



“Enabling Students to Accomplish their Academic Goal”

Records Retention Schedule

Operational Control for the Creation, Storage, Retention and Disposal of College Records (Retention Record Schedule)

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1. Purpose and Status

Bellmont College maintains this Records Retention Schedule as a live operational control. The schedule identifies the records the College creates or receives, the accountable owner, the approved storage location, the retention period and the disposal method.

Bellmont College applies this schedule to demonstrate accountability, reduce unnecessary storage, protect confidential and personal information and ensure that records are available for academic, legal, regulatory, financial, safeguarding and operational purposes.

Bellmont College retains personal data only for as long as it is needed for the purposes for which it is processed, unless a longer period is required by law, regulation, contract, public interest archiving, legal claim, safeguarding need, audit or investigation. Records that are no longer required are disposed of securely and, where appropriate, the disposal is logged.

2. Scope

This schedule applies to all College records in any format, including paper files, email, Microsoft 365 content, student records systems, HR systems, finance systems, VLE/LMS records, CCTV, case management systems, shared drives, system logs, backups and archived records.

It covers records held by Belmont College and records held on the College's behalf by approved processors and service providers.

3. Retention periods

Bellmont College does not retain all records for one blanket period. The College applies the following approved retention periods, calculated from the end of the academic year, financial year, employment, contract, case, investigation or activity to which the record relates, unless a longer legal hold, safeguarding hold, audit, complaint, investigation or claim requires the record to be retained for longer.

Record Type	Retention Period
Core student file: enrolment, identity, eligibility, funding evidence and achievement records	Course/financial year end + 6 years. Final award outcome and transcript data are held in the controlled student master record for the life of the College.
Live learner portfolios, assessed work and submission evidence	Course end + 2 years, unless an appeal, complaint, awarding-body requirement or regulator requirement needs a longer hold.
Learner certificates and certificate issue records	Issue to learner promptly. Return or securely store unissued certificates as awarding body rules require. Certificate issue log: course end + 6 years.

Record Type	Retention Period
Admissions records	<p>Successful applicants: end of student relationship + 6 years.</p> <p>Unsuccessful applicants: end of admissions cycle + 12 months, unless a complaint, appeal, equality monitoring requirement, suspected or confirmed fraud concern, safeguarding concern or legal hold applies.</p>
Attendance, engagement and student sponsor records	Academic year + 6 years where linked to funding or academic administration. Student sponsor evidence follows sponsor duties where applicable, unless the College retention period is longer.
Complaints, appeals, OIA, academic misconduct and disciplinary case files	Case closure + 6 years. Retain only a short award-impact summary where the outcome affects an award.
Student support, wellbeing, disability and reasonable-adjustment records	End of support or student relationship + 6 years. Safeguarding or legal hold records are retained longer where required.
Adult safeguarding case records	Case closure + 6 years, unless ongoing risk, police involvement, regulator interest, claim or legal hold requires longer.
Safeguarding allegations against staff	Only where such a case exists: normal retirement age or 10 years from the allegation, whichever is later.
Staff personnel files	Employment end + 6 years.
Recruitment records	Unsuccessful candidates: campaign closure + 12 months. Successful candidate records: transfer relevant records to the personnel file.
Right-to-work and DBS records	Right-to-work evidence: employment duration + 2 years. DBS certificates are not copied or retained beyond the short verification period; keep only the audit/decision record where justified.
Payroll, PAYE, statutory pay and pension administration records	PAYE records: tax year end + 3 years minimum. Belmont keeps payroll records needed for accounts/audit for tax year end + 6 years. Pension entitlement records follow provider requirements.
Finance, accounting, invoices, budgets, bank and VAT records	Financial year end + 6 years, or longer only where HMRC checks, assets, late returns, claims or transactions spanning more than one period require it.
Contracts, procurement and insurance records	Contract, policy or claim closure + 6 years. Deeds and leases: expiry/termination + 12 years. Active claims or legal hold override disposal.

Record Type	Retention Period
Board, governance, policies and controlled documents	Routine papers: meeting/superseded date + 6 years. Signed resolutions, statutory registers and key constitutional records: life of the College.
Health and safety records	Accident records: at least 3 years; Belmont default incident date + 6 years. Risk/fire assessments: current version + 6 years. Health surveillance: only where legally required, retain for the statutory period.
Premises, lease, maintenance and statutory property records	Lease/property file: lease end + 12 years. Routine maintenance and inspection records: financial year end + 6 years. Specialist statutory records are retained only where Belmont is responsible for them.
CCTV, visitor logs and contractor access logs	CCTV: normally 30 days. Visitor/contractor logs: visit date + 12 months. Evidence exports follow the relevant case-file retention.
IT access, audit logs, backups and disaster-recovery snapshots	Access requests: account closure + 1 year. System/security logs: 6-12 months unless on hold. Backups: 30-90 days rolling and not used as an archive.
Marketing enquiries, events, campaign lists and mailing preferences	Until consent is withdrawn or no meaningful engagement for 2 years. Keep minimal suppression records to avoid re-contact.
Routine emails, Teams chats, drafts, working notes and duplicate copies	Delete when no longer required. Decision records must be saved to the relevant business system and follow that record type retention.

At the end of the retention period, Belmont will review records and either securely destroy them, anonymise them, archive them where there is a lawful reason to do so, or retain them under a documented legal, safeguarding, audit or investigation hold. Destruction will be recorded, including the record type, date range, disposal date, disposal method and authorising officer.

The periods above align with UK storage limitation requirements, which require personal data to be kept no longer than necessary, while recognising that UK GDPR does not set one fixed retention period for every record type.

The periods above are set at a practical level for a young, two-year-old College while retaining longer periods only where needed for law, sponsor duties, finance, safeguarding, academic awards, property/lease records, audit or legal defence. Record types that are not currently operated by Belmont are excluded from the detailed schedule or apply only if the activity begins.

4. Operating rules

- The stated retention period starts with the trigger shown in the schedule, such as the end of the academic year, end of employment, contract end, case closure, financial year end or superseded date.
- Where more than one retention period applies to a record, Belmont College applies the longer period unless the Head of Quality & Operations, legal adviser or relevant statutory guidance requires earlier deletion.
- Legal hold overrides the normal retention period. Records are not destroyed while they are required for a complaint, appeal, litigation, police request, safeguarding matter, regulatory investigation, audit, FOI/EIR request, data subject request, UKVI inspection, HMRC check, insurance claim or disciplinary process.
- Long-term or life-of-College retention means controlled archival retention. It does not mean unmanaged retention in personal drives, email inboxes or departmental folders.
- Business owners review records at least annually and confirm that records remain in approved storage locations with appropriate permissions
- Copies and duplicates are deleted once the official record is saved in the approved business system.
- Disposal is proportionate to risk. Confidential paper is shredded or destroyed by an approved confidential-waste provider. Electronic records are securely deleted or anonymised and are purged from recoverable storage according to IT backup cycles.

5. Responsibilities

Role	Responsibility
Board of Directors	Approves the information governance framework and receives assurance on lawful, secure records management.
CEO	Provides senior oversight, resources and escalation for compliant storage, review and disposal.
Head of Quality & Operations	Owns this schedule, information governance controls, legal hold, safeguarding records, quality records and disposal oversight.
Head of Professional Services	Owns registry, admissions, student records, learner administration and learning-resource records.
Head of Academic Programmes	Owns academic delivery, assessment, attendance/engagement, student conduct and student support records.
Head of IT & Human Resources	Owns HR records, recruitment checks, staff casework, IT access controls, system logs, backups and secure deletion controls.

Accounting & Finance	Owns finance, accounting, tuition fee, purchasing, payroll accounting and contract-payment records.
Marketing Executive	Owns enquiries, open-day/event records, campaign lists and marketing communication preferences.
All staff and workers	Save records to approved systems, avoid unmanaged duplication and follow retention and disposal instructions.

6. Records retention schedule

Bellmont College operates the following retention schedule. The owner named in each row is the primary accountable role, aligned to the College organogram. Operational staff may support the work, but the named owner ensures the official record is held in the approved location, retained for the stated period and disposed of securely. Where a record type does not yet exist, the row applies only when that activity begins

Record Type	Owner	Storage Location	Retention Period	Disposal Method
Governance: Board minutes, signed resolutions, constitutional documents and statutory registers	Board of Directors	Governance SharePoint; secure archive	Signed minutes/resolutions: 10 years. Constitutional documents and statutory registers: life of the College.	Archive key records. Do not destroy life-of-College records while Belmont operates.
Governance: senior leadership minutes, policies, procedures and approved strategies	Head of Quality & Operations	Governance or policy SharePoint	Routine papers: meeting/superseded date + 6 years. Key approved policies/strategies: life of the College or until formally replaced and archived.	Archive key versions; securely delete or confidentially shred routine papers.
Academic quality: programme approval, validation, modification, closure and external examiner records	Head of Quality & Operations	Quality folder; Registry SharePoint	Programme closure or academic year + 6 years. Current programme specifications retained while the programme is active.	Archive final approved specifications; securely delete routine papers at expiry.

Record Type	Owner	Storage Location	Retention Period	Disposal Method
Academic governance: Academic Board papers, award board minutes and assessment regulations	Head of Academic Programmes	Academic Board folder; Registry system	Award decisions and confirmed final results: life of the College. Other papers: academic year + 6 years.	Archive final award records; securely delete supporting papers.
Student master record: identity, enrolment, programme, modules, final marks, award and transcript data	Head of Professional Services	Student records system; Registry SharePoint	Non-core data: end of student relationship + 6 years. Final award/transcript data: life of the College.	Retain final outcome in controlled archive; securely delete non-core data.
Admissions: applications and offer records	Head of Professional Services	Admissions system or restricted admissions folder	Successful applicants: end of student relationship + 6 years. Unsuccessful applicants: admissions cycle + 12 months unless hold applies.	Secure deletion or anonymisation.
Student administration : enrolment forms, ID checks, contact and next-of-kin details	Head of Professional Services	Student records system	End of student relationship + 6 years. Emergency contact data is deleted earlier when no longer needed.	Secure deletion.
Student administration : attendance, engagement and sponsored-student monitoring	Head of Academic Programmes	Attendance system; VLE/LMS; student records system	Academic year + 6 years where linked to academic, funding or sponsor duties. Apply sponsor rules where longer or more specific.	Secure deletion.

Record Type	Owner	Storage Location	Retention Period	Disposal Method
Student assessment: assessed work, scripts, portfolios and submission evidence	Head of Academic Programmes	VLE/LMS; e-submission area; assessment folder	Course end + 2 years, unless appeal, complaint, awarding-body or regulator requirement needs a longer hold.	Secure deletion; confidential shredding for paper scripts.
Student assessment: marks, moderation, feedback and sampling evidence	Head of Academic Programmes	Assessment system; VLE/LMS; Registry SharePoint	Academic year + 6 years. Final award outcomes are retained in the student master record.	Secure deletion; retain final result only in master record.
Student casework: academic appeals, complaints and OIA cases	Head of Quality & Operations	Restricted case folder; case management log	Case closure + 6 years, longer only where appeal, litigation, regulator interest or legal hold applies.	Secure deletion; anonymise trend data where retained.
Student conduct: academic misconduct and disciplinary records	Head of Academic Programmes	Restricted case folder	Case closure or end of student relationship, whichever is later, + 6 years. Award-impact summary retained only where needed.	Secure deletion; retain award-impact note only where required.
Student support: wellbeing, disability, reasonable adjustments and learning support	Head of Academic Programmes	Restricted support folder/system	End of support or student relationship + 6 years. Safeguarding or legal hold records retained longer where required.	Secure deletion by authorised staff; anonymise for service reporting.
Safeguarding: adult safeguarding case records	Head of Quality & Operations	Restricted safeguarding folder	Case closure + 6 years, unless ongoing risk, police involvement, regulator interest, claim or legal hold requires longer.	Secure disposal by authorised staff; anonymise trend reporting where appropriate.

Record Type	Owner	Storage Location	Retention Period	Disposal Method
Safeguarding/ HR: allegations against staff involving safeguarding	Head of Quality & Operations	Restricted HR and safeguarding case file	Normal retirement age or 10 years from the allegation, whichever is later. Legal hold overrides disposal.	Secure deletion after safeguarding, HR and legal review.
Finance: tuition fees, payments, refunds, bursaries and hardship funds	Accounting & Finance	Finance system; student funding SharePoint	Financial year end + 6 years. Keep only minimal scholarship or bursary history where operationally required.	Secure deletion; anonymise reporting data.
Finance: ledgers, annual accounts, audit files, invoices, VAT, budgets and bank records	Accounting & Finance	Finance system; secure finance folder	Financial year end + 6 years, longer only for assets, HMRC checks, late returns or long-running transactions.	Secure deletion or confidential shredding; disposal certificate for bulk destruction.
Payroll and pensions: PAYE, tax codes, statutory pay, deductions and pension correspondence	Head of IT & Human Resources	Payroll provider/system; restricted HR folder	PAYE: tax year end + 3 years minimum. Payroll records needed for accounts/audit: tax year end + 6 years. Pension records follow provider requirements.	Secure deletion or transfer to provider archive.
HR: personnel files and recruitment records	Head of IT & Human Resources	Restricted HR folder; recruitment folder	Personnel file: employment end + 6 years. Unsuccessful recruitment: campaign closure + 12 months. Successful records transfer to HR file.	Secure deletion or anonymisation; remove duplicates after transfer.

Record Type	Owner	Storage Location	Retention Period	Disposal Method
HR compliance: right-to-work, DBS audit details and safer recruitment decisions	Head of IT & Human Resources	Restricted HR compliance folder	Right-to-work: employment + 2 years. DBS certificates are not copied; audit/decision record: employment end + 6 years where justified.	Secure destruction; no DBS scan or photocopy retained.
HR casework and health: disciplinary, grievance, capability, sickness, OH and adjustments	Head of IT & Human Resources	Restricted HR case folder; occupational health provider system	Case closure or employment end + 6 years. Occupational-health medical records follow provider rules.	Secure deletion after HR/legal review; provider disposes of OH records under its process.
Health and safety and premises: accidents, RIDDOR, risk/fire assessments, inspections, lease and maintenance records	Head of Quality & Operations	H&S folder; premises file; secure archive	Incidents: at least 3 years; Bellmont default + 6 years. Risk/fire assessments: current + 6 years. Lease/property records: lease end + 12 years.	Secure deletion or confidential shredding after H&S/legal review; archive lease records where required.
Procurement, contracts and insurance records	Accounting & Finance	Contract register; procurement folder; finance/insurance SharePoint	Contract, policy or claim closure + 6 years. Deeds/leases + 12 years. Active claims or legal hold kept longer.	Secure deletion or confidential shredding after legal/insurer review.

Record Type	Owner	Storage Location	Retention Period	Disposal Method
Information governance and rights: DPIAs, RoPA, privacy notices, sharing agreements, SAR/FOI/EIR, ICO and breach records	Head of Quality & Operations	Information governance SharePoint; restricted IG case folder	Governance records: current/agreement end + 6 years. Rights requests: closure + 3 years. Serious breaches: closure + 6 years or legal hold.	Secure deletion; anonymise request statistics.
IT: user accounts, access requests, permission reviews, system logs, backups and DR snapshots	Head of IT & Human Resources	IT admin console; access register; system audit logs; backup storage	Access requests: account closure + 1 year. Logs: 6-12 months unless on hold. Backups: 30-90 days rolling and not an archive.	Automated purge, overwrite or secure destruction.
Security: CCTV footage, visitor logs and contractor access logs	Head of Quality & Operations	CCTV system; visitor log or visitor management system	CCTV: normally 30 days. Visitor/contractor logs: visit date + 12 months. Incident/legal hold records follow case retention.	Automatic overwrite, secure deletion or confidential shredding; evidence exports saved to case file.
Marketing: enquiries, open-day/event records, campaign lists and mailing preferences	Marketing Executive	CRM or enquiry spreadsheet; email marketing system	Until consent is withdrawn or no meaningful engagement for 2 years. Keep minimal suppression record to avoid re-contact.	Delete or anonymise; retain suppression records where required.
Routine communications: emails, Teams chats, drafts, working notes and duplicate copies	All staff	Microsoft 365; approved business systems	Delete when no longer required. Decision records saved to the relevant business system follow that record type retention.	User deletion, retention label, automated purge or secure deletion.

7. Disposal and legal hold controls

Bellmont College checks for legal hold before disposing of any controlled record. Disposal is paused where a record is required for a complaint, appeal, investigation, inquiry, safeguarding matter, employment dispute, HMRC check, UKVI inspection, insurance claim, police request, litigation, FOI/EIR request or data subject request.

The record owner authorises disposal once the retention period has expired and no legal hold applies. The owner records the disposal decision for controlled records and high-risk personal data. Routine system-managed deletion is evidenced through system configuration, audit logs or retention labels.

The College uses confidential shredding or an approved confidential-waste provider for paper records. The College uses secure deletion, anonymisation, retention labels, access removal, encrypted media destruction or certified supplier destruction for electronic records and storage media.

Backups are used for resilience and disaster recovery. They are not used as an archive. Records deleted from live systems are purged from recoverable backups in line with the backup lifecycle unless a legal hold is applied.

8. Review and change control

Bellmont College reviews this schedule annually. The Head of Quality & Operations coordinates the review with the CEO, Board of Directors, Head of Professional Services, Head of Academic Programmes, Head of IT & Human Resources, Accounting & Finance and Marketing Executive. Changes are approved through the College information governance and policy approval process. Where law, statutory guidance, sponsor guidance, regulator expectation or operational systems change, the relevant owner notifies the Head of Quality & Operations and the schedule is updated earlier.

9. Key reference sources

Bellmont College uses the following public sources when setting or reviewing retention periods. Where a source is updated, the current version is used at the next scheduled or triggered review.

Source	Reference	Link
ICO	Principle (e): Storage limitation	Open source
ICO	Records management and security audit framework	Open source
ICO	Guidance on video surveillance including CCTV	Open source
Jisc	Records retention management guidance for higher and further education institutions	Open source
Office for Students	Retaining assessed work	Open source
GOV.UK / HMRC	PAYE and payroll for employers: keeping records	Open source

Source	Reference	Link
GOV.UK	Running a limited company: company and accounting records	Open source
GOV.UK / HMRC	Record keeping for VAT, Notice 700/21	Open source
GOV.UK / Home Office	Right to work checks: an employer's guide	Open source
GOV.UK / DBS	Handling of DBS certificate information	Open source
GOV.UK / Home Office	Student sponsor guidance	Open source
GOV.UK / DfE	Data protection in schools: record keeping and management	Open source
HSE	Health surveillance: record keeping	Open source

10. Approval Record

Name / Role	Approval Body	Date	Signature / Approval Reference
Head of Quality & Operations	Document owner review	February 2026	
CEO	Senior approval	February 2026	
Board of Directors	Final approval / assurance	February 2026	