

Archive Policy Longden Ltd

1 Purpose

The purpose of the Archive Policy is to ensure that records held by Longden Ltd are positively managed and actively exploited as information resources. This policy covers all documents, whether manual or electronic.

2 Reasons for Retaining Documents

2.1

Records and archives have considerable research potential and provide an essential historical background to:

- (a) the organisation and governance;
- (b) key functions and activities;
- (c) major developments and achievements;
- (d) relationships with stakeholders.

2.2

Over a period of time, records/documents will demonstrate what was done, where, when, why it was done and who was affected. The selection of archival material should focus on operationally significant records. To maximise research potential, it is essential that records are systematically acquired, appraised, catalogued and made available.

3 The Records Retention Schedule

3.1

The attached **Records Retention Schedules** highlight the types of data that are held within the company and has been broken down into areas to give an indication of location. Each schedule is categorised according to function and then lists the activities that are likely to be involved. It may well be that some of the data referred to resides in other documentation and may not be a file in its own right.

3.2

The retention period of any document should be determined by the length of time it is required to support the organisation's operations and/or are in compliance with legal or regulatory requirements, including the Data Protection Act 1998. Where the recommended period has lapsed, consideration needs to be given to whether or not the document(s) in question are to be retained for a longer period.

3.3

The retention periods within the schedules have been either identified and agreed with the OCR and LSC, or are in compliance with statutory or legal requirements. Where the latter applies the legislation/statute has been identified.

4 Storage of Data

4.1

In determining the storage media the need to ensure long-term survival and accessibility of records is paramount; this will influence the selection of storage media and formats. Guidance on storage media and formats will not be issued on the basis that this is a local issue and is largely governed by availability of storage space and the importance attributed to the documents in relation to the function your area is fulfilling. Your choice of media should however, be efficient, effective and economical.

4.2

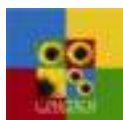
Documents that can be acquired from a secondary source, (eg documents that have been published by other organisations, such as The QIA Code of Conduct) should not be considered for archival purposes.

5 Data Protection Act 1998

5.1

The Data Protection Act 1998 applies to personal data ie data from which a living individual can be identified. The Acts provisions cover data held in both manual and automated form. Of particular relevance in the context of the Archive Policy is the fifth data protection principle, which states that data processed for any purpose should not be kept for longer than is necessary for that purpose. However, data held for research, statistical and historical purposes may be kept indefinitely without breaching this principle.

The Records Retention Schedule



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Record	Period	Statutory/Legal Requirement
Performance Management and Quality Assurance (Monitoring the quality of teaching and learning)		
- Examination/assessment rules. Principles, regulations and procedures for programmes of study and courses leading to academic awards and other distinctions	Permanent	
- Monitoring, inspection and assessment of examination and other procedures that lead to awards, to ensure consistency and quality.	6 years	
- External Reports	6 years	
External Verification		
- Course accreditation submission documents	6 years	
- Course accreditation outcomes and reports	Permanent	
- External verification procedures and submissions	6 years	
- External verification outcomes and reports	Permanent	
- Institutional approvals and reviews – outcomes and reports	Permanent	
- Course/partnership approval and review	During lifetime of collaboration + 6 years	
- Quality appraisals (internal process)	Permanent	
- Assessor CV and specimen signatures	Permanent and updated annually	
Awards Administration (Administering the conferment of awards)		
- Programmes	Permanent	
- Confirmation of student awards ie pass lists, certificates, awards lists	Permanent	
Candidate Records		
- Record of Achievement	6 years	
- ILR, IAG, Literacy and Numeracy results	6 years	
- Copy of certificate		
Complaints and appeals re examination procedures and results	6 years	Limitation Act 1980

