



Document Retention Policy

Policy Ref: TMP41v2

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

Prepared By Jackie Manning,
Job Title Assistant Director,
Designated
Safeguarding Lead

Signed

Date July 2020

Reviewed By Martin Heaton
Job Title Director

Signed

Date July 2020

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM
v2	July 2020	General procedural review, references updated, formatting changes	JM

Date of Next Review: July 2021

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Policy Statement

TMP College recognises that records contain information that is an invaluable resource and important operational asset and that a systematic approach to management of TMP College's records is essential to protect and preserve them as evidence of its action. To that end, TMP College is committed to effective retention of records to ensure that it:

- meets legal standards
- optimises the use of space
- minimises the cost of record retention
- preserves the history of the College
- destroys outdated and useless records

Statement of Principles

TMP College will

- Comply not only with information related legislations but also with any other legislations or regulations including audit, affecting TMP College
- Ensure that any decision to retain records containing personal information on individuals take account of the provisions of the Data Protection Act 2018¹ and General Data Protection Regulation (GDPR) 2016², including the possible need for disclosure in response to a request for data subject to access under the act.
- Ensure that all decisions to retain or destroy records are formally authorised by an appropriate manager or the data owner, who will commit TMP College to potential consequences of those decisions
- Implement procedures for regular checking of review dates and accuracy and relevance of records
- Ensure that records whose retention periods have expired would be destroyed promptly. Records of a sensitive nature relating to staff records, learner records or other records that contain personal, evaluative, or confidential information, would either be shredded or disposed of as confidential waste in accordance with the Data Protection Act 1998. Other records may be recycled or destroyed according to the standard procedures.
- Ensure that all updates added to the JISC record retention schedule³ after the date of approval of this policy are evaluated and if appropriate, added to TMP College' records retention schedule attached as Appendix 1 to this document.

¹ <https://ico.org.uk/for-organisations/data-protection-act-2018/>

² <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

³ <https://www.jisc.ac.uk/guides/records-retention-management>

Scope

This policy applies to all records created, received or maintained by TMP College staff in the course of carrying out their corporate, administrative or curriculum functions.

Records are identified as those documents which facilitate all the activities carried out by TMP College and which are thereafter retained, to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

All records covered by the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2016 fall within the scope of this policy, although the legislation is not prescriptive about methods of retention. The legislation covers personal information held as computer records, manual files, email, video and paper records.

Legal Framework

The policy takes into account appropriate legislation and guidance that we need to apply including:-

- Limitations Act 1980 (last modified 09/06/2018)
- Taxes Management Act 1970
- Customs & Excise VAT Notice 700/21:Keeping VAT records (as published by HM Revenue and Customs 26/09/2013)
- Statutory Sick Pay(General) Regulations 1986 (last modified 28/05/2020)
- Working Time Regulations 1998
- Public Works Contracts Regulations 1991,1993 & 1995
- Equality Act 2010
- Race relations act 1976
- National minimum wage Regulations 2015
- Data protection Act 1998
- General Data Protection Regulation 2016/679
- Freedom of Information of Information Act 2000
- Environmental Protection Act (EPA) 1990
- Environmental Information Regulations Act 2004
- Health and safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Hazardous Waste (England and Wales) Regulations 2005
- Control of Pollution (Oil Storage) Regulations 2001
- Control of Noise at Work Regulations 2005
- Control of Asbestos at Work Regulations 2012

The above list was reviewed and updated at **July 2020**.

Organisational responsibilities

TMP College has corporate responsibility to maintain its records and record keeping systems in accordance with statutory regulations. The Senior Leadership Team member with overall responsibility for this policy is the Director.

The Director is responsible for drawing up guidance for good record retention and promoting compliance with the policy in such a way as to ensure the easy, appropriate and timely disposition of records that are out of date.

All managers have responsibility for the management of records generated by their team's activities, namely to ensure that the records created, received and controlled within their teams and the systems (electronic or otherwise) and procedures they use, are managed in a way which complies with this Policy.

Members of staff with designated responsibilities for processing of information that either alone or when put with other data creates a record are accountable to the Director to ensure that electronic systems and functions and transactions performed by them comply with this Policy.

Appendix 1

TMP College Record Retention Schedule

Functional Area	Description	Retention
Governance / Corporate Management	Instrument of government Articles of Government	Life of College
	Governance structure	Life of College
	Record of appointment of members of the College's governing body	Termination of appointment + 6 years
	Record of training and development provided to members of the governing body	Current year + 3 years
	Register of Interests of members of the Governing Body, senior staff and others covered by conflict of interest policies	Termination of appointment + 6 years
	Board Papers Board minutes	Current year + 50 years
	Terms of reference for the College's executive committees	Life of committee
	Executive Committee Papers Executive Committee Minutes	Current year + 50 years
	Record of appointment and designation of the senior officers	Termination of appointment + 5 years
Financial Resources	Policies and strategies	Superseded + 10 years
	Finance strategy	Superseded + 10 years
	Records containing reports of performance against the plans for the implementation of the finance strategy	Current financial year + 10 years
	Conduct and results of audits and reviews of the finance management function, and responses to the results	Current financial year + 10 years
	Financial Management Policies and Procedures	Superseded + 10 years
	Conduct and results of financial audits, and action taken to address issues raised	Last action on audit + 6 years
	Issue of sales invoices and the processing of incoming payments	Current financial year + 6 years