of a past decision making process)		
1.33	Student records – electronic / paper	Yes	Education (Registration of pupils) Regulations 2016	DOB + 27 years Transfer records from primary to Secondary where appropriate  <b>UCM max 11 years</b>	MIS	If these records are retained electronically any back up copies should be destroyed at the same time		

1.34	Records on issues – complaints / concerns / investigations (if not considered elsewhere and of a non-controversial nature, or not significant or not relating to a major event or high profile case)	Yes		Closure of file + 3 years	HR/SLT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.35	Registers – clubs; events; activities	Yes		Current year or when event completed if appropriate  - if there is an incident requiring an accident report the register will be submitted with the accident report and kept for the period of time required for accident reporting	Curriculum	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD [If these records are retained electronically any back up copies should be destroyed at the same time]		
1.36	Reports – SSRE / for external agencies	No		Current year + 6 years Or; While current or applicable	MIS	Review for further retention in the case of contentious issues. CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.37	Return to work forms etc.	Yes	Financial Regulations	Current year – unless retained elsewhere	HR	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		
1.38	Risk register - general	Yes		On-going		ONGOING		
1.39	Service level agreements	No		Life of SLA	SLT	Review and agree/replace		
1.40	Special Educational Needs files, reviews and Individual Education Plans	Yes		DOB of pupil + 27 years	Curriculum	Contact IOMPRO for a review at the end of the retention period. Where records are not selected for preservation, CONFIDENTIAL DESTRUCTION AT THE		

						END OF THE RETENTION PERIOD unless legal action is pending		
1.41	Visitors book	Yes		Current year	Reception	Review to see whether a further retention period is required		

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## Child protection

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)			Action at the end of the administrative life of the record	Public Records Act selection (to be completed by the IOMPRO)
42	Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Yes	Best practice in the UK	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.	HR	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf</a>  170. Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. 171. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.'	Not selected
43	Child Protection files	Yes	Education Act 2002, s175, related guidance "Safeguarding Children in Education", September 2004	DOB + 26 years	STUDENT SUPPORT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	When a pupil with a child protection record reaches statutory school leaving age, the last school attended should keep the child protection file until the pupil's 26th birthday.	Not selected
44	Logged concerns of a safeguarding nature	Yes		Date of logging + 2 years if no further action	STUDENT SUPPORT	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Keep on confidential file if issues have been identified.	Not selected

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Curriculum

3 CURRICULUM								
	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)		Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
45	Curriculum development / Planning /Schemes of work / syllabus	No		Current year until updated	Curriculum	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD	Contact IOMPRO to request a review of records at the end of the retention period.	IOMPRO to review at the end of the retention period
46	Mark / record books – secondary schools only	No		Current year + 1 year	Curriculum	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
47	Students' work	Yes		Current year / until sent home or finished with for evaluation or moderation purposes	Curriculum (option to synonymise)	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
48	Timetables	No		Current year	MIS	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
49	Exam Results	Yes		7 years	MIS	CONFIDENTIAL DESTRUCTION		
50	Exam module grades	Yes		Current year + 1	Curriculum	CONFIDENTIAL DESTRUCTION		

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Department of Education and Children

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)		Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
51	Attendance returns / Modified timetables	Yes		Current year	MIS	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

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Emails

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)		Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
52	<a href="#">Emails</a> - with a transitory value (See notes BELOW)	Yes		Current month + 1 month unless filed as indicated above in the introduction.	ALL			

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Finance

	Basic file description Data	Data prot issues	Statutory Provisions	Retention period (operational)		Action at the end of the administrative life of the record		Public Records Act selection (to be completed by the IOMPRO)
53	Annual Accounts	No	Financial Regulations	Current year + 6 years	Finance		Transfer to IOMPRO at age 25 years	Selected for permanent preservation
54	Loans /grants / Endowments	Yes	Financial Regulations	<ul style="list-style-type: none"> <li>- Current year (grants)</li> <li>- Date of last payment on loan (loans).</li> <li>- Period specified for endowment – normally reviewed on an annual basis.</li> </ul>	Finance	Review to see whether a further retention period is required Contact IOMPRO to request a review of the records.	Transfer selected records to IOMPRO at age of 25 years ( or earlier where possible and by agreement of IOMPRO	IOMPRO to review records at the end of the retention period.
55	Contracts	No		Duration of contract	SLT	Contact IOMPRO to request a review of the records.	Transfer selected records to IOMPRO at age of 25 years ( or earlier where possible and by agreement of IOMPRO	IOMPRO to review contracts relating to significant high-value or controversial projects and developments at the end of the retention period.
56	Copy orders	No		Current year	Budget Holders	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
57	Budget reports, budget monitoring etc	No		Current year	Budget Holders	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
58	College Invoices, receipts and other records covered by the Financial Regulations	No	Financial Regulations	Current year & 6 years	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
59	Order books and requisitions	No		on completion	Budget holders & Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
60	Delivery Documentation	No No		On completion	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
61	Debtors' Records	No	Limitation Act 1980	Current year + 6 years	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected

62	Safe reconciliation checks	No		Current year + 1 year	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		<b>Not selected</b>
63	Student grant applications	Yes		Duration of course + 1 year	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		Not selected
64	Z readings from till and income returns	No		Current year + 1 year	Finance	CONFIDENTIAL DESTRUCTION AT THE END OF THE RETENTION PERIOD		<b>Not selected</b>

## **General**

### **Role of the Public Records Office (IOMPRO)**

Records created and maintained by members of the DEC are public records under the Public Records Act 1999. This means that they may be required for permanent preservation at the Public Record Office once they reach the end of their use within the Department. The Record Office preserves records of the Isle of Man Government and other Manx public bodies that are of historical and cultural significance.

Before destroying any records, check that they have been assessed by the Public Record Office to determine if they have historic and/or long-term research value. This process of assessment is known as 'selection'. The Public Record Office may already have included their selection decision for the records in this document (see the last column).

If this retention schedule does not include a Public Record Office selection decision for the type of records or it indicates that they records need to be reviewed, please contact the Public Record Office at [public.records@gov.im](mailto:public.records@gov.im) or by telephone on 693569.

## **E MAIL UNDER GDPR**

Emails should not be used for file storage. If you need the information in the email save it and/or the attachment as relevant. This information or email will then be part of the general file retention schedule and its retention will be subject to that guidance.

Consider the short term value of your emails and delete as appropriate. Many received and sent emails have a very transitory value. They may have no administrative, legal, fiscal, or archival retention requirements and can therefore be deleted as soon as they have fulfilled their reference purpose. Examples of this may include:

- Preliminary drafts
- Routine replies/requests for information
- Emails sent as reference or for informational distribution
- Emails used to set-up or accept meetings
- Announcements
- Acknowledgements

Do not consider keeping emails such as the above 'just in case'. Important information which is relevant to 'live' issues should be stored in appropriate folders and not in Outlook.

For emails to a number of people consider using 'bcc'.

### **Email Retention**

Records in e-mail format are covered by the definition of records in the Public Records Act 1999. This ensures that emails can be related to other relevant records and protects them from subsequent alteration. Any emails which form part of the business process and are required to be kept should be filed in a relevant, structured, paper-based or electronic record keeping system. This does NOT include an individuals mailbox.

Retention of the information contained in any of these saved emails will be subject to departmental retention periods as detailed within other areas of this Retention Schedule. Examples of the type of information categories which have specific retention periods are:

- Policy and procedure information
- Substantive decisions regarding matters of the school / Department / NSC.
- Instruction regarding the implementation of substantive decisions regarding matters of school / Department / NSC.
- Legal or audit issues.
- Queries or approvals for actions to be taken or for purchases.
- Final reports or recommendations.
- Documentation of departmental/office actions, decisions, operations and responsibilities
- Confirmations of items ordered online with a Charge Card or by other means

- Receipts for purchases made electronically

### **Mailbox Size**

Any email older than 12 months will be automatically deleted from users mailboxes. THIS WILL BE PHASED IN AND NOT APPLIED IMMEDIATELY.

### **Deleted Outlook Items**

Items deleted from a users' mailbox will transfer to the users Deleted Items folder. An overnight process will automatically move these items to the users' Recover Deleted Items Folder.

Items deleted using the *shift+del* keys will be automatically moved to the users' Recover Deleted Items Folder.

### **Recover Deleted Items Folder**

Items in the Recover Deleted Items Folder will be available for recovery by the user for 30 days after which they will be automatically purged from the system. Prior to them being purged these items will be searchable when a GTS email administrator carries out a search for either Subject Access Requests, Code of Access Requests or Freedom of Information.

### **Outlook Item Recovery**

Only Outlook items (email, calendar, contacts, tasks, notes) in the users Recover Deleted Items are available for recovery. Outlook Folder structures are non-recoverable.

### **Disaster Recovery Backups**

GTS regularly undertakes snapshots of the data retained in the computer systems for use in disaster recovery situations. For email this snapshot is kept for 14 days.