

GTCNI



General Teaching Council
for Northern Ireland

Promoting Teacher Professionalism

Record Retention Policy, Guidelines and Disposal Schedule



Record Retention and Disposal Policy and Guidelines

Document Information

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1.0 Introduction

1.1 The General Teaching Council for Northern Ireland, (GTCNI) was established under the auspices of the Education (Northern Ireland) Order 1998 and the Council's responsibilities as set out in Articles 34-41, are as follows:

- The registration of teachers;
- The development of a Code of Professional Values and Practice for the profession;
- Disciplinary functions relating to professional misconduct;
- The provision of advice to the Department of Education, (DE) and Employing Authorities on:
 - The training, career development and performance management of teachers;
 - Standards of teaching;
 - Registration issues;
 - Standards of conduct for teachers; and
 - Other issues such as may be determined by DE.

2.0 Statement of Policy

- 2.1 This policy relates to records (including electronic data) belonging to GTCNI and applies throughout GTCNI, including, where appropriate, its subsidiaries and partner organisations.
- 2.2 This policy is formed of 4 parts:
- 2.2.1 Sections 2 to 8 set out the general principles and responsibilities;
 - 2.2.2 Section 9 identifies the types of records held by the Council according to functional area;
 - 2.2.3 Section 10 provides Record Retention and Disposal Guidance; and
 - 2.2.4 Section 11, The Record Retention and Disposal Schedule, sets out the length of time GTCNI's records series should be retained and the proposed disposal action.
- 2.3 Records, are defined as "information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business" and are a vital asset required by GTCNI to support its daily functions, policy formation and decision making. They protect its rights and those of its staff, members and others and they form the corporate memory. The management of records is therefore imperative and GTCNI recognises the importance of this activity.
- 2.4 The purpose of this Records Retention and Disposal Policy (and associated retention schedule and procedures) is to promote best practice in records management. The policy protects the interests and supports the core functions of the GTCNI by ensuring the consistent and orderly maintenance and retention of adequate, unaltered and accurate records for the appropriate periods of time to satisfy relevant statutory and contractual legal, financial and operational requirements. It is also to ensure the prompt and confidential disposal of records when such requirements have ceased so as to avoid unnecessary costs relating to records maintenance or any possible liabilities.
- 2.5 In this policy statement a framework is defined for managing Council records to ensure that the Council creates and captures authentic and reliable records to demonstrate evidence, accountability and information about decisions and activities. Also, to ensure that the Council:
- Maintains records securely and preserves access to them
 - Appropriately disposes of those records that are no longer required
 - Protects vital records, which are needed in order to function effectively
 - Maintains records to meet Council's business needs

- Addresses the needs of stakeholders, including teachers, the general public, PRONI (Public Records Office of N. Ireland) and DE
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives.

2.6 This policy is subject to the laws and regulations of relevant jurisdictions and may be modified and supplemented from time to time. Current legislation that affects the management of Council records includes:

- Public Records Act (Northern Ireland) 1923
- Disposal of Documents Order, No. 167, 1925
- The Lord Chancellor's Code of Practice on Records Management
- Data Protection Act 1998
- Freedom of Information Act 2000
- The Limitation (Northern Ireland) Order 1989

3.0 Record Creation and Record Keeping

3.1 Each business area within the Council must have in place a record keeping system (paper and/or electronic) that documents its activities and provides for the quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to that area of work. Such a system must include:

- Records that are arranged and indexed to achieve their quick and efficient retrieval.
- A file register for each Business Area, which can be updated when files are created, archived or deleted.
- The ability to cross reference paper and electronic records.
- That records can be interpreted, i.e. being able to establish the context of the record, who created the document and during which business process.
- The record can be maintained through time.

4.0 Record Maintenance

4.1 Council record keeping systems must be maintained to ensure that records are properly stored and protected and can easily be located and retrieved. This will include:

- Ensuring that adequate storage accommodation is provided for the records.
- Controlling the access to information and identifying vital, sensitive or confidential records, which should be protected and securely held with restricted access, including a business recovery plan.
- The transfer of non-current records to a designated archive area.

5.0 Record Retention and Disposal

5.1 It is important that the disposal of records happens as part of a managed process and to this end Corporate Retention and Disposal Guidelines will be produced by relevant business areas to include the procedures for appraising, selecting and documenting records for disposal. Each business area should ensure that:

- Records are reviewed and disposed of in accordance with the Council's Record Retention and Disposal Schedule.
- Any records selected for permanent preservation will be transferred to PRONI.
- Evidence of the disposal/transfer of records will be completed and retained.

6.0 Implementation

6.1 The Policy shall be implemented throughout the Council in a number of ways:

- Preparing and adopting a common Retention/Disposal procedure throughout Council.
- The development of mechanisms within each business area to systematically review records to assess their retention and disposal status.
- The preparation and distribution of corporate guidelines and operational procedures on records management.
- The development of training for staff with specific records management duties.

7.0 Roles and Responsibilities

- 7.1 The Registrar is responsible for managing and overseeing Council's duties in relation to "records management" as set out in this policy.
- 7.2 Identified Information Governance / Record Management personnel will provide the link between records management practices, Data Protection and Freedom of Information. Such staff will also work with the Public Records Office of Northern Ireland (PRONI) in the creation and maintenance of a Corporate Retention and Disposal Schedule.
- 7.3 Senior Managers will be responsible for the management of their records, in accordance with this policy, ensuring that all staff are aware of record keeping issues.
- 7.4 All Council employees will be responsible for creating and maintaining records in relation to their work that are authentic and reliable.

8.0 Policy Awareness

- 8.1 A copy of this policy statement will be given to all new members of staff and interested third parties. Existing staff and any relevant third parties will be advised of the policy which will be posted on the GTCNI's internet site, as will any subsequent revisions. All staff and relevant third parties are to be familiar with and comply with the policy at all times.

9.0 Types of Records Held by GTCNI

GTCNI has 4 main Functional Areas as follows:-

- 9.1 Corporate Services, Planning and Governance.

This business area is responsible for the management of financial resources and such activities associated with accounting, budget allocations, asset management, funding and business cases. It reviews operational and financial records to ensure they correctly record events, decisions, processes, transactions and activities undertaken during the course of business, thus ensuring that records meet organisational and legislative requirements. It also incorporates the Council's Solicitors and Legal & Insurance Units. It includes the function of supporting, monitoring and managing employees, accommodation and equipment and activities associated with respect to managing health and safety issues

and initiatives. It includes the planning, managing, and monitoring of corporate objectives, performance and structure of the Council.

Records associated with the above activities are kept along with records dealing with the business area's procedures, meeting minutes, policies, reports, projects and relevant legislation.

9.2 Communication

This business area's function is to manage information and communication resources. To liaise and interact with other areas of government and the community, to maintain Council records and publications, deal with information requests/enquiries relating to information governance (Data Protection/Freedom of Information), the management of and responses to, comments and complaints, marketing and media relations etc.

Records are maintained for all of the above areas along with records dealing with the business area's procedures, meeting minutes, policies, reports, projects and relevant legislation.

9.3 Education Policy

This business area is a legislative area of responsibility which involves the development and advice on educational policy as outlined in paragraph 1.1. This involves the preparation of working papers, educational research, consultation papers and Council responses to official consultations. The Council also publishes a wide range of advisory documents relating to educational policy in Northern Ireland.

A wide range of records are kept associated with the above activities along with records dealing with the business area's procedures, meeting minutes, policies, reports, projects and relevant legislation.

9.4 Registration and Regulation

A legislative area of responsibility involves the delivery of teacher registration and regulation services thus ensuring that teachers and their employers meet organisational and legislative requirements. Dealing with information requests/enquiries relating to the recognition and registration processes and the management of and responses to, comments and enquiries regarding the structure of the teaching profession and supporting educational research. The Council has also published Professional Competences for teachers in Northern Ireland developed a Code of Values and Professional Practice.

The Council therefore keeps a variety of records relating to teachers' applications for recognition and registration, payment of registration fees, maintenance of registration records, employment, qualification data and statistical analysis of the teaching profession in

Northern Ireland. The Council is awaiting the full conferment of its Regulatory responsibilities upon which further records relating to the fulfilment of these responsibilities will be kept in addition to existing regulatory records. This business area will also have records dealing with procedures, meeting minutes, policies, reports, projects and relevant legislation.

10.0 Record Retention and Disposal Guidance

10.1 The Record Retention and Disposal Schedule

The Record Retention and Disposal Schedule identifies the disposal arrangements for records created by the Council. The schedule complies with the Public Records Act (NI) 1923.

10.2 Record Series

A records series is a group of similar or related records which serve a common purpose or function and have the same retention period. (Examples of records series are employee personnel files, accounts payable invoices, teacher applications).

10.3 Retention periods

Each organisation must decide for itself what records to keep and for how long, taking account of the legal and regulatory environment, the nature of its business and its continuing need for evidence and information about how it has carried out that business.

Retention periods for each different series of records should be decided on the basis of any legal requirements relevant to that series of records and a consideration of the value of the records for operational reasons both now and in the future. Decisions should be made in consultation with the owners and users of records. If necessary, expert advice should be sought from appropriate external legal sources and, if appropriate, the Lord Chancellor's Office.

Operational/Organisational value focuses on the organisation's needs and obligations and on the records as information assets. Their value for accountability, legal or reference purposes and includes protection of the legal and other rights of the organisation and those with whom it deals, and compliance with whatever regulatory framework applies. Retention periods should be based on an assessment of the value of the information, taking into account the need for evidence of processes, the probability of future use and the consequences if the information were not available. Information value and reference rates usually decline over time so a decision should be made as to the point when the records are no longer likely to be required.

Archival value has a wider and more long-term focus. Archival value is about value for corporate memory purposes and for historical or cultural purposes. Often the records which need to be kept in the long term because of their operational/organisational value are also the records with archival value but the two are not the same.

10.4 Striking A Balance

It is important to strike the right balance with respect to retaining and disposing of information. Information representing a corporate asset needs to be managed as such but information can also present a risk, for example breaches of security could potentially occur at any time in the life of the records. Furthermore, there are risks of legal discovery and third party disputes could be particularly onerous, especially where there is no clearly defined business benefit to retaining the information in the first place.

10.5 Public Records Act and Document Disposal

Section 3 (6) of the Public Records Act, PRA, demands the disposal of records not selected for preservation, either by destruction or by other means approved by the Lord Chancellor. Disposal is an important part of records management ensuring that an organisation retains its records for as long as needed and when no longer needed, destroys them in an appropriate manner, helping an organisation to:

- Avoid unnecessary storage costs;
- Comply with the 5th data protection principle regarding personal information. (This principle requires organisations not to keep personal information for longer than necessary);
- Find and retrieve information more efficiently; and
- Respond to FOI requests more efficiently.

10.6 Categories of Disposal

- Destroy
- Review
- Permanent preservation

10.7 Closing Files

Files should be closed when they have ceased to be of active use, other than for reference purposes. When a file is due to be closed this should be marked on the front of the file together with the closure date. The Retention period is calculated from the date the file is

closed. A closed file can either be kept in the business area for reference purposes as an “archived” file or archived offsite in a suitable storage facility.

When a file is closed, no further papers can be added, but the file can be used for reference purposes.

Where the disposal action is “Destroy”, the records should be kept for the period stated in the “Disposal Schedule” and then destroyed in accordance with the Council’s procedure for the recycling and shredding of confidential waste.

Where the disposal action is “Review” the file will be subject to a review process in line with the following procedure:

- The Business Area Manager should review each file based solely on its administrative value and consequently. Files that are recommended for destruction should be referred to Public Record Office of Northern Ireland, PRONI, whose staff will inspect such files to consider whether or not they should be preserved permanently.

Where the disposal action is “Permanent Preservation” the file is exempt from the normal review procedures and should be marked for transfer to PRONI.

10.8 Implementing Disposal Decisions

Implementation of Disposal Decisions falls within 3 key stages:

- identifying records due for disposal action;
- confirming or varying the disposal decision; and
- putting the disposal decision into effect.

10.8.1 Identifying Records Due for Disposal Action

An important part of disposal management is periodic identification of all records that have reached, or are about to reach, the end of the retention period specified in the Disposal Schedule. It is proposed that this should be done at least once a year and the outcome of this process will be one of the following actions:

- destruction of records
- transfer of records to an archives facility
- (exceptionally) a further review.

10.8.2 Confirming or Varying the Disposal Decision

Before taking any irreversible action, Business Area Managers will check with the other business units within GTCNI that destruction can go ahead as specified in the schedule, just in case anything has changed or new circumstances mean that destruction of records should be delayed beyond the due date, for example:

- the records are known to be the subject of litigation – if so, they should not be destroyed until conclusion of the matter
- the records are known to be the subject of a request for information, or a complaint or appeal relating to that request – if so, they should not be destroyed until conclusion of the case
- the records are subject to an audit or investigation – if so, destruction should be delayed until completion of action
- the records contain or relate to information recently released in response to a request for information e.g. FOI request.

Should records need to be retained for business purposes beyond the specified retention period the reason for the further retention should be recorded.

10.8.3 Putting the Disposal Decision into Effect

When records are no longer required by the organisation and do not have archival value they should be destroyed. Destruction is the ‘final’ action for about 95% of most organisations’ records, however given the regulatory framework within which GTCNI operates, this may not necessarily be the case for Council records and it may be appropriate to postpone a decision regarding ‘final’ destruction as the Council awaits the conferment of its new regulatory responsibilities and has time to assess the impact of these new responsibilities upon document retention.

Records should be destroyed in accordance with the directions on recycling and shredding, thus reflecting the level of security required by the confidentiality of their contents. So, for example, if records containing sensitive personal data or protectively marked papers are shredded, the shredded paper should be further disposed of securely, not dumped. If an external contractor is to be used for destruction of records, a contract should specify clearly what action is required, including transmission of records off-site and what constitutes destruction. Contractors should be required to supply a certificate of destruction and, in the case of confidential records, a certificate of confidential destruction.

Documentary evidence should be kept on the actual records destroyed and this should include:

- the disposal schedule reference
- the disposal class and date range of the records concerned

- evidence that destruction was properly authorised, e.g. an email from the responsible person, other Business Area Managers
- evidence that destruction took place in accordance with the disposal schedule, e.g. a certificate specifying the method, place and date of destruction and details of the staff or contractor who carried out destruction.

10.9 Permanent Preservation and Transferring Records To An Archive

Disposal of records does not always mean destruction and in some cases it may be deemed appropriate to transfer a 'class' of records to an appropriate archive service. In the case of public records, i.e. records subject to the Public Records Act (Northern Ireland) 1923, PRA, records with archival value must be transferred to the Public Record Office of Northern Ireland, similarly as in the case of document destruction, the transfer of documents should also be recorded.

Records selected for permanent preservation are to be transferred to PRONI 20 years after the date of closure, unless otherwise stated in the Disposal Schedule. On transfer, the files become the property of PRONI. A list of the files transferred shall be kept by the business area, along with the status of each file with particular consideration of potential public access.

To transfer files, an appointed member of staff shall contact PRONI's Records Management, Cataloguing and Access section either by phone, 028 90 534800, *email* recordsmanagement@dcalni.gov.uk or by fax, 028 9025 5999, when files are ready to be transferred.

11.0 Record Retention and Disposal Schedule

11.1 Records Series

The follow table identifies the record series held by the Council, categorised by business function. This model is a working document and is based upon current working practises within the Western Education and Library Board:

Function	Business Activity	
Communications	Management of Information	
	Corporate Information	
	Publications - internal/external	
	Press and Public Relations	
	Customer Relations	
	Information Governance / Information requests	
	Government Liaison	
	Internal Communication	
	Council Administration	
Corporate Services, Planning and Governance	Business Planning	
	Project Records	
	Quality and Performance Management	
	Emergency Planning	
	Meetings	
	Equality	
	Financial Management	Accounting
		Allowances
		Asset Management
		Budgeting
		Funding
		Reporting
	Audit and Accountability	External Audit
		Internal Audit
		Fraud Management
		Risk Management
		Legal
	Human Resource Management	Employee Performance
		Health and Safety
	Industrial Relations	
	Leave	
	Pay	
	Personnel	
	Staffing	
	Training and Development	
Accommodation and Equipment	Premises	
	Maintenance	

	Health and Safety
	Transport
	IT Services
Education Policy	Research Projects
	Policy Proposals
	Funding Award Schemes
	Project Records
	Public consultation
	Other EP Record Series
	Other EP Record Series
Registration and Regulation	Applications for Recognition and Registration
	Payment of Fees DAS
	Payment of Fees Cheques
	Payment of Fees Online
	Payment of Fees Telephone
	Maintenance of Records
	Professional Standing Enquiries
	Application Reviews
	Register of Teachers
	Statistical Research
	Code of Values
	Professional Competences

COMMUNICATIONS						
Record Series	Series Reference	Description	Location	Retention Period	Disposal Category	Authorisation
Management of Information	A1	Information Audit / Surveys / Questionnaires		5 years	Destroy	Planning and Corporate Services Manager
	A2	Guides, Manuals and Instructions on Management of Records (internal)		Until superseded	Destroy	Planning and Corporate Services Manager
	A3	Retention and Disposal of Records Schedule		Old Version- 7 years from date of replacement. Current version- until superseded.	Destroy	Planning and Corporate Services Manager
	A4	Details of records transferred to PRONI		10 years	Permanent Preservation	Planning and Corporate Services Manager
	A5	Data Interchange Agreements		Retain for validity of agreement / deleted one entry change to interchange agreements	Destroy old versions	Planning and Corporate Services Manager
	A6	Document Interchange Agreements		Retain for validity of agreement	Destroy old versions	Planning and Corporate Services Manager
Corporate Information	B1	Council Legislation and Regulations		5 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
	B2	Council Election		4 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
Publications – Internal / External	C1	Reprographic Job Sheets		7 years (6 + current year)	Destroy	Planning and Corporate Services Manager
	C2	Termtalk / Professional Update		7 years (6 + current year)	Review	Planning and Corporate Services Manager
Press & Pub-	D1	Press releases to the media		2 years	Destroy	Planning and Corporate

Public Relations		and public				Services Manager
	D2	Press Cuttings		1 year	Destroy	Planning and Corporate Services Manager
	D3	Responses to Press Enquiries		1 years	Destroy	Planning and Corporate Services Manager
	D4	Service handbooks and guides to media/public relation		Until superseded	Destroy	Planning and Corporate Services Manager
	D5	Special Events e.g. Official Openings		2 years	Destroy	Planning and Corporate Services Manager
Customer Relations	E1	Comments & Complaints Policy		Review and amend as appropriate	Keep a copy of old version	Planning and Corporate Services Manager
	E2	Comments & Complaints Surveys		2 years	Destroy	Planning and Corporate Services Manager
	E3	Comment and Complaint information		2 years	Destroy	Planning and Corporate Services Manager
Information Governance/ Information requests	F1	Data Protection subject access requests		2 years	Destroy	Planning and Corporate Services Manager
	F2	Freedom of Information requests		Relating to information already published - 1 year. Relating to information not already published : 2 years	Destroy	Planning and Corporate Services Manager
Government Liaison	G1	Parliamentary Questions		7 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
	G2	Assembly questions		7 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
	G3	Departmental Briefings		7 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager



	G4	Other Statutory Returns - records relating to information passed to central government as a result of statutory requirements		7 Years	Destroy	Planning and Corporate Services Manager
Council Administration	I1	Council and Committee attendance figures		7 years	Destroy	Planning and Corporate Services Manager
	I2	Standing Orders (Master copy)		Until superseded	Destroy when replaced	Planning and Corporate Services Manager
	I13	Register of Council Members Interests		7 years	Destroy	Planning and Corporate Services Manager
	I4	Committee Minutes (Master copy)		10 years	Permanent Preservation by PRONI	Planning and Corporate Services Manager
	I5	Membership details of Committees / Reconstitution of Committees		10 Years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager

Corporate Services, Planning and Governance						
Record Series	Series Reference	Description	Location	Retention Period	Disposal Category	Authorisation
Business Planning	J1	Corporate Plan		Until superseded	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
	J2	Annual Report - Council		Until superseded	Permanent Preservation (one copy to be transferred to PRONI annually)	Planning and Corporate Services Manager
	J3	Annual Business Plans		3 years	Destroy	Planning and Corporate Services Manager
Quality and Performance Management	K1	Information relating to the process of monitoring, or reviewing the quality, efficiency or performance of Council services e.g. Best Value documentation, IIP, Customer Service Excellence (CSE, formally known as Charter Mark) (Master Copies)		5 years	Destroy	Planning and Corporate Services Manager
Project Records	L1	Project Proposals excluding Capital Projects (Major strategic Projects only) (approved)		10 years	Destroy	Planning and Corporate Services Manager
	L2	Project Proposals (Major		10 years	Destroy	Planning and Corporate

		strategic Projects only) (re-jected or deferred)				Services Manager
	L3	Project Initiation Documents (Major strategic Projects only) (PID)		10 years	Destroy	Planning and Corporate Services Manager
	L4	Project Team meetings (Major strategic Projects only) - minutes etc.		10 years	Destroy	Planning and Corporate Services Manager
	L5	Project documentation (minor projects)		1 year	Destroy	Planning and Corporate Services Manager
Emergency Planning	M1	Emergency / Business Continuity Planning Information		Retain Until Superseded	Destroy Old Version	Planning and Corporate Services Manager
	M2	Senior Management Team Minutes and Paper Master Copy		7 years	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
Equality	N1	Equality Scheme		5 years	Destroy	Planning and Corporate Services Manager
	N2	Annual Equality Reports		5 years	Destroy	Planning and Corporate Services Manager
	N3	Policy Screening Reports; Statistical Reports		5 years	Destroy	Planning and Corporate Services Manager
	N4	Equality Impact Assessment		5 years	Destroy	Planning and Corporate Services Manager
	N5	Article 55 3 Year Review		5 years	Destroy	Planning and Corporate Services Manager
Accounting	O1	Cheque Book butts / lodgement books for all accounts		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
	O2	Cancelled/Dishonoured Cheques		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
	O3	Record of Cheques/BACS drawn for payment		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O4	Bank deposit summary sheets, summaries of daily banking, cheque schedules		3 years (2 + current)	Destroy	Planning and Corporate Services Manager

	O5	Bank reconciliation files/sheets		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
	O6	Bank statements		3 years (2 + current).	Destroy	Planning and Corporate Services Manager
	O7	Petty Cash Records		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
	O8	Postal cash book, register of postage expenditure		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
	O9	Trial Balances and Reconciliations		7 years (6yrs+current)	Destroy	Planning and Corporate Services Manager
	O10	Accruals Records		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O11	Purchase Order Processing (POP's)		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O12	Claims for payments, invoices received, accounts payable invoices		7 years (6 years + current)	Destroy. BSP records – destroy only on authorisation of Records Manager	Planning and Corporate Services Manager
	O13	Debtor's records		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O14	Receipts		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O15	Adjustment Reports		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O16	Journals		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O17	Benefactions/Endowments/ Trust Fund documents 6 years after the end of the financial year in which the		6 years after the end of the financial year in which the Trust monies become final-	Destroy	Planning and Corporate Services Manager

		Trust monies become finally spent.		ly spent.		
	O18	Taxation Records		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	O19	Suppliers Details		4 years (3 years + current)	Destroy	Planning and Corporate Services Manager
Allowances	P1	Travel and Subsistence (including council Members)		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	P1	Refunds		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
Asset Management	Q1	Tender Documentation:(non building) initial proposal/specification/evaluation criteria/invitation to tender/successful tender details/extensions		Ordinary contracts - 7 years after contract expires. Contracts Under seal - 12 years after contract ends	Destroy	Planning and Corporate Services Manager
	Q2	Tender documentation (non-building) - unsuccessful tender details		1 year after completion of tender process	Destroy	Planning and Corporate Services Manager
	Q3	Income generated from use of premises and facilitates		7 years (6 plus current)	Destroy	Planning and Corporate Services Manager
	Q4	Public Procurement Practitioners Group/Central Procurement Directorate submissions		7 years (6 plus current)	Destroy	Planning and Corporate Services Manager
	Q5	Contract Administration Data encompassing agreed schedules for goods and services and any subsequent amendments throughout the life of the contract.		7 Years from end of contact	Destroy	Planning and Corporate Services Manager
	Q6	Statements of Interest		3 years (2 + current year)	Destroy	Planning and Corporate Services Manager
	Q8	Asset Registers		Retain whilst current. Retain old copies for	Destroy	Planning and Corporate Services Manager

				7 years (6 + current year)		
	Q8	Records relating to serious matters e.g. theft/fraud/ misappropriation (where external action has been taken)		10 years after action/investigation is complete	Destroy	Planning and Corporate Services Manager
	Q9	Records relating to minor matters of theft/fraud misappropriation (where matters are resolved internally)		6 years after audit	Destroy	Planning and Corporate Services Manager
	Q10	Disposal of goods reports e.g. redundant computers		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
Budgeting	R1	Budgetary Control Records		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	R2	Resource Allocation Plans		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	R3	Costing Analysis for Services		3 years (2 + current)	Destroy	Planning and Corporate Services Manager
Funding	S1	Budget Statements from Departments (DE. DCAL etc.)		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	S2	External funding information - correspondence, applications, confirmation of funding letters etc.		7 years (6 + current year) after grant made or action taken	Destroy	Planning and Corporate Services Manager
	S3	Details of applications received from external organisation for funding		7 years (6 + current year) after grant made or action taken	Destroy	Planning and Corporate Services Manager
Reporting	T1	Financial Statements (Annual Report/Annual Accounts)		Permanent preservation	One copy of Annual Report and Accounts to be transferred to PRO-NI each year	Planning and Corporate Services Manager
	T2	Spending Review reports		1 year after the cycle	Destroy	Planning and Corporate

				to which the review applies ends		Services Manager
	T3	Periodic financial statements for management		Retain during current financial year	Destroy when accumulated into Annual Accounts	Planning and Corporate Services Manager
External Audit	U1	External Audit Reports		6 years after report is completed	Destroy	Planning and Corporate Services Manager
	U2	External review of internal effectiveness		5 years	Destroy	Planning and Corporate Services Manager
	U3	Investigations resulting in significant criticism or prosecution		Retain all records for at least 10 years from the date of conclusion of the investigation	Review by PRONI for possible transfer to PRONI	Planning and Corporate Services Manager
Internal Audit	V1	Internal Audit Reports		3 years or when superseded / 10 years for reports relating to fraud cases	Destroy	Planning and Corporate Services Manager
	V2	Minutes of Audit meetings and related papers		3 years	Destroy	Planning and Corporate Services Manager
	V3	Audit Working Papers		3 years or when superseded / 10 years in fraud cases	Destroy	Planning and Corporate Services Manager
	V4	Audit Correspondence		3 years	Destroy	Planning and Corporate Services Manager
	V5	Audit/Terms of Reference		3 years	Destroy	Planning and Corporate Services Manager
	V6	Audit Programmes/Plans/Strategies		1 year after the last date of the plan	Destroy	Planning and Corporate Services Manager
	V7	Internal Audit Guides		Until superseded	Destroy	Planning and Corporate Services Manager
	V8	Audit Manuals & Guides relating to departmental procedure		Until superseded	Destroy	Planning and Corporate Services Manager

	V9	Details of equipment lost or damaged		7 years (6 + current year)	Destroy	Planning and Corporate Services Manager
	V10	Details of equipment on loan		2 years (1 + current year)	Destroy	Planning and Corporate Services Manager
Fraud Management	W1	Fraud investigations/whistle blowing		Retain all records for at least 10 years from the date of conclusion of the investigation	Destroy	Planning and Corporate Services Manager
Risk Management	X1	Risk Management plans, Risk registers		3 years	Destroy	Planning and Corporate Services Manager
Legal	Y1	Records/documents related to any form of litigation		7 years (6 + current) after financial settlement	Destroy	Planning and Corporate Services Manager
	Y2	Public liability Claims		7 years (6 + current) after settlement	Destroy	Planning and Corporate Services Manager
	Y3	Employer Liability Claims		7 years (6 + current) after settlement	Destroy	Planning and Corporate Services Manager
	Y4	Insurance Claims		7 years (6 + current) after settlement	Destroy	Planning and Corporate Services Manager
	Y5	Break-in/Fire & Special Perils/property damage		7 years (6years+current) after financial settlement	Destroy	Planning and Corporate Services Manager
	Y6	Insurance policies & certificates		Until superseded	Destroy	Planning and Corporate Services Manager
	Y7	Property Files		7 years	Destroy	Planning and Corporate Services Manager
	Y8	Debt Recovery Files		7 years after settlement	Destroy	Planning and Corporate Services Manager
	Y9	Accident Report Forms (originals)		7 years (6 + current). Where involving chil-	Destroy	Planning and Corporate Services Manager

				dren retain until child is 23 years old or 26 years for a child with special educational needs		
	Y10	Insurance Renewals		3 years	Destroy	Planning and Corporate Services Manager
	Y11	Insurance Renewals: Motor / Fire & Special Perils /Personal Accident/ Libel & Slander		7 years	Destroy	Planning and Corporate Services Manager
	Y12	Copyright Licensing		3 years	Destroy	Planning and Corporate Services Manager
	Y13	Declaration of Officers Interests		7 years	Destroy	Planning and Corporate Services Manager
Employee Performance	Z1	Staff Appraisal Information		4 years	Destroy	Planning and Corporate Services Manager
	Z2	Breach of Contract		6 years – if employee is taking action to the Court as opposed to an Industrial Tribunal	Destroy	Planning and Corporate Services Manager
	Z3	Verbal warning - proven		6 months from date of issue	Destroy	Planning and Corporate Services Manager
	Z4	Written warning - proven		12 months from date of issue	Destroy	Planning and Corporate Services Manager
	Z5	Final warning - proven		12 months from date of issue	Destroy	Planning and Corporate Services Manager
	Z6	Information relating to any disciplinary action which has resulted in changes to terms and conditions of service, salary, performance, pay or allowances		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	Z7	Industrial tribunal Case Pa-		7 years (6 years +	Destroy	Planning and Corporate

		pers e.g. Harassment Equal Opportunities etc.		current) after employee leaves service		Services Manager
	Z7	Harassment Investigations		4 years (3 years + current)	Destroy	Planning and Corporate Services Manager
Health and Safety (individual staff)	AA1	Records relating to Injury on duty		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	AA2	Accident and Report Forms (copies) (Staff)		3 years	Destroy	Planning and Corporate Services Manager
	AA3	Reporting of Injuries, diseases and dangerous occurrences (RIDDOR)		50 years	Destroy	Planning and Corporate Services Manager
Industrial Relations	BB1	Industrial Relations - major i.e. causes change in terms/conditions		20 years	Destroy	Planning and Corporate Services Manager
	BB2	Industrial relations - minor matters		2 years after end of last action	Destroy	Planning and Corporate Services Manager
Leave		Flexi Sheets		3 months after period to which they refer	Destroy	Planning and Corporate Services Manager
	CC1	Leave Sheets		2 years (1 years + current)	Destroy	Planning and Corporate Services Manager
	CC2	Leave Sheets		2 years (1 years + current)	Destroy	Planning and Corporate Services Manager
	CC3	Annual Leave entitlement details		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	CC4	Special and Personal Leave		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	CC5	Maternity and Unpaid Leave		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager

	CC6	Self-Certified Sick Forms		7 years (6 + Current year) after employee leaves service	Destroy	Planning and Corporate Services Manager
	CC7	Sick Absence Records		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	CC8	Medical referrals		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	CC9	Return to Work Interviews		Added to personnel file and retained for 7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
Payroll	DD1	Payroll history for individuals		7 years (6 years + current)	Destroy BSP records – GTCNI determine on re-view.	Planning and Corporate Services Manager
	DD2	Statutory Sick Pay forms		7 years (6 + Current year)	Destroy	Planning and Corporate Services Manager
	DD3	Any pension details including added years, Additional voluntary contributions.		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	DD4	P60 / P35 Inland Revenue Returns and NILGOSC returns		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	DD5	Tax forms - change of tax codes		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager

	DD6	Bank / Building Society details		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	DD7	Time sheets		7 years (6 years+ current)	Destroy	Planning and Corporate Services Manager
	DD8	Statutory maternity pay documents		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	DD9	Overpayment documentation		7 years (6 + Current year) after payment or write off	Destroy	Planning and Corporate Services Manager
	DD10	Deduction authorisation		10 years after receipt of authorization	Destroy	Planning and Corporate Services Manager
	DD11	Monthly Salary Form		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
Personnel	EE1	Personal details of individual staff including address, contact details		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	EE2	Health Declaration (Questionnaire/Medical Clearance)		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	EE3	Qualifications/ References		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	EE4	Staff Welfare Records		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	EE5	Employment Contracts		7 years (6 years +	Destroy	Planning and Corporate

				current) after employee leaves service		Services Manager
	EE6	Change of Grade Notification		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	EE7	Part time / Job Share / term Time Applications / Decisions / Correspondence		7 years (6 years + current) after employee leaves service	Destroy	Panning and Corporate Services Manager
Staffing	FF1	Appointments / Recruitment – Advertisements , Interview Notes		4 years (3 years + current)	Destroy	Planning and Corporate Services Manager
	F2	Job Descriptions/Terms & Conditions		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	FF3	Termination Documentation		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	FF4	Job Evaluation Information		Retain until superseded or updated	Destroy	Planning and Corporate Services Manager
	FF5	Equal Opportunities Monitoring Forms (employees)		4 years (3 years + current) from when employee leaves	Destroy	PLanning and Corporate Services Manager
Training and Development	GG1	Training History		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	GG2	Study Leave Applications		2 years	Destroy	Planning and Corporate Services Manager
	GG3	Training Course Attendance Lists – Proof of Completion for Routine Non Statutory		7 years (6 years + current) after employee leaves ser-	Destroy	Planning and Corporate Services Manager

		Courses		vice		
	GG4	Post Entry Study Scheme – Claim Details		7 years (6 years + current) after employee leaves service	Destroy	Planning and Corporate Services Manager
	GG5	Training Needs Analysis Forms – Staff Appraisal		2 years	Destroy	Planning and Corporate Services Manager
	GG6	Course and Conference Forms		7 years (6 years + current)	Destroy	Planning and Corporate Services Manager
	GG7	Evaluation of Training		5 years	Destroy	Planning and Corporate Services Manager
Premises	HH1	Contracts (including successful tenders) re Council Buildings including Capital Projects, Minor Works, Maintenance Schedules and Bills of Quality Details, including relevant planning permission and building control approvals.		Ordinary contracts- 7 years after contract expires.	Destroy	Planning and Corporate Services Manager
	HH2	Design Specifications		12 years	Destroy	Planning and Corporate Services Manager
	HH3	Architectural Drawings (Master copy) Note: ongoing suitability surveys continuously update the architectural drawing information held by each board.		50 years	Destroy	Planning and Corporate Services Manager
	HH4	Architectural Drawings (Other copies)		1 year after issue	Destroy	Planning and Corporate Services Manager
	HH5	Tender documents (rejected)		7 years (6yrs+current).	Destroy	Planning and Corporate Services Manager
	HH6	Title Deeds		Retain whilst Council Property	Pass to new owner upon transfer of	Planning and Corporate Services Manager

					Ownership	
Maintenance	II1	Planned Maintenance Programme		6 years	Destroy	Planning and Corporate Services Manager
	II2	Quotation Documentation: Initial proposal/specification/evaluation criteria/invitation to quote/successful quotation details		Ordinary contracts 6 years + current after contract ends. Contracts under seal 12 years after contract ends (if JCT used)	Destroy	Planning and Corporate Services Manager
	II3	Day Works Orders		1 year	Destroy	Planning and Corporate Services Manager
	II4	Condition Surveys and Reports		1 year	Destroy	Planning and Corporate Services Manager
	II5	Maintenance of Plant and Equipment – Service Records		7 years (6yrs+current).	Destroy	Planning and Corporate Services Manager
	II6	Service Level Agreements		7 years (6yrs+current).	Destroy	Planning and Corporate Services Manager
	II7	Accident Report Forms (copies)		3 years from date of accident	Destroy	Planning and Corporate Services Manager
	II8	Security/Alarm Systems - Maintenance Log		1 year	Destroy	Planning and Corporate Services Manager
	II9	Key holders details		1 year	Destroy	Planning and Corporate Services Manager
	II10	Incident report forms - copies (where legal proceedings are ongoing)		7 years (6yrs+current year in which case settled)	Destroy	Planning and Corporate Services Manager
	II11	Registration of Premises (Environmental Health)		5 years	Destroy	Planning and Corporate Services Manager
	II12	IT Systems Development		Retain for the life of the system	Destroy	Planning and Corporate Services Manager
	II13	IT Systems Support		Retain for the life of the system	Destroy	Planning and Corporate Services Manager



	II14	Software Licenses		Retain for the life of the system	Destroy when software obsolete	Planning and Corporate Services Manager
	II15	IT Work Request Details		3 years (2yrs+current financial year)	Destroy	Planning and Corporate Services Manager
	II16	Telephone Systems Support		Retain for the life of the system	Destroy	Planning and Corporate Services Manager
	II17	Mobile Phone Records		7 years (6yrs+current year)	Destroy	Planning and Corporate Services Manager

Education Policy						
Record Series	Series Ref.	Description	Location	Retention Period	Disposal Category	Authorisation
Research Projects	JJ1	Working Papers		2 years	PRONI review for possible transfer to PRONI	Senior Education Officer
	JJ2	Statistical Analysis		5 years	PRONI review for possible transfer to PRONI	Senior Education Officer
	JJ3	Final Research Reports		2 years	PRONI review for possible transfer to PRONI	Senior Education Officer
Policy Proposals	KK1	Working Papers		2 years	PRONI review for possible transfer to PRONI	Senior Education Officer
	KK2	Position Papers		5 years	PRONI review for possible transfer to PRONI	Senior Education Officer
	KK3	Educational Publications		5 years	PRONI review for possible transfer to PRONI	Senior Education Officer
GTCNI Funding Awards	LL1	Award Scheme		5 years	Destroy	Senior Education Officer
	LL2	Applications		5 years	Destroy	Senior Education Officer

	LL3	Approvals		5 years	Destroy	Senior Education Officer
	LL4	Declines		5 years	Destroy	Senior Education Officer
	LL5	Invoices		7 years (6yrs+current year in which case settled)	Destroy	Senior Education Officer
	LL6	Payment Authorisations		7 years (6yrs+current year in which case settled)	Destroy	Senior Education Officer
Project Records	MM1	Project Preparation Documentation		5 years	Destroy	Senior Education Officer
	MM2	Project Evaluation Reports		10 years	PRONI review for possible transfer to PRONI	Senior Education Officer
Public Consultation	NN1	Consultation on significant strategic policies		Permanent preservation	Permanent preservation	Senior Education Officer
	NN2	Consultation on the development of minor policies		Permanent preservation	Permanent preservation	Senior Education Officer

Registration and Regulation						
Record Series	Series Ref.	Description	Location	Retention Period	Disposal Category	Authorisation
Applications	SS1	Application Form and Supporting Documentary Evidence	Unique Coded Application File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	PRONI review for possible transfer to PRONI	Senior Education Officer
	SS2	Adhoc Emails & Letters directly pertinent to Applicant	Unique Coded Application File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	PRONI review for possible transfer to PRONI	Senior Education Officer
	SS3	Adhoc Emails & Letters pertinent to Application Process but not Linked to a Specific Application	Reg Mail Box / Communications Year Folder	2 Years	Destroy	Senior Education Officer
Fee Collection DAS	TT1	Notice of Deduction	M Drive / Registration Team / Fee Deduction / Year	7 years (6 years + current)	Destroy	Senior Education Officer
	TT2	Email containing Data File	Reg Mail Box / DAS / Year Folder	7 years (6 years + current)	Destroy	Senior Education Officer
	TT3	Cheque or BACs Notification	Note in Post Log M Drive / Utilities Log in M Drive / Registration Team / Fee Deduction / VGS Cheques Original CS with Report	7 years (6 years + current)	Destroy	Senior Education Officer
	TT4	Payment Record	Miller / Teacher Records / Payment Schedule	10 Years	Destroy	Senior Education Officer
	TT5	Report VGS Cheques	M Drive / Registration Team / Fee Deduction / Year Hard Copy VGS Cheques Received & Data File Processes Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	TT6	Report Miller Processes	Hard Copy VGS Cheques Received & Data File Processes Year	7 years (6 years + current)	Destroy	Senior Education Officer

	TT7	Adhoc Emails & Letters directly pertinent to the DAS process	Reg Mail Box / DAS / Year Folder	6 Years	Destroy	Senior Education Officer
	TT8	Data File	S Drive M Drive / Registration Team / Direct Mail / Fee Deduction / Year	7 years (6 years + current)	Destroy	Senior Education Officer
	TT9	Mailing Record	Miller / Teacher Records / Communications History	7 years (6 years + current)	Destroy	Senior Education Officer
	TT10	Mailmerged Letters	M Drive / Registration Team / Direct Mail / Fee Deduction / Year	7 years (6 years + current)	Destroy	Senior Education Officer
	TT11	Cheque or BACs Notification	Note in Post Log M Drive / Utilitise Log in M Drive / Registration Team / Fee Deduction / VGS Cheques Original CS with Report	7 years (6 years + current)	Destroy	Senior Education Officer
	TT12	Payment Record	Miller / Teacher Records / Payment Schedule	7 years (6 years + current)	Destroy	Senior Education Officer
	TT13	Report VGS Cheques	M Drive / Registration Team / Fee Deduction / Year Hard Copy VGS Cheques Received & Data File Processes Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	TT14	Report Miller Processes	Hard Copy VGS Cheques Received & Data File Processes Year	7 years (6 years + current)	Destroy	Senior Education Officer
	TT15	Adhoc Emails & Letters directly pertinent to the DAS process	Reg Mail Box / DAS / Year Folder	7 years (6 years + current)	Destroy	Senior Education Officer
Fee Collection Cheque Payments	UU1	Cheque or BACs Notification	Note in Post Log M Drive / Utilitise Log in M Drive / Registration Team / Fee Deduction / VGS Cheques Original CS with Report	7 years (6 years + current)	Destroy	Senior Education Officer
	UU2	Report VGS Cheques	M Drive / Registration Team / Fee Deduction / Year Hard Copy VGS Cheques Received & Data File Processes Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer

	UU3	Payment Record	Miller / Teacher Records / Payment Schedule	7 years (6 years + current)	Destroy	Senior Education Officer
	UU4	Report Miller Processes	Hard Copy VGS Cheques Received & Data File Processes Year	7 years (6 years + current)	Destroy	Senior Education Officer
	UU5	Adhoc Emails & Letters directly pertinent to the DAS process	Reg Mail Box / DAS / Year Folder	7 years (6 years + current)	Destroy	Senior Education Officer
Fee Collection Online Payments	VV1	Payment Record	Miller / Teacher Records / Payment Schedule	10 Years	Destroy	Senior Education Officer
	VV2	Report Secure Trading Processed	Secure Trading Generated Hard Copy Online Payment / Year File Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	VV3	Report Miller Processes	Miller Generated Hard Copy Online Payment / Year File Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	VV4	Adhoc Emails & Letters directly pertinent to the online payment process	Reg Mail Box / Fee Collection / Year Folder	7 years (6 years + current)	Destroy	Senior Education Officer
Fee Collection Telephone Payments	WW1	Payment Record	Miller / Teacher Records / Payment Schedule	10 Years	Destroy	Senior Education Officer
	WW2	Report Secure Trading Processed	Secure Trading Generated Hard Copy Online Payment / Year File Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	WW3	Report Miller Processes	Miller Generated Hard Copy Online Payment / Year File Year Hard Copy CS	7 years (6 years + current)	Destroy	Senior Education Officer
	WW4	Adhoc Emails & Letters	Reg Mail Box / Fee Collection /	7 years (6 years +	Destroy	Senior Education Officer

		directly pertinent to the online payment process	Year Folder	current		
Maintenance of Records	XX1	Business Objects 'School List' Report	M Drive / Registration Team / Business Objects / Corporate Documents / School List	2 Years	Destroy	Senior Education Officer
	XX2	'School List' Data File	M Drive / Registration Team / School List / Year	2 Years	Destroy	Senior Education Officer
	XX3	'School List' Master Mail Merged Letter	Access Database M Drive / Registration Team / School List / Year	2 Years	Destroy	Senior Education Officer
	XX4	'School List' Returns	Logged Scanned and Attached Miller / School Record / Communications History Hard Copy Filed	2 Years	Destroy	Senior Education Officer
	XX5	'School List' Individual Record Amendments	Miller / Teacher Records	Retirement of subject / individual + 15 years	Review by PRONI	Senior Education Officer
	XX6	Adhoc Emails & Letters directly pertinent to the School List process	Reg Mail Box / School List / Year Folder	2 years	Destroy	Senior Education Officer
	XX7	Online Amendment Requests For Individual Record Amendments	Miller / Teacher Records	Retain for life of record	Destroy when record expires	Senior Education Officer
	XX8	Adhoc Amendment Requests For Individual Record Amendments	Miller / Teacher Records	Retain for life of record	Destroy when record expires	Senior Education Officer
	XX9	Emails, Faxes & Letters directly pertinent to Adhoc Amendment Requests For Individual Amendment Requests	Reg Mail Box / Enquiry Years Folder	2 years	Destroy	Senior Education Officer
	XX10	Adhoc Communications with Registrants	Miller / Teacher Records	Retain for life of record	Destroy when record expires	Senior Education Officer
	XX11	Emails, Faxes & Letters	Reg Mail Box / Communications	2 years	Destroy	Senior Education Officer

		directly pertinent to Adhoc Communications with Registrants	Years Folder			
Induction and Early Professional Development	YY1	Individual Record Amendments pertinent to Induction and Early Professional Development	Miller / Teacher Records	Retirement of subject / individual + 15 years	Review by PRONI for possible transfer to PRONI	Senior Education Officer
	YY2	Emails, Faxes & Letters directly pertinent to Induction and Early Professional Development	Reg Mail Box / Induction EPD Folder	Retirement of subject / individual + 15 years	Review by PRONI for possible transfer to PRONI	Senior Education Officer
Professional Standing Enquiries	ZZ1	Writing Request for Letters of Professional Standing / QTS and Competent Authority Requests	Note in Post Log M Drive / Utilitise Note Miller Teacher Record Scan and Attach Miller / Teacher Records / Communication History Hard Copy Filed	10 Years	Destroy	Senior Education Officer
	ZZ2	GTCNI Response Letter	Note Miller Teacher Record Miller / Teacher Records / Communication History Hard Copy Filed	10 Years	Destroy	Senior Education Officer
Application Review	AAA1	Written Review Request	Unique Coded Review File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	Destroy	Senior Education Officer
	AAA2	Completed Review Form and Supporting Documentary Evidence	Unique Coded Application File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	Destroy	Senior Education Officer
	AAA3	Completed Review File	Unique Coded Application File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	Destroy	Senior Education Officer
	AAA4	Review Outcome	Unique Coded Application File Scanned and Attached to Electronic Record on AHD/Miller	10 Years	Destroy	Senior Education Officer
	AAA5	Adhoc Emails & Letters directly pertinent to the	Unique Coded Application File Scanned and Attached to Electronic	10 Years	Destroy	Senior Education Officer

		review process	Record on AHD/Miller			
Register of Teachers	BBB1	Application / Systems Development		Retain for the life of the system	Destroy	Senior Education Officer
	BBB2	Systems Support		Retain for the life of the system	Destroy	Senior Education Officer
Statistical Research	CCC1	Internal Request		6 Years	Destroy	Senior Education Officer
	CCC2	Internal Response		Permanent preservation	Permanent Preservation	Senior Education Officer
	CCC3	External Request		6 Years	Destroy	Senior Education Officer
	CCC4	External Response		Permanent preservation	Permanent Preservation	Senior Education Officer
Code of Values	DDD1	Project Development Records		10 Years	Destroy	Senior Education Officer
	DDD2	Final Documentation		Permanent preservation	Permanent Preservation	Senior Education Officer
Professional Competences	EEE1	Project Development Records		10 Years	Destroy	Senior Education Officer
	EEE2	Final Documentation		Permanent preservation	Permanent Preservation	Senior Education Officer



General Teaching Council
for Northern Ireland

Promoting Teacher Professionalism



**General Teaching Council
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General Teaching Council for Northern Ireland Disposal and Retention Schedule
Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January

Name

Departmental Information Manager

Name

Director

Permanent Secretary/Chief Executive



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Ms Theresa Graham
Vice-Chair of Council

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PRONI approval October 2015



General Teaching Council
for Northern Ireland

Promoting Teacher Professionalism

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