

## Records Retention and Disposal Schedule

Our Records Retention and Disposal 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	Action
Comments and Enquiries – case files- records documenting the processing of customer comments and enquiries about JBG including responses.	Last action on comments	6 years	Destroy
Complaints – Case File – records documenting the handling of a customer complaint.	Last action on complaint	5 years	Destroy
Complaints Register	Current	10 years	Destroy
Environment Information Regulations - processing of requests for information	Completion of request	3 years	Destroy
Environment Information Regulations - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
Data Protection - record of subject access request processing	Completion of request	3 years	Destroy
Data Protection - record of subject access request processing where appeal made to UK Information Commissioner	Outcome of appeal	6 years	Destroy
Data protection - general compliance records	Current year	3 years	Destroy
Data protection - Notification and changes	Current year	3 years	Destroy
Freedom of information (FoISA) - processing of requests for information	Completion of request	3 years	Destroy

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Freedom of information (FoISA) - processing of requests for information where appeal made to Scottish Information Commissioner	Outcome of appeal	6 years	Destroy
Recruitment Paperwork – applications and supporting documents	Interview	6 months	Destroy
Staff Records (Non-European Funded)	Leaver	6 years	Destroy
Staff Records (European Funded)	Instruction from Scottish Government	<a href="#">Please click here</a>	Destroy
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>	Destroy
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	Destroy

\*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	Destroy
Skills Development Scotland Employability Fund Client Files	End of programme	3 years	Destroy
Skills Development Scotland Modern Apprenticeship Participant Files	End of Programme/Completion of MA	3 years	Destroy
SQA Candidate Assessment Records	Completion date as notified to SQA	1 calendar year	Destroy
SQA Internal Verification Records	Completion date as notified to SQA	1 calendar year	Destroy
SQA Appeals Records	Closure of proceedings	3 calendar years	Destroy
SQA Malpractice Records	Closure of proceedings	5 calendar years	Destroy
Working Matters Client Files	Closure of programme	5 calendar years	Destroy
Working Matters More Client Files	Closure of programme	5 calendar years	Destroy

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Core Client Files	End of calendar year following last participation on the programme	5 calendar years	Destroy
ESF Client Files (2007-2013)	Instruction from Scottish Government	<a href="#">Please click here</a>	Destroy
Big Lottery Client Files	Closure of programme	5 calendar years	Destroy
Integrated Grants Fund Client Files	Closure of programme	5 calendar years	Destroy

## Strategic Projects

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

## Enterprise

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

## Property

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

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### Childcare

Record Series	Trigger	Period	Action
Admission Form and Parental Contract	Leave date	7 years	Destroy
Child Protection	Date occurring	n/a	Passed to receiving school/nursery when child leaves
Accident reports	Date occurring	21 years 3 months	Destroy
Insurance Certificates	Ongoing	40 years	Destroy
Change of Circumstance	Date occurring	7 years	Destroy
Medicine Sheet	Date occurring	1 year	Destroy
Nappy Sheet	Date occurring	3 months	Destroy
Profiles	Leave date	1 year	Destroy
Daily safety checks	Date occurring	3 months	Destroy
Registers	Date occurring	1 year	Destroy
Cleaning Sheets	Date occurring	1 year (increased from 3 months due to Covid19)	Destroy
Sunsmart	Date occurring	1 year	Destroy
Children sent home	Date occurring	1 year	Destroy
Petty cash/fundraising	Date occurring	7 years	Destroy
Consent forms	Date occurring	1 year	Destroy

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Kitchen paperwork	Date occurring	1 year	Destroy
Monitoring of Service	Date occurring	1 year	Destroy
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.	Destroy