



Document and Records Retention Policy

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Charity Number: SCO 36198

Table of Contents

1. Introduction	3
2. Purpose and Aims	3
3. Scope	3
4. Policy Statement.....	3
5. Responsibilities.....	4
6. References.....	5
6.1. Policy Framework.....	5
6.2. External References	5
7. Document Control and Review.....	6
8. Revision Log.....	6

Document and Records Retention Policy

1. Introduction

This policy gives information on the retention periods of documents and records (electronic and hardcopy) within City of Glasgow College. The policy sets out the College's recommended retention timeframes but also clearly identifies its obligation under statute to ensure documents and records are not kept longer than necessary.

2. Purpose and Aims

This policy provides a consistent approach to retention and archiving of City of Glasgow College key business documents and records.

Note - All College documents or records will be retained in electronic form unless it is statutory to keep hard copy

3. Scope

The scope of City of Glasgow College documents covered is contained within the *Document and Records Retention Procedure*, see *Quality Management System*.

4. Policy Statement

The College will retain a document based on the following 5 principles -

4.1 The document or record still has a use or business purpose.

Where the College still has a use for a document and/or record, it should be retained until it is no longer of use.

4.2. There is an applicable Statutory Minimum Retention Period

In some cases statute law has set specific minimum time periods for retaining certain documents and/or records.

The document or record owner should in particular consider the demands of the Freedom of Information Act (Scotland) and the Data Protection Act. Further guidance on the Freedom of Information Act (Scotland) may be obtained from the College Secretary and information on the Data Protection

Act may be obtained from the Head of Student Data & Research.

4.3. The document or record is relevant to an outstanding claim or current litigation, arbitration or investigation

If a document and/or record is relevant to an outstanding or likely claim, arbitration or litigation, the document and/or record must be retained.

4.4 The document or record has evidential value for a possible claim, litigation, arbitration or investigation

A reviewer should consider whether any document and/or record could be used to support or oppose a position in an investigation, arbitration or litigation

4.5 The document is subject to Audit

Where a document and/or record is or might be required for an audit, it must be retained until the audit right has expired.

All College documents or records will be retained in electronic form unless it is statutory to keep hard copy

5. Responsibilities

**Vice Principal New
Campus & Student
Development
Document Owners**

Responsible for the management of the College's Document and Records Retention Policy

All responsible document owners are set out in the *Document and Record Retention Procedure*, see *Quality Management System*.

This procedure sets out the timeframes for document or record owners to archive materials and subsequently dispose of it.

College Secretary

Responsible for providing document or record owners advice in relation to the Freedom of Information Act (Scotland).

**Head of Student
Records and
Research**

Responsible for providing document or record owners advice in relation to the Freedom of Information Act (Scotland).

6. References

6.1. Policy Framework

Associated Policies and Procedures	Title
Document Retention	Document and Record Retention Procedure

6.2. External References

Source	Title
Statute	Freedom of Information (Scotland) 2002
Statute	Data Protection Act 1998

7. Document Control and Review

Approval Status	Approved	
Approved by	Audit Committed	
Date Approved	March 2015	
EQIA Status	EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	Dec 2019	
Lead Department	New Campus & Student Development	
Lead Officer(s)	Vice Principal New Campus & Student Development	
Board Committee	N/A	
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8. Revision Log

Version Date	Section of Document	Description of Revision