

Disposal of Documents Schedule



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ABBREVIATIONS

ACETS	Awards and Certificates in Education, Training and Skills
AEA	Advanced Extension Award
ALTA	Adaptive Learning Teaching Assessment
APO	Assistant Principal Officer
Archive	Held in CCEA Archive
Arion Scheme	Part of the European Union Education Programme
BM	Business Manager
C2K	Classroom 2000
CATS	Credit Accumulation Transfer System
CCEA	NI Council for Curriculum, Examinations and Assessment
CCTV	Closed Circuit Television
CO	Clerical Officer
DE	Department of Education
DP	Data Protection
EDI	Electronic Data Interchange
EFQM	European Framework for Quality Management
ELQ	Entry Level Qualification
EO	Executive Officer
EQIA	Equality Impact Assessment
EIR	Environmental Information Regulations
FoI	Freedom of Information
GANTT Chart	A graphical representation of the main stages or activities in a project work plan over time, i.e. a form of bar chart; a useful project management tool.
GCE	General Certificate of Education
GCSE	General Certificate of Secondary Education
GNVQ	General National Vocational Qualification
GOML	Graded Objectives in Modern Languages

HEO	Higher Executive Officer
ICAA	International Curriculum and Assessment Agency
ICT	Information and Communication Technology
ISO	International Standards Organisation
JCNC	Joint Consultation and Negotiating Committee
JCQ	Joint Council for Qualifications
KS 1	Key Stage 1
KS 2	Key Stage 2
KS 3	Key Stage 3
NIC	National Insurance Contributions
NISEC	Northern Ireland Schools Examination Council
PAYE	Pay As You Earn
PO	Principal Officer
PR	Public Relations
PRONI	Public Records Office of Northern Ireland
PSE	People Services and Equality
QCA	Qualifications and Curriculum Authority
RPSI	Re-use of Public Sector Information Regulations
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
SAO	Senior Administrative Officer
SEO	Senior Executive Officer
SLA	Service Level Agreement
Smarties	Smart Ideas Employee Suggestions
SOUR	Statement of User Requirements
VAT	Value Added Tax
VFM	Value For Money

Section 1 – Introduction

History

The Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA), which was established on 1 April 1994, is a Non-Departmental Public Body (NDPB) reporting to the Department of Education (DE). Its establishment has resulted in a unique educational body in United Kingdom terms in that it brings together the three areas of curriculum, assessment and examinations.

Remit, duties and functions

CCEA's duties and functions are detailed in the Education (NI) Order 1998 (Articles 73 to 80). In summary, the role of CCEA is to:

- keep under review all aspects of the curriculum, examinations and assessment for grant-aided schools and colleges of further education;
- undertake statutory consultation on proposals relating to legislation involving the curriculum, examinations and assessment;
- advise the Department of Education on matters concerned with the curriculum, assessment examinations and external qualifications;
- develop qualifications, conduct examinations and assessments and moderate relevant examinations and assessments, ensuring that standards are recognised as equivalent to standards of examinations and assessments conducted by other bodies or authorities exercising similar functions in the United Kingdom;
- accredit and provide advice on approval of qualifications;
- conduct the Northern Ireland transfer procedure tests;
- publish and disseminate information relating to the curriculum, assessment and examinations;
- develop and produce teaching support materials for use in schools;
- carry out research and development.

In addition, CCEA has a remit for the development of educational technology and the production of multimedia resources.

2 Purpose of Disposal Schedule

This disposal schedule identifies the disposal arrangements for all records created by CCEA. The schedule complies with the requirements in the Public Records Act (NI) 1923 and by the Disposal of Documents Order (S.R.& O. 1925 No 167).

3 Categories of Disposal

- Destruction
- Archive
- Permanent preservation

4 Consultation and Acknowledgements

We would like to acknowledge all those who were involved in the development and consultation of this Schedule (see Appendix A).

Section 2 – Operation of this Disposal of Records Schedule

1 Retention Period

The retention period required for each type of record is calculated from the point the file/record is closed. Once a file is closed, no further papers can be added or information added on the computer, but the file can be used for reference.

2 Permanent Preservation/Transferred to PRONI/copy sent to PRONI

Where the disposal action is Permanent Preservation/Transferred to PRONI/Copy sent to PRONI, the records are exempt from the normal review procedures. The file should be sent to the Information Officer and marked for transfer to PRONI. The Information Officers will make arrangements to have the records transferred at the end of the retention period.

In some cases PRONI may ask for an annual percentage of particular files or a random selection to be sent to them. The selection should be made by the team and sent to the Information Officer who will arrange for them to be transferred at the end of the retention period.

Records such as Reports, published or otherwise, Strategy documents and the like should be considered for Permanent Preservation. Copies of these documents should be sent to the Information Officer who will arrange for them to be transferred to PRONI. The schedule also refers to Archive – this means that records will be sent to the CCEA Archive.

3 Commitment to preserving files/records

CCEA declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody, ie. until either destroyed, archived in CCEA or transferred to PRONI for permanent preservation.

All members of staff are responsible for maintaining CCEA records in accordance with good records management practice by fully documenting their actions and decisions in relation to the areas for which they have responsibility. They must comply with records management standards by ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

The **Information Officers** will work closely with all staff to ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

4 Allocating title to files

Accurate file titling is essential for an efficient filing system. The title of every file should accurately reflect its contents. Clearly, if titles are inaccurate, ambiguous or imprecise the retrieval of information will be difficult, resulting in wasted staff time, loss of confidence in the system, and increasing duplication of files to no good purpose.

Titles should be **meaningful**. The use of words such as ‘**general**’ or ‘**miscellaneous**’ should, therefore, be avoided. **Nor should information simply be filed under the**

name of the officer dealing with it. If acronyms and abbreviations must be used in the title, they should be in common use within CCEA. But ideally they should be avoided because their meaning can be lost over a period of years. Titles should be brief and as clear as it possible.

5 Roles and Responsibilities of CCEA Personnel

The Chief Executive and the Director of Corporate Services have a duty to ensure that CCEA complies with the requirements of the legislation (including supporting regulations and codes) affecting the management of the organisation's records.

BMs, POs, APOs, and Team Leaders are responsible for ensuring that records and information systems in their areas conform to the CCEA policy and to the requirements of legislation.

All members of staff are responsible for maintaining CCEA records in accordance with good records management practice by fully documenting their actions and decisions in relation to the areas for which they have responsibility. They must comply with records management standards by ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

The **Information Officers** will work closely with all staff to ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

6 Retention Schedule – how it is set out

Column 1

Work area/function. This column identifies the work area or function under which the record is created.

Column 2

Reference number of the record

Column 3

Record type – lists all the types of records under each work area.

When files/records are closed – no further papers, or additions (electronic) can be made to them. Wherever possible, files should cover a calendar or financial year. Areas like business plans and training plans are easily attributed on this basis. Committees files should be opened on a yearly basis to make the files more easily managed.

The main reasons for closing files are;

- end of calendar year;
- end of financial year;
- end of academic year;
- end of examination series;
- a subject has ended;
- work has been completed;
- an investigation has ended;
- a report has been completed and issued.

Column 4

Retention period

In considering whether a file should be retained rather than destroyed the main consideration must be administrative need. It is not necessary to take into account whether some third party may want the information, or whether, in some way, it might be of historical interest. How long the file should be retained is a matter of judgement, which will vary from case to case. In some circumstances, it may be necessary to seek professional guidance, particularly where there are specific legislative requirements and timescales for the retention of information. (It should be noted that the retention period is always calculated from the file closure date. If a file is closed on 31 December 2005 and the retention period is 2 years, then the file would be brought forward for destruction on 31 December 2007).

Column 5

Legislation

As indicated above, the retention periods for some records are covered by legislation and/or compliance codes and the title of the relevant legislation or code is noted in this column.

Column 6

Final Action

Identifies what action is appropriate at the end of the retention period. This may include confidential shredding, recycling (if not confidential) or deleting from the computer. It may also indicate that some files should be sent for permanent preservation to PRONI – as mentioned earlier. Some records may be kept in the CCEA archive.

7

Records for Destruction

Below are detailed instructions on destroying records and the form, (Records Destruction Certificate), to be used when carrying this out.

Records Destruction Certificate Instructions

The records destruction certificate is a word document that should be used by the Information Officers to record the destruction/deletion of records at CCEA. A printed copy of the completed and signed form should be sent to the Information Officers **before** the records are destroyed/deleted.

Fill in the data on the Records Destruction Certificate

Dates: Enter the month, date, year the Certificate is prepared.

Business Unit/Team/PO/BM: Enter as appropriate with name.

Room/Building: Enter room number and building.

Destruction Date: indicate the date the records were disposed of.

Destruction Method: indicate the method used to dispose of the records ie recycle or confidential shredding, delete from computer.

Reference No: enter the reference number from the second column of CCEA's Retention/Disposal Schedule.

Title of Records: Enter the title of the record(s) exactly as shown in CCEA's Retention/Disposal Schedule.

Date Span: Give the inclusive (oldest and most recent) date of the records destroyed or series.

Number of records: indicate the number of files/boxes destroyed/number of records/folders deleted from the computer.

At the bottom of the form, please sign and date and return the Information Officers in the Business Assurance Office, Room 316 in Clarendon Building.

Section 3 - Definitions of the teams and functions in CCEA

The first column is identical to the Retention Schedule – giving the functions within CCEA. The second column gives the definitions of each area of work.

Work area/function	Brief explanation of the remit of CCEA teams relating to the work area/function of the Retention Schedule
Accident/incident	This function sits with People Services and Equality. (PSE)
Accreditation	The work of the Unit relates solely to the regulation of qualifications. CCEA is responsible for the regulation of all general (GCE/GCSE) and vocationally-related qualifications in Northern Ireland. Because of the common qualifications system that operates across England, Wales and Northern Ireland, CCEA operates its regulatory role in collaboration with QCA (England) and ACCAC (Wales). Documentation about regulatory requirements, such as accreditation criteria, codes of practice and accreditation procedures, are produced jointly. The three regulatory authorities are responsible for the accreditation of qualifications to the National Qualifications Framework (NQF).
Administrative Support	The Education Services Administration Team (ESAT) provides administrative and secretarial support for all activities across the 7 Business Units within Education Services.
Assessment Development	The Assessment Development Business Unit is responsible for developing, implementing and supporting assessment policy and strategy at Foundation Stage and Key Stages 1, 2 and 3. This involves the initial development of assessment materials, consultation, piloting of the materials, evaluation and review. The unit works with a range of education partners including teachers and ELBs in all of its work.
Assessment Operations (Administration)	<p>The Assessment Operations Business Unit has responsibility for establishing and maintaining the procedures that underpin the conduct and operational arrangements for the following:</p> <ul style="list-style-type: none"> • Baseline assessment. • Key Stage 1 and 2 assessment. • Key Stage 3 assessment. • Transfer Test. • Key Stage 2 ICT Accreditation. • Key Stage 3 ICT Accreditation; • Graded Objectives for Modern Languages (GOML) <ul style="list-style-type: none"> - School-based. - Continuing Education. • Welcome Europe. • Entry Level Qualifications (ELQ) including the ELQ Learning for Life and Work Pilot. • Occupational Studies Pilot. • Key Skills assessment and accreditation of centres. • Online Key Skills Pilot. • Essential Skills assessment and accreditation of centres. • National Council for Further Education (NCFE) courses. • Records of Achievement and the accreditation of centres.

Audit	This function covers work carried out in a number of work areas including Finance and Business Assurance.
Business Assurance	This team gives confidence to the Chief Executive that the organisations systems and processes are working effectively and continuously improving. It takes an independent view of the performance of the organisation and monitors and reports on this. The Information Officers (RM/FoI/DP) are also based in this team.
Centre and Examiner Support	<p>This team deals with the schools/exam centres, and the areas listed below:</p> <ul style="list-style-type: none"> • Particular Requirements and Access Arrangements. • Centre Information. • Appointment of Examiners and Moderators.
Communications & Events	This team is called MarComms and carries out media management, internal communications and public relations. They organise all CCEA events, internal and external, throughout the year.
Complaints	This function is carried out within the Business Assurance Team.
Contracts	Procurement is the team who administer contracts.
Corporate	This area of work covers the Council and Committee work, Operational and Corporate Plans, major reports, diaries, senior management correspondence etc.
Curriculum Development	<p>The Curriculum Development Team is working to create a more relevant, coherent and enjoyable curriculum for the very youngest children, (known as the Foundation Stage) and also for all young people at Primary and Post-Primary schools. The development work is based on a range of research, which highlights the need for the curriculum to respond to:</p> <ul style="list-style-type: none"> • Changes in society and employment patterns. • The development of new technologies. • Recent brain research into how we learn. • An already overcrowded curriculum. • The lack of linkages between subjects. • Pupils' perception of the lack of relevance in what they do at school. • The need to address the transition from Primary to Post-Primary, including the slow progress some pupils make in Years 8 and 9. • Pupil requests for more Personal Development, Citizenship and Employability.

Distribution	This function is self explanatory. The Distribution Operations Team sends out the monthly dispatch and exam papers to schools, and customer requests and orders.
Equality Service	This function sits with the People Services and Equality Team.
Equipment	Records concerning equipment are with the Facilities Management Team.
Examinations and Assessment Administrative Management	<p>The Processing Unit is responsible for processing the full range of examinations and assessments offered by CCEA.</p> <p>The Examinations Processing Teams are responsible for processing all CCEA qualifications that are achieved by means of coursework and/or examination. These qualifications include all GCSE and GCE's, Advanced Extension Awards (AEA), Vocational GCSE, Key Skills and clerical marking of the Transfer Test. For examinations this involves the establishment and recording of base and standing data for each specification, the correct input of entries data for candidates from each Centre, the delivery and collection of the examination material to/from centres, the clerical checking of scripts, the input of the marks awarded by examiners to the computer system and then the production of results statements and examination certificates. The Unit is also responsible for the recruitment of examiners and moderators and for making arrangements for a variety of examiner and moderator meetings for each examination series. The unit is the primary operator of a secure database system known as the AS400.</p> <p>The Assessment Processing Team is responsible for processing all CCEA qualifications that are achieved by means of assessment. These qualifications include Key Stages 1-3, Entry Level Qualification, Essential Skills and Graded Objectives in Modern Languages (GOML).</p>
Exams Processing	<p>This team deals with the processing of all the examinations and coursework. Other activities are listed below.</p> <ul style="list-style-type: none"> • GCSE/GCE and Key Skills script processing and coursework. • Appointment of Moderators. • Meeting Support. • Enquiry about Results. • Access to Scripts. • Marking of the Transfer Test.
Facilities Management	This team deals with the running of the buildings, building plans, leases, inspection reports, maintenance contracts and other contracts, etc

Finance	<p>This team has the responsibility for delivering the following main services:</p> <ul style="list-style-type: none"> • Preparation of the annual financial accounts. • Designing and implementing financial controls and procedures. • Producing the annual budget and operational plan. • Providing monthly and ad hoc financial reports to management. • Assisting in the preparation of business cases or other proposals • Assisting in the financial management of projects. • Payroll & Wages payment and administration. • Accounts Payable. • Accounts Receivable. • Travel & Expense Claims. • Teacher Release payments and analysis. • Payments to markers, moderators and examiners.
Health and Safety	This area of work rests within People Services and Equality (PSE)
ICT	ICT is committed to developing and delivering no-fail business solutions that empower individuals and the Council to deliver and surpass CCEA business objectives. ICT is committed to delivering all services in a customer focused, quality centric, innovative and value for money manner.
Personnel	Known as People Services and Equality (PSE)
Project Records	CCEA has a number of projects running at any one time – this category is to encompass these records and any related materials.
Publishing	This team includes copyright records and multi-media records.
Qualifications Development and Support (QDS)	The QDS Team is responsible for managing the identification and development of subject specifications that lead to accredited qualifications for pupils, students and learners. They oversee the identification, development and production of materials and events to support teachers and lecturers delivering courses based on our qualifications, and for learners following these courses; and provide information on and promote the uptake of specifications and support for CCEA qualifications.
Question Paper Production	This is the team that produces all the question papers for transfer test, GCSE, GCE, GOML, ELQ, AEA, ICAA and Key Skills. This team work behind locked doors and only authorised people are able to gain access.
Research & Statistics	The Research and Statistics Unit carries out a wide range of Research Projects/Statistical Analyses across all Business Units to support the work of the Council, as well as providing advice to staff on all matters relating to research and statistics. The Unit also responds to external requests for research and statistical data.

Records and Information	This area is incorporated within the Business Assurance team and deals with FoI and DP requests, general requests, archiving CCEA materials, Publication Scheme and the Retention Schedule
Results and Certification	<p>This team deals with production of the results for all CCEA examinations and issuing of certificates. It also holds the results registry.</p> <ul style="list-style-type: none"> • Examination Entries • Base and Standing Data. • Marks and Awarding. • Examinations data processing. • Statements of Results. • Examination Certificates. • Provision of a past results service. • Processing of Transfer Test results.
Technical Support	This team looks after the awarding and grading process of the examinations. They also deal with equivalences of exams.
Training	This area of work lies with the PSE team and co-ordinates the training for all staff, keeping training records for each member of staff.

SECTION 4



DISPOSAL SCHEDULE

CCEA RETENTION AND DISPOSAL SCHEDULE

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Accident/ Incident	A1	Record sheets/book Forms Reports	10 years from the occurrence of last entry	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	Confidential shredding
	A2	Record sheets (where litigation has commenced)	10 years from the date proceedings have been completed	As above	Confidential shred
	A3	(RIDDOR) register	10 years	As above	Confidential shred
Accreditation	B1	GCSE, GCE, GNVQ	Updated annually	Code of Practice	Archive
	B2	CATS development – advice to Minister	Permanent	None	Archive
	B3	Arrangements for monitoring and reporting publicly on external qualifications	Update annually	Education Order 1998	Archive
	B4	The Statutory Regulations of External Qualifications	Updated annually	Education Order 1998	Archive
	B5	Paperless Exams Project	Permanent	None	Archive
	B6	Accreditation Team Meetings - minutes	3 years	None	Conf shred/delete
	B7	Rationalisation of Qualifications Report	Permanent/produced annually	None	Archive
	B8	Ministerial letters (copies)	Permanent	None	Archive
Administrative Support	C1	Records of Achievement - school samples	4 years until re-accreditation	None	Returned to schools
	C2	Malpractice files	7 years	None	Conf shred/delete
	C3	Statistical Report on Malpractice	7 years	None	Conf shred/delete
	C4	Comments on question papers	2 years	None	Confidential shred
Assessment Development	D1	Development of Pupil Profile	Updated continuously	None	Archive
	D2	Pupil Profile: Minutes, planning, C2K	Permanent	None	Archive
	D3	Early Years Project	Permanent	None	Archive
	D4	Burns, Post-Primary Review	Permanent	None	Archive
	D5	ALTA	Updated continuously	None	Archive
	D6	Development of Assessment in KS1/2 &3	Permanent – updated	None	Archive
	D7	ICT-based Assessment of GOML	Permanent – updated	None	Archive
Assessment Operations	E1	KS 1 & 2 Audit	Permanent	None	Perm't preservation
	E2	KS 1 & 2 Quality Assurance	Permanent	None	Perm't preservation

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Assessment Operations (Administration) • Baseline Assessment • Key Skills • Essential Skills • Vocational Skills • Entry Level Certificate • GOML • Occupational Studies	E3	Moderation Data Form	Permanent	None	Archive
	E4	KS 1 & 2 Contact/Visit Report	Permanent	None	Archive
	E5	KS 1 & 2 Moderators Report of school visits	Permanent	None	Archive
	E6	Admin of Quality Assurance Moderation	Permanent	None	Archive
	E7	Certification and Results	Permanent	Data Protection Act /JCQ Code of Practice	Archive
	E8	Appointment of Moderators, Revisers and Marking Personnel	Permanent	Data Protection Act	Archive
	E9	Entries/Registration	Updated Annually	None	Conf shred/delete
	E10	KS3 Post Marking Quality Assurance	Updated Annually	None	Archive
	E11	Recruitment of Moderators, Revisers and Marking Personnel	3 years	None	Conf shred/delete
	E12	Access Arrangements	2 years	JCQ Regulators	Conf shred/delete
	E13	Special Consideration	2 years	JCQ Regulators	Conf shred/delete
	E14	Administration Handbooks	Updated Annually	JCQ Code of Practice	Archive
	E15	Access to Scripts (not Key Stage 3)	0.5 year	JCQ Code of Practice	Conf shred/delete
	E16	Enquiries about Results/Remarks	0.5 year	JCQ Code of Practice	Conf shred/delete
	E17	Exemplar Materials	2 years	None	Confidential shred
	E18	Moderation Process (Coursework)	1 year	None	Confidential shred
	E19	Script and Mark Processing	1 year	None	Confidential shred
	E20	Timetables	Updated Annually	None	Recycle
	E21	Assessment Unit Processing	Updated Annually	None	Conf shred/delete
	E22	Baseline Assessment Processing	Updated Annually	None	Conf shred/delete
	E23	Baseline Assessment Reports	Permanent	None	Archive
	E24	Key Skills Centre Accreditation	Permanent	QCA Guidance	Archive
	E25	Transfer Test Development	Annual Contract	None	Archive
	E26	Transfer Test Results	Permanent	Data Protection Act	Archive
	E27	KS2 & KS3 ICT registration/accreditation	Permanent	Data Protection Act	Archive
	E28	Project Team minutes for all areas	2 years	None	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Assessment Operations	E29	Implementation plans for all areas	2 years	None	Conf shred/delete
	E30	Letters and responses	1 year	None	Conf shred/delete
	E31	Appointments for ACETS	Permanent while in post	None	Conf shred/delete
	E32	Access arrangements and Special Consideration for Entry Level, GOML, and ACETS	2 years	None	Conf shred/delete
	E33	Exemplar materials for ACETS, Certificate of Business, Enterprise, Occupational Studies, GOML and Entry Level	1 year or series of moderation	None	Conf shred/delete
	E34	Administration Handbooks for ACETS, Cert of Business Enterprise, Occupational Studies, GOML and Entry Level	1 year	None	Archive
	E35	Coursework Processing for ACETS, Entry level, Occupational Studies and Certification of Business Enterprise.	1 year	None	Conf shred/delete
	E36	Key Skills	1 year	None	Conf shred/delete
	E37	Essential Skills	6 months	None	Conf shred/delete
	E38	Certificate of Personal Effectiveness (COPE)	Next year – no records yet	None	N/A
	E39	Certification of Results for ACETS	Permanent	None	Archive
	E40	Script Processing and Access to scripts for ACETS, GOML and Entry Level	6-10 months	JCQ Code of Practice	Conf shred/delete
Audit	F1	Audit records – original documents	2 years from completion of audit	None	Conf shred/delete
	F2	Audit reports (including management letters, VFM reports and system/final accounts memorandum)	2 years after formal clearance by statutory auditor	None	Conf shred/delete
Business Assurance	G1	Corporate Plan Progress Report	3 years	None	Conf shred/delete
	G2	Operational Plan Feedback Report	3 years	None	Conf shred/delete
	G3	Customer Charter Annual Report	5 years	None	Conf shred/delete
	G4	Project Plans	1 year after end of project	None	Conf shred/delete
	G5	Partnerships	New initiative	None	N/A
	G6	Performance Management	3 years	None	Conf shred/delete
	G7	Audit Internal/external Audit Reports	6 years	None	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Business Assurance	G8	Annual Statement Internal Control	6 years	None	Conf shred/delete
	G9	Internal Audit Follow up Reports	6 years	None	Conf shred/delete
	G10	Special Investigations	6 years after legal proceedings are completed	None	PRONI to review
	G11	Internal Audit Annual Assurance Reports	6 years	None	Conf shred/ delete
	G12	Process Audit Maps	Until Review	None	Review/delete
	G13	Plans/strategies	1 year after last date of the plan	None	Conf shred/ delete
	G14	Internal Audit Committee papers	3 years	None	Conf shred/ delete
	G15	Risk Stewardship Report	5 years	None	Conf shred/ delete
	G16	Corporate Risk Register	5 years – updated quarterly	None	Conf shred/ delete
	G17	Business Risk Register	5 years – updated quarterly	None	Conf shred/delete
	G18	Operational Risk Register	7 years	None	Conf shred/delete
	G19	Customer Complaints	10 years	DP Act	Conf shred/delete
	G20	Risk Response Plan	Permanent – updated when required	None	N/A
	G21	Disaster Recovery/Business Continuity Plan	Permanent – updated when required	None	N/A
	G22	EFQM Submissions	Permanent	None	Archive
	G23	Feedback Reports	Permanent	None	Archive
	G24	Charter Mark Submission evidence	Update when necessary	None	Archive
	G25	ISO Quality Manual	Live document	Compliance ISO	Recycle/delete
	G26	Surveillance visits	Permanent	Compliance ISO	Archive
	G27	Current ISO procedures	Update when necessary	Compliance ISO	Recycle/delete
	G28	Internal Quality Audits	Permanent	Compliance ISO	Archive
	G29	Process Review Audits	Permanent	Compliance ISO	Archive
	G30	Management Review Meetings	7 years	Compliance ISO	Conf shred/delete
	G31	ISO Performance monitoring initiatives	Old ones replaced by new/revised versions	Compliance ISO	Recycle/delete
	G32	Appeals Casework	6 years	Compliance JCQ	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Business Assurance	G33	Appeal Performance Data against Regulatory requirements	Rolling 5 years	Compliance JCQ	Conf shred/delete
	G34	Appeals Booklet	Permanent	Compliance JCQ	Permanent
	G35	Litigation (Ombudsman) Record/documents	7 years	As advised by Legal Advise	Conf shred/delete
	G36	Regulation Awarding Body performance Indicators	5 years	Regulatory requirements	Conf shred/delete
	G37	Monitoring Reports & Assessment Action Plans	5 years	Regulatory requirements	Conf shred/delete
	G38	Scrutiny Reports & Assessment Action Plans	5 years	Regulatory requirements	Conf shred/delete
	G39	Self- assessment reports and Action Plans	6 years	Regulatory requirements	Conf shred/delete
Centre and Examiner Support	H 1	Appointments (Application information), invigilators, assistant examiners, moderators	Permanent	JCQ Code of Practice	Archive
	H 2	Access Arrangements	2 years	JCQ Code of Practice	Conf shred/delete
	H 3	Special Consideration	2 years	JCQ Code of Practice	Conf shred/delete
	H 4	Administration Handbook	Updated annually 1 copy to archive	JCQ Code of Practice	Conf shred/delete
	H 5	ICAA Administration Handbook	Updated annually 1 copy to archive	JCQ Code of Practice	Archive
	H 6	JCQ Documentation	1 year	JCQ Code of Practice	Conf shred/delete
	H 7	Centre Registration	Permanent	JCQ Code of Practice	Permanent
	H 8	Transfer of Awards	1 year	JCQ Code of Practice	Confidential shred
	H9	Exams Officer Advisory Group details & minutes	2 years	None	Conf shred/delete
	H10	Examination Helpline information	1 year	None	Recycle/Delete
	H11	Post Results Services handbook	Archive after each exam series	None	N/A

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Centre and Examiner Support	H12	Meetings Support	1 year	None	Conf shred/Delete
Communications	I1	PR Recovery Plan	Permanent - review	None	Archive
	I2	Confidential Media Briefings	3 years	None	Conf shred/delete
	I3	News/Press Releases	7 years	None	Recycle
	I4	Multifaxes	1 year	None	Recycle
	I5	Handling a Media Crisis/materials	Permanent - review	None	Archive
	I6	Identifying, Recording and Archiving Media Broadcasts	Permanent	None	Archive
	I7	Projects and Events	3 years	None	Recycle/delete
	I8	Presentations	3 years	None	Recycle/delete
	I9	Staff Conferences	Permanent	None	Archive
	I10	Photo material of all staff	7 years after leaving	Data Protection Act	Conf shred/delete
	I11	Press cuttings	1 year	None	Recycle
Complaints	J1	Correspondence, investigation and outcomes (including minutes)	10 years from completion of the action.	Data Protection Act	Conf shred/delete
	J 2	Customer Complaints (register)	10 years	Data Protection Act	Conf shred/delete
	J3	Responses to external enquiries/complaints	10 years	Data Protection Act	Conf shred/delete
	J4	Exams complaints – resolved	1 years	None	Conf shred/delete
Contracts	K1	Approval files	6 years	None	Confidential shred
	K2	Approved suppliers lists	Updated regularly	Consumer Protection Act 1987	Confidential shred
	K3	Contracts – non sealed on termination	6 years from date of end of contract	The Limitation (Northern Ireland) Order 1989	Confidential shred
	K4	Contracts – sealed	Contracts under seal and associated records should be kept for a minimum of 15 years. When they reach 15 years old they should be reviewed and PRONI invited to examine them.	The Limitation (Northern Ireland) Order 1989	Confidential shred
	K5	Contract Policy	Review	None	Recycle/delete
	K6	Changes to contract requirements	6 years from end of contract	None	Confidential shred
	K7	Forms of variation	6 years from end of contract	None	Confidential shred
	K8	Extensions to contract	6 years from end of contract	None	Confidential shred
	K9	Tenders (successful)	6 years from award of contract	None	Confidential shred

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Contracts	K10	Tenders (unsuccessful)	1 year after date of last paper	None	Confidential shred
	K11	Invitations to tender	6 years from end of contract	None	Confidential shred
	K12	Commissioning letter	1 years from end of contract	None	Confidential shred
	K13	Signed contract	6 years from end of contract	None	Confidential shred
	K14	Schedule of works	2 years from end of contract	None	Confidential shred
	K15	Bills of quantity	16 years	None	Confidential shred
	K16	Surveys and inspections: a equipment and supplies b buildings	a 2 years from date of last paper	None	Confidential shred
			b second review	None	Confidential shred
	K17	Record of complaints	6 years from end of contract	None	Confidential shred
	K18	Disputes over payment	6 years from end of contract	None	Confidential shred
	K19	Final accounts	6 years from end of contract	None	Confidential shred
	K20	Minutes and papers of meetings	6 years from end of contract	None	Confidential shred
	K21	Transfer Test Contract	Reviewed annually	None	Archive
	K22	Supplier Evaluation Folder	Permanent	None	Archive
	K23	Draft specification	Destroy when specification agreed	None	Confidential shred
K24	Agreed specification	6 years from end of contract	None	Confidential shred	
K25	KS 3 Development of Tests	3 year contract	None	Archive	
Corporate	L1	Minutes of Council meetings (Master copies)	Permanent	None	Perm't preservation
	L2	e-learning + services Comm minutes	Permanent	None	Archive
	L3	Learning for Life and Work - Minutes	Permanent	None	Perm't preservation
	L 4	Qualifications Committee minutes	Permanent	None	Perm't preservation
	L 5	Curriculum and Assessment Comm mins	Permanent	None	Perm't preservation
	L 6	Audit Committee minutes	Permanent	None	Perm't preservation
	L 7	Business Committee minutes	7 years	None	Perm't preservation
	L8	Senior Management Board Action Sheets	2 years	None	Conf shred/delete
	L9	Education Policy Action Sheets	2 years	None	Conf shred/delete
	L10	Modernisation Board Action Sheets	2 years	None	Conf shred/delete
	L 11	Reports (major)	Permanent	None	PRONI to review
	L 12	Pupil Project Board	3 years after project finishes	None	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Corporate	L 13	Travel Arrangements & accommodation	1 year	None	Recycle/Delete
	L 14	Corporate Plan	Permanent - updated every 3 years	None	Archive
	L 15	Operational Plan	Permanent - updated yearly	None	Archive
	L 16	CCEA Annual Report and Accounts	Permanent	None	PRONI should be added to the circulation list and a copy of each published report sent to them
	L 17	Correspondence – Chief Executive	7 years	None	PRONI to review
	L 18	Correspondence – Senior Management	7 years	None	PRONI to review
	L 19	Correspondence (general)	2 years	None	Conf shred/delete
	L 20	Advertising matter	3 years	None	Conf shred/delete
	L 21	Covering letters	2 years	None	Conf shred/delete
	L 22	Letters making appointments	1 year	None	Conf shred/delete
	L 23	Anonymous or unintelligible letters	1 year	None	Conf shred/delete
	L 24	Routine reports, and other documents which have ceased to be of value on settlement of the matter involved.	2 years	None	Conf shred/delete
	L25	Diaries – other Diaries (Chief Executives)	3 years 3 years	None None	Conf shred/delete Conf shred/delete
	L 26	Ensuring Quality Decision Making	Permanent	None	Archive
	L 27	Management Statement	Permanent	None	Archive
	L 28	Manuals – policy and procedures	Permanent	None	Archive
	L29	Meeting papers – committees, sub-committees, predecessors (Master copies)	Permanent	None	Perm't preservation
	L 30	Drafts/notes (electronic or hard copy) of committee minutes	Until final minutes have been agreed at the next meeting	None	Confidential shred
	L31	Reports (major)	Permanent	None	PRONI to review
	L32	Service level agreements – agreements with other organisations	7 years	None	Confidential shred
L33	Stores records – major (stores ledgers etc)	6 years	None	Confidential shred	

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Corporate	L34	Stores records – minor (requisitions, issue notes, goods received)	1.5 years	None	Confidential shred
	L35	Supplies records – minor (eg invitations to tender and inadmissible tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies).	1.5 years	None	Confidential shred
	L36	Transfer of producing and marking Transfer Test to CCEA from Dept of Ed	Permanent	None	Perm't preservation
	L37	Arion Scheme	Updated continuously	None	Conf shred/delete
Curriculum Development	M1	Curriculum Overview Review Group minutes	Permanent	None	Perm't preservation
	M2	Curriculum and Assessment Team minutes	Permanent	None	Perm't preservation
	M3	Curriculum Review Co-ordinating Group minutes	Permanent	None	Perm't preservation
	M4	Assessment Team minutes	Permanent	None	Perm't preservation
	M5	Curriculum Team minutes	Permanent	None	Perm't preservation
	M6	Key Stage 3 EQIA Project Team/Board minutes	Permanent	None	Perm't preservation
	M7	KS3 Implementation Group minutes	Permanent	None	Perm't preservation
	M8	Programme Management Board for Implementation of Curriculum and Assessment Change.	Permanent	None	Perm't preservation
	M9	Foundation Stage Implementation Group	Permanent	None	Perm't preservation
	M10	Key Stage 1 & 2 Implementation Group	Permanent	None	Perm't preservation
	M11	Key Stage 3 Implementation Group	Permanent	None	Perm't preservation
	M12	Key Stage 4 Implementation Group	Permanent	None	Perm't preservation
	M13	Communications Group	Permanent	None	Perm't preservation
	M14	Early Years	Permanent	None	Perm't preservation
	M15	ALTA Management Board	Permanent	None	Perm't preservation
	M16	Annual Pupil Profile Steering Group	Permanent	None	Perm't preservation
	M17	Annual Pupil Profile User Board	Permanent	None	Perm't preservation
	M18	Internal Annual Pupil Profile Group	Permanent	None	Perm't preservation

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Distribution	N1	Examinations and Assessment Sales Catalogue	Updated monthly	None	Permanent
	N2	Curriculum & Support Material catalogue	Updated monthly	None	Permanent
	N3	Customer requests and orders	2 years	None	Recycle/delete
	N4	Monthly dispatch checklist	Permanent	None	Archive
	N5	Dispatch Log	Permanent	None	Archive
	N6	CCEA Circulars	Permanent	None	Archive
	N7	Stock control records/reports	2 years	None	Conf shred/delete
	N8	Exam Packing lists	After each exam series	None	Recycle
	N9	Fork lift daily check	1 year	None	Recycle
	N10	Parcel Force – manifests	1 year	None	Confidential shred
	N11	Vehicle Log Book	1 year	None	Confidential shred
	N12	Complaints Log	1 year	None	Conf shred/delete
	N13	Non-conforming materials log	Permanent	None	N/A
Equality Service	O1	Equality Scheme	Permanent	Compliance - Northern Ireland Act Section 75	Archive
	O2	Screening documentation, Monitoring and Equality Impact	Permanent	Compliance - Northern Ireland Act Section 75	Archive
Equipment	P1	Inventories of furniture	7 years	None	Recycle
	P2	Inventories of plant and permanent or fixed equipment	7 years	None	Recycle
Examinations and Assessment Administrative Management	Q1	Exams Admin Unit and Business Cases	3 years	JCQ Code of Practice	Conf shred/delete
	Q2	Grade Declines	2 years	JCQ Code of Practice	Conf shred/delete
	Q3	EDI Issues	Permanent	None	Archive
	Q4	ISO Development	Permanent	None	Archive
	Q5	Correspondence - Centres	7 years	None	Conf shred/delete
	Q6	Correspondence - organisations	7 years	None	Conf shred/delete
	Q7	Personnel & Unit Structure Issues	6 years	None	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Examinations and Assessment Administrative Management	Q8	Meetings – internal/external	1 year	None	Conf shred/delete
	Q9	Modernisation Project	10 years	None	Conf shred/delete
	Q10	Emergency Procedures	3 years	None	Conf shred/delete
	Q11	Questionnaires	5 years	None	Conf shred/delete
	Q12	Smarties Scheme	5 years	None	Recycle/delete
	Q13	SOUR's	Permanent	None	Archive
	Q14	Standing & Base Data	Permanent	None	Archive
	Q15	2003 exams	5 years	None	Conf shred/delete
	Q16	2004 exams	5 years	None	Conf shred/delete
	Q17	Monitoring on comment of question papers	2 years	None	Delete
	Q18	Malpractice – candidate/teacher	5 years	None	Confidential shred
	Q19	Centre Maladministration	5 years	None	Confidential shred
	Q20	Summary log – malpractice	5 years	None	Delete
	Q21	Summary log – maladministration	5 years	None	Delete
	Q22	Processing Schedule	Current year	None	Delete
	Q23	Team Leaders minutes	2 years	None	Conf shred/delete
	Q24	Modernisation Board documents	3 years	None	Conf shred/delete
	Q25	Modernisation Project Team minutes	3 years	None	Conf shred/delete
	Q26	Project on computerised marking/mins/docs	3 years	None	Conf shred/delete
	Q27	Modernisation – Phase 1 Closure Report	3 years	None	Conf shred/delete
Q28	National Assessment Agency information	3 years	None	Delete	
Exams Processing	R1	Access to Scripts	6- 10 months	None	Confidential shred
	R2	Enquiries about results	2 years	None	Confidential shred
	R3	Exemplar materials (scripts)	2 years	JCQ Code of Practice	Confidential shred
	R4	Moderation Process - coursework	2 years	JCQ Code of Practice	Confidential shred
	R5	GCSE/GCE/Key Skills Script and Marks Processing	6-10 months	JCQ Code of Practice	Confidential shred
	R6	Timetables	Updated annually	None	Archive
	R7	Transfer Test Processing – including papers	8-10 months	Dept Education Policy	Confidential shred
	R8	Post Results Services Handbook	Updated annually	None	Recycle/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Exams Processing	R9	Meetings Support	Updated per exam series	None	Recycle/delete
	R10	Goods in/out Clarendon	2 years	None	Confidential shred
	R11	CD roms for Awarding	2 examination seasons	None	Destroy
Facilities Management	S1	Buildings and engineering works, inclusive of major projects abandoned or deferred – key records, (eg final accounts, surveys, site plans, bills of quantities).	Permanent	None	PRONI
	S2	Buildings – papers relating to occupation of the building.	3 years after occupation ceases	Construction Design Management Regulations 1994	Confidential shred
	S3	CCTV Images	To be retained for 28 days and then permanently erased	Data Commissioner's Code of Conduct	Destroy
	S4	Drawings	Permanent	None	Confidential shred
	S5	Inspection reports – eg boilers, lifts etc	Lifetime of an installation. Normally retain for the lifetime of an installation. However, it is necessary to assess whether obligations incurred during the lifetime may not be invoked until afterwards, in which case a judgement must be made. If there is any measurable risk of a liability in respect of installation beyond their operational lives, records of this kind should be retained indefinitely.	Consumer	Recycle
	S6	Leases – Clarendon, Grange Park and William Ritchie buildings, the grant of leases, easements, Licences and other rights over property.	Permanent	None	Archive
	S7	Maintenance contracts – routine	5 years	None	Confidential shred
	S8	Plans – Building (as built)	Lifetime	None	Confidential shred
	S9	Plans – Building (detailed)	Lifetime	None	Confidential shred
	S10	Property Acquisitions Dossiers	Permanent	None	Archive
	S11	Property disposal Dossiers	Permanent	None	Archive
	S12	Site files	Lifetime	None	Confidential shred
	S13	Structure Plans	Lifetime	None	Confidential shred
	S14	Supplier Evaluation Folder	6 years	None	Confidential shred

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Facilities Management	S15	Contracts	Renewable after 3 years, with 1 or 2 year renewals	None	Confidential shred
	S16	Insurance	Renewed	Legislation	Confidential shred
	S17	Car parking – allocation	Updated	None	Confidential shred
	S18	Key Performance Indicators (KPI)	Life of contract	None	Confidential shred
Finance	T1	Accounts payable: Supplier invoices, goods received notes, purchase order copy, supplier contracts, authorisation memos, supplier payment records, creditors ledgers, creditors control account reconciliations.	7 years	Education Reform (NI) Order 1989 & Limitation (NI) Order 1989 & VAT regulations	Confidential shred
	T2	Accounts receivable: Sales Invoices/Credit Notes, examinations invoices backing details, authorisation memos, remittance advices, debtors ledgers, debtors control account reconciliations	7 years	Education Reform (NI) Order 1989 & Limitation (NI) Order 1989 & VAT regulations	Confidential shred
	T3	Sundry Payments: Fees and expenses claim forms, authorisation memos, raw marking sheets, payment uploads, examiners' payment records, creditors ledgers, creditors control account reconciliations.	7 years	Education Reform (NI) Order 1989 & Limitation (NI) Order 1989 & Income Tax Regs	Final published accounts to be sent to PRONI
	T4	Payroll: Timesheets, clockcards, overtime claim forms, staff expenses claim forms, mobile phones personal use forms, starters details, leavers details, PSE notifications, payroll reports, PAYE/NIC reports.	7 years	Income Tax Regulations	Confidential shred
	T5	Bank: Lodgement advices, cheque stubs, bank statements, bank reconciliations	7 years	Education Reform (NI Order) 1989 & Limitation (NI) Order 1990	Confidential shred

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Finance	T6	Petty Cash: Petty cash vouchers and receipts, petty cash reconciliations	7 years	Education Reform (NI Order) 1989 & Limitation (NI) Order 1990	Confidential shred
	T7	VAT: VAT Returns and supporting information	7 years	VAT Regulations	Confidential shred
	T8	Fixed Assets: Fixed assets register, physical inspection records, reconciliations to general ledger.	7 years	None	Conf shred/delete
	T9	Stock: Stock quantities and valuation records, reconciliations to general ledger.	7 years	None	Conf shred/delete
	T10	Grant-in-aid Income: Analysis of drawdowns (capital and recurrent), grant request letters, grant reconciliations	7 years	None	Conf shred/delete
	T11	Annual Report & Account	Permanent	None	Archive
	T12	Audit Working Papers	7 years	None	Conf shred/delete
Health & Safety	U1	Health and Safety Records	10 years	None	Conf shred/delete
History	V	History of Council or predecessors, its organisation and procedures	Permanent	Education Order Act (NI) 1998	Perm't preservation
ICT	W1	Software licences	Lifetime of the licence	None	Delete
	W2	Customer Care Desk (internal customers)	Permanent	None	Archived on tape
	W3	ICT Development Records	Permanent	None	Archived on tape
	W4	Project Team & ICT Minutes	1 year	None	Delete
Personnel	X1	Establishment of records – major (eg personal files, letters of appointment, contracts references and related correspondence). Leavers personnel files – permanent, temporary, fixed term and seconded staff	Keep for 5 years after subject of file leaves service.	None	Conf shred/delete
	X2	Absence & Sick leave records	5 years after leaving	None	Conf shred/delete
	X3	Appointment of Top Team Members (Successful and unsuccessful)	2 years after leaving	None	Conf shred/delete
	X4	Appraisals	5 years after leaving	None	Conf shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action	
Personnel	X5	Establishment records – minor (eg attendance books, annual leave, flexi, records, duty rosters, clock cards, time sheets.	2 years	None	Confidential shred	
	X6	Disciplinary Records	5 years after leaving	None	Conf shred/delete	
	X7	JCNC	Permanent	None	Archive	
	X8	Recruitment exercises/trawl notices/internal and external	3 years - pending Article 55 submissions	Article 55	Recycle/delete	
	X9	Temporary staff appointment/leavers	2 years	Chartered Institute of Personnel and Development	Conf shred/delete	
	X10	Staff Handbook	Updated	None	Delete	
	X11	Study leave applications	3 years (Article 55)	None	Recycle/delete	
	X12	Tribunal Cases	10 years	CIPD	Conf shred/delete	
	X13	Acting Up Honorariums	Permanent	None	Archive	
	X14	Online evaluation courses	Permanent	None	Archive	
	Project Records	Y1	Project proposals	10 years after completion of project	None	Conf shred/delete
		Y2	Project Initiation Documents (PIDs)	10 years after completion of project	None	Conf shred/delete
		Y3	Plans and specifications	5 years after completion of project	None	Confidential shred
		Y4	Contractors – approved nominations	1 year after issue	None	Confidential shred
Y5		Tender boards - working papers - minutes of meetings	2 years after date of last paper 5 years after date of last paper	None None	Confidential shred Confidential shred	
Y6		Maps, plans, drawings, photographs	10 years after completion of project	None	PRONI to review	
Y7		Financial documents	6 years after completion of project	The Limitation (NI) Order 1989	Conf shred/delete	
Y8		Reports, highlight reports GANTT charts	5 years after issue	None	Conf shred/delete	
Publishing	Z1	Copyright Records	5 years	None	Recycle/delete	
	Z2	Multi-media proofing sign off sheet	1 year	None	Conf shred/delete	
	Z3	Multi-media Project sign of documents	1 year	None	Conf shred/delete	
	Z4	Tharsten system: database for publications	Permanent	None	Continually updated	
	Z5	Text of publications: editorial – unedited (drafts)	After completion	None	Recycle	
	Z6	Publications – final versions – electronic	Permanent	None	Archive	

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Publishing	Z7	House Style Guide	Permanent	None	Archive
	Z8	SLA Agreement – work schedules	1 year	None	Conf shred/delete
	Z9	Print Room Work Dockets	1 year	None	Conf shred/delete
	Z10	Machine Maintenance Log Books	Permanent	None	Archive
	Z11	External Print Requisitions	2 years	None	Conf shred/delete
	Z12	Publication Specification Forms – completed	2 years	None	Conf shred/delete
	Z13	External contracts and letters of agreement	2 years	None	Conf shred/delete
	Z14	Permission Release Forms	2 years	None	Conf shred/delete
	Z15	Copyshop Requisition Forms	2 years	None	Conf shred/delete
Qualifications Development Support (QDS)	AA1	Dept of Education approval of qualification.	2 years	Education (NI) Order 1998; Education Reform (NI) Order 1989; Education Act 1997	Confidential shred
	AA2	Overarching certificate	2 years	Education (NI) Order	Confidential shred
	AA3	Key Skills implementation	2 years	Education (NI) Order	Confidential shred
Question Paper Production	BB1	Question papers and Mark Schemes and associated materials in both media (English & Irish) for GCSE/GCE/GOML/ELQ/AEA/ICAA/Key Skills	Permanent	None	Archive
	BB2	Key Stage 3 subject tests and mark schemes in both media	Permanent	None	Archive
	BB3	Transfer Test and Mark Schemes in both media	Permanent	None	Archive
	BB4	GCSE/GCE/GOML Question Papers for Irish-Speaking Schools	Permanent	None	Archive
	BB5	Special versions for question papers and tests.	Permanent	None	Archive
	BB6	Service Level Agreement	New agreement annually	None	Conf shred/delete
Research and Statistics	CC1	Customer Satisfaction Survey Results Staff Satisfaction Survey Internal Survey	Permanent Permanent Permanent	Compliance – Historical value	Archive

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Research and Statistics	CC2	Key Stage 3 Statistics	Permanent	JCQ Code of Practice	Archive
	CC3	GCSE/GCE Statistics	Permanent	JCQ Code of Practice	Archive
	CC4	Research Projects	Permanent	Historical	Archive
	CC5	Transfer Test	Permanent	Dept Ed Compliance	Archive
	CC6	Bath Database	Permanent	Historical	Archive
	CC7	Surveys (questionnaires)	1-2 years	None	Conf shred/delete
Records and Information	DD1	Publication Scheme	Permanent but updated	Compliance ICO/FoI	Retained
	DD2	Information surveys, record audits	5 years	None	Conf shred/delete
	DD3	Archive – past exam papers, mark schemes, etc	Permanent – bound, Heritage	None	Archive
	DD4	NISEC Minutes	Permanent	None	Perm't preservation
	DD5	Retention/Disposal Schedule (documents describing public records marked for permanent preservation or containing the management of public records).	Permanent Retention	Public Records Act (NI) 1923	Perm't preservation
	DD6	Correspondence and papers relating to the disposal schedule	10 years	None	Conf shred/delete
	DD7	FoI/DP/EIR/RPI requests Normal business requests	2 years (unless subject of an appeal) 1 year	None None	Conf shred/delete Conf shred/delete
	DD8	FoI and DP Protocol	Permanent - Review when required	None	N/A
	DD9	Records Management Statement	Permanent - Review when required	None	N/A
	DD10	Guidance for Leavers	Permanent – Review when required	None	N/A
	DD11	Disaster Recovery Plan for Records	Permanent – Review when required	None	N/A
	DD12	Lists of databases of destroyed records	Permanent	None	Archive
Results and Certification	EE1	Exam certification	Permanent	JCQ Code of Practice	Held by Results Registry
	EE2	Consolidated results report	Permanent	JCQ Code of Practice	Archive
	EE3	Transfer Tests Marks Processing	1 year	None	Confidential shred/delete

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Results and Certification	EE4	All other exams processing	1 year	None	Confidential shred/delete
	EE5	Mark/grade amendments	1 year	JCQ Code of Practice	Conf shred/delete
	EE6	Entries and Amendments Processing	2 years	Compliance JCQ Code of Practice	Conf shred/delete
	EE7	Key Skills: Proxy Qualifications	1 year	JCQ Code of Practice	Conf shred/delete
	EE8	Deferments, Cash-ins	2 years	JCQ Code of Practice	Conf shred/delete
	EE9	EDI Files	3 years	JCQ Code of Practice	Delete from system
	EE10	PC (Pirate Entries) Hard copy	1 year	JCQ Code of Practice	Confidential shred
	EE11	PC (Pirate Entries) Information on AS400	1 year	JCQ Code of Practice	Delete fr system
Technical Support	FF1	Archiving (National)	5 years	JCQ Code of Practice	Archive
	FF2	Archiving (Internal)	1 year	None	Archive
	FF3	Chief Examiners'/Principal/Moderators' Reports	Permanent	JCQ Code of Practice	Archive
	FF4	GCSE & GCE scripts at each of the grade boundaries and also question papers, syllabuses and Chief Examiners Reports.	6 years	JCQ Code of Practice	Review/archive
	FF5	Printouts from previous years Accountable Officer Reports Grading and factorising sheets (marking and awarding)	6 years 3 years 1 year	JCQ Code of Practice	Review/archive
	FF6	Inter-Board Statistics – scrutiny and comparability studies	1-2 years	JCQ Code of Practice	Review/archive
	FF7	Equivalences Records CCEA – equivalent qualifications database	Permanent	Compliance with DE and JCQ	Archive

Work Area/ Function	Reference	Record Type	Retention Period	Legislation	Final Action
Technical Support	FF8	Monitoring of comments of question papers.	Permanent	Commenced 2003 – held by BM for Exams	Archive
	FF9	Statistical Requests/Booklets	Permanent	None	Archive
	FF10	Instructions to teachers, moderators and Chief Examiners	Updated as required	None	Recycle/delete
	FF11	Printouts from candidates where work has been part of the checking procedure	1 year	None	Confidential shred
	FF12	Subject checklists	1 year	None	Confidential shred
Training	GG1	Training records – all staff	Duration of employment + 3 years after leaving	None	Conf shred/delete

Section 5 - Signatories

Signed in Accordance with the Public Records Act (Northern Ireland), 1923

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Those consulted about the content of this schedule include:

- CCEA TMT, Business Managers and Team Leaders;
- CCEA Educational specialist officers;
- Public Record Office of Northern Ireland (PRONI);
- Mr D Hunter (Departmental Records Officer, DHSSPS);
- Mrs D Nixon (IMB).