

Adult Learning Document Retention Guidelines

Items	Area	Retention	Responsibility
Exam Results	Accreditation	Labelled by Academic Year. Retain current year +2 years.	B Support
Exam Certificates	Accreditation	Labelled by Academic year. Retain for 1 year then they need returning to the exam board/shredding.	B Support
Supervision Paperwork	All	Retain Current year + 3 years.	ALL
RARPA Documentation	Curriculum	Labelled by Academic year. Retain current year + 9 years.	LALS
ILPs	Curriculum	Labelled by Academic year. Retain current year + 9 years.	LALS
Otl's	Curriculum	Labelled by Academic year. Retain current year + 3 years.	LALS
TCRRs	Curriculum	Labelled by Academic year. Retain current year + 2 years.	LALS
Course Work	Curriculum	Labelled by Academic year. Retain in line with Examination Board guidelines. Maximum retention 3 years.	LALS
SAR	Curriculum	Labelled by Academic year. Retain current year + 1 year.	Curriculum
Registers	Data	Labelled by Academic Year. Retain current year + 9 years. Retain locally on site.	B Support
Enrolment Forms	Data	Labelled by Academic year. Retain current year + 9 years	B Support
Receipt Books	Finance	Labelled by Academic Year. Retain current year + 6 years. Retain locally on site	B Support

Copies of Pay claims (prior to 12/13 and Payroll Upload procedure)	Finance	All photocopies can be destroyed as originals will have been retained in LCC Payroll	
Pay claim forms and Payroll Upload	Finance	Labelled by Academic Year. Retain current year + 6 years. Retain locally on site .	B Support
Imprest	Finance	Labelled by financial Year. Retain current year + 6 years. Retain locally on site. This should include original receipts, statements and signed Imprest vouchers and a copy of the Imprest reconciliation	B Support
IRS	Finance	Labelled by Financial year. Retain current year +1	B Support
TABs (Old)	Finance	Destroy all Tab reports	B Support
Delivery Notes	Finance	Labelled by Financial year. Retain current year + 1 for local use and query resolution	B Support
Copies of Invoices	Finance	Labelled by financial year. Retain for current financial year for reference purposes once paid destroy as invoice are scanned on to oracle and can be viewed there.	B Support
Cheque Requests	Finance	Labelled by Academic year. Retain current year + 6 years. Retain locally on site.	B Support
Journal Transfers	Finance	Labelled by Financial Year. Retain current year + 1 for local use and query resolution.	B Support
Learner Support up to 31 st August	Finance	Labelled by Academic year. Retain current year + 2 years.	B Support
Learner Support as of 14/15	Finance	Labelled by Academic year. Retain current year + 6 years. Retain locally	B Support

		on site.	
Old Streamline	Finance	Labelled by Financial Year. Retain for 7 years.	B Support
PARQ Froms	H&S	Labelled by Academic Year. Retain current year + 6years.	B Support
H&S Accommodation Surveys'	H&S	Labelled by Venue in Academic year. Retain current year + 2 years.	B Support
Accident/Incident Reports Old	H&S	Labelled by Academic year. Retain 3 Years or 3 years after child's 18th birthday if injured person is below the age of 18.	B Support
Accident/Incident Reports New (Asset Net)	H&S	Labelled by Academic year. Retain 3 Years or 3 years after child's 18th birthday if injured person is below the age of 18.	B Support
Return To Work Sickness and Absence Documentation (including Sick Notes/Fit notes)	H&S	Retain up to 6 years after employment ceases with LCC.	All
H&S Audit Inspection Reports	H&S	Labelled by Academic year. Retain current year +3.	B Support
Risk Assessments	H&S	Labelled by Academic year. Retain Current year + 6 years	B Support
Accident and Incident Statistics	H&S	Labelled by Academic year. Retain current year + 3 years	B Support
RIDDOR Reports (Including Occupational Ill Health and Dangerous Occurrences)	H&S	Labelled by Academic year. Retain for 40 years!	B Support