

Department	Records / Data Held	Retention Period	Action to be taken after retention	Complies with
Learner Records	Learner Enrolment Forms	Current year plus 6 years	Destroy	College Policy
	Learner Enrolment Forms - ESF	Current year plus 10 years	Destroy	College Policy
	Registers / Log Books	Current year plus 6 years	Destroy	College Policy
	ILJ	Current year plus 3 years	Destroy	College Policy
	Exam Results	Current year plus 2 years	Destroy	College Policy
	ALS Assessment Records	Current year plus 6 years	Destroy	College Policy
	ILR Working Papers	Current year plus 6 years	Destroy	College Policy
	Exam Entry Forms	Current year plus 2 years	Destroy	College Policy
	Exam Correspondence	Current year plus 2 years	Destroy	College Policy
	Coursework / portfolios	Retailed for one year after completion of course	Destroy	College Policy
	Learner Guidance Records	Current year plus 6 years	Destroy	College Policy
	Application Forms	Current year plus 6 years	Destroy	College Policy
	Learner Finance Records e.g. bursary, FEFM	Current year plus 6 years	Destroy	College Policy
	Counselling Records	BACP Guidelines	Destroy	BACP Guidelines
	TAC/CIN/LAC Files	Current year plus 6 years	Destroy	College Policy
	Safeguarding Records	Current year plus 6 years	Destroy	College Policy
Biometric Data	Biometric is deleted in November for those learners who have not returned to college	Destroy	College Policy	
Inclusive Learner Files	Current year plus 8 years	Destroy	College Policy	
Quality Programme Areas	Learners marked work	12 weeks after certification	Return to learner or destroy	College Policy
	Learner Records	Current year plus 6 years	Destroy	College Policy
	Assessment Material	Current academic year plus 1 year	Destroy	Legislation
	Examination Documents, etc	Current academic year plus 6 year	Destroy	College Policy