

## Records Retention Policy

## Document Management Information

Applicable to:

Development and Consultation:

1. Introduction

2. Document Purpose

5. Disposal/Deletion of Personal data

5.2.

Certificates of destruction should always be obtained.

6. Responsibility for Disposal

7. Contact Details for advice

8. Policy Status

9. Related Policies

Appendix A: Record Retention Timeline

	Basic File Description	Data Protection Issue	Statutory? IE, MUST DO	Statutory Provision	Retention Period (Operational)	Action at the end of the administrative life of the record (D - Dispose, SD Secure Disposal)	
1.4	Operational Administration						
2	Human Resources						
2.1	Recruitment and Employment Records						

David Ross Education Trust Records Retention Policy

Basic File Description	Data Protection Issue	Statutory? IE, MUST DO	Statutory Provision	Retention Period (Operational)	Action at the end of the administrative life of the record (D - Dispose, SD Secure Disposal)

Basic File	Data	Statutory?	Statutory Provision	<b>Retention Period</b>	Action at the end of the
Description	Protection	IE, MUST		(Operational)	administrative life of the record
	Issue	DO			(D - Dispose, SD

## Appendix B: Disposal Log

Date	File Reference	Description	Number of files	Authorised by
	J			

-