



**European Union**

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## **FE Document Retention Policy**

1. All ESF files for FE students will be kept by the college for 10 years.
2. All FE paper files will be kept for the duration of any post project inspections and then transferred to archive storage and clearly labelled with the project details and the instructions to keep until 2025.
3. All FE records within the MIS software will be archived at the end of each academic year. This covers all enrolment details, qualifications on entry and assessment results.
4. FE records within will not be deleted. This is to be strictly adhered to. If a record is created in error a status of X – cancelled will be applied rather than deleting the record.
5. Normal backups of the Database to be taken daily and also several copies of the Live system in case needed for disaster recovery.
6. All FE student records maintained within any other application will not be deleted.

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