

## Records Retention Schedule

Our Records Retention Schedule has been developed to tell you the types of records, known as records series, that are required to be kept for all areas of our business, and for how long. If you require more information on the information contained within the schedule please contact us at: [customercare@jbg.org.uk](mailto:customercare@jbg.org.uk)

### Corporate Services

Record Series	Trigger	Period
Comments and Enquiries – case files- records documenting the processing of customer comments and enquiries about JBG including responses.	Last action on comments	6 years
Complaints – Case File – records documenting the handling of a customer complaint.	Last action on complaint	5 years
Complaints Register	Current	10 years
Environment Information Regulations - processing of requests for information	Completion of request	3 years
Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years
Data Protection - record of subject access request processing	Completion of request	3 years
Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Outcome of appeal	6 years
Data protection - general compliance records	Current year	3 years
Data protection - Notification and changes	Current year	3 years
Freedom of information (FoISA) - processing of requests for information	Completion of request	3 years
Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years
Recruitment Paperwork – applications and supporting documents	Interview	6 months
Staff Records (Non-European Funded)	Leaver	6 years
Staff Records (European Funded)	Instruction from Scottish Government	<a href="#">Please click here</a>

## Records Retention Schedule

ESF Financial Paperwork - payroll, staff travel, timesheets, bank statements, purchase invoices, petty cash, cashbook payments	Instruction from Scottish Government	<a href="#">Please click here</a>
Non ESF Financial Paperwork - payroll, staff travel, timesheets, bank statements, purchase invoices, petty cash, cashbook payments	From end of funded period/end of Company financial year for HMRC*	7 years

\*Due to operational reasons, it may not always be possible to separate ESF Financial Paperwork from Non-ESF Financial Paperwork. In this case, documents would be held in accordance with Scottish Government requirements.

## Employability & Skills

Record Series	Trigger	Period
REHIS Candidate Assessment Records	Completion Date	3 Months
Skills Development Scotland Employability Fund Client Files	End of programme	3 years
Skills Development Scotland Modern Apprenticeship Participant Files	End of Programme/Completion of MA	3 years
SQA Candidate Assessment Records	Completion date as notified to SQA	1 calendar year
SQA Internal Verification Records	Completion date as notified to SQA	1 calendar year
SQA Appeals Records	Closure of proceedings	3 calendar years
SQA Malpractice Records	Closure of proceedings	5 calendar years
Working Matters Client Files	Closure of programme	5 calendar years
Working Matters More Client Files	Closure of programme	5 calendar years
Core Client Files	End of calendar year following last participation on the programme	5 calendar years
ESF Client Files (WLG Oct 2018 - present)	Instruction from Scottish Government	<a href="#">Please click here</a>
ESF Client Files (2007-2013)	Instruction from Scottish Government	<a href="#">Please click here</a>
PACE + Client Files	Closure of programme	5 calendar years
Big Lottery Client Files	Closure of programme	5 calendar years
Integrated Grants Fund Client Files	Closure of programme	5 calendar years

## Records Retention Schedule

### Strategic Projects

Record Series	Trigger	Period
ILM (Transitional Employment) Client Files	Completion of The Programme	5 calendar years

### Enterprise

Record Series	Trigger	Period
Business Start Up Client Files	End of calendar year following last participation on the programme	5 calendar years
Social Enterprise Client Files	End of calendar year following last participation on the programme	5 calendar years
Enterprise Centre Client Files	End of 2 year period on the programme	5 calendar years

### Property

Record Series	Trigger	Period
Tenant Files	End of tenancy	1 year
Leases	End of tenancy	7 years
Building Manuals	Disposal of building	N/A

## Records Retention Schedule

### Childcare

Record Series	Trigger	Period
Admission Form and Parental Contract	Leave date	7 years
Child Protection	Date occurring	25 years
Accident reports	Date occurring	21 years 3 months
Insurance Certificates	Ongoing	40 years
Change of Circumstance	Date occurring	7 years
Medicine Sheet	Date occurring	1 year
Nappy Sheet	Date occurring	3 months
Profiles	Leave date	1 year
Daily safety checks	Date occurring	3 months
Registers	Date occurring	1 year
Cleaning Sheets	Date occurring	1 year (increased from 3 months due to Covid19)
Sunsmart	Date occurring	1 year
Children sent home	Date occurring	1 year
Petty cash/fundraising	Date occurring	7 years
Consent forms	Date occurring	1 year
Kitchen paperwork	Date occurring	1 year
Monitoring of Service	Date occurring	1 year
Mobile Play Team Risk Assessments	Date of Booking	7 years if there are no child protection issues. If there is a child protection issue the risk assessment will be held for 25 years in line with Child Protection Guidelines.