

Title: COMM - Catering Records Retention Schedule - Annotated draft
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Classification: Public

Description: This document defines the records retention schedule for records held and owned by the Catering Division.

Version History:

Version	Date	Note
1.0	26/06/20	Approved first version

Note: This retention schedule is based on the following document:
Jisc Records retention management : Guidance and retention schedules for information held in higher education institutions:
<https://www.jisc.ac.uk/guides/records-retention-management>

Category	Function	Activity	Record Group	Retention Period	Authority	Notes
Corporate Management and Compliance	Planning and Operation	Corporate planning and performance management and strategy	Records documenting the development and establishment of the institution's corporate planning and performance management policies and strategy: key records.	Superseded + 10 years	Institutional business requirements.	
Corporate Management and Compliance	Planning and Operation	Corporate planning and performance management and strategy	Records documenting the development and establishment of the institution's corporate planning and performance management policies, strategy, and procedures: working papers.	Issue of document + 1 year	Institutional business requirements.	
Corporate Management and Compliance	Planning and Operation	Corporate planning and performance management and strategy	Master copies of procedures relating to corporate planning and performance management.	Superseded + 5 years	Institutional business requirements.	
Corporate Management and Compliance	Planning and Operation	Strategic performance management	Data on, and analyses of, the institution's performance against its strategic plan.	Current academic year + 5 years	Institutional business requirements.	
Corporate Management and Compliance	Health and Safety	Health & Safety Audit	Records documenting the conduct and results of health and safety audits.	Completion of audit + 5 years	Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	
Corporate Management and Compliance	Health and Safety	Health & Safety Hazard Identification & Risk Assessment	Records documenting the conduct, review and revision of risk assessments made to fulfil the institution's duties under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) and except where specified elsewhere in this Records Retention Schedule.	Superseded + 4 years	The Management of Health and Safety at Work Regulations (SI 1999/3242) does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.	
Corporate Management and Compliance	Health and Safety	Health & Safety Incident Management	Records documenting fire safety arrangements made to fulfil the institution's duties under Article 11 of the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541).	Superseded + 5 years	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	Includes: > Records documenting fire safety arrangements & training schedules

Corporate Management and Compliance	Health and Safety	Health & Safety Incident Management	Records documenting the provision of approved training for first aiders to fulfil the institution's duties under Regulation 3 of the Health and Safety (First Aid) Regulations 1981 (SI 1981/917).	Superseded + 3 years	SI 1981/917 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.	
Corporate Management and Compliance	Health and Safety	Health & Safety Incident Recording, Reporting & Investigation	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.	Closure of investigation + 40 years	Limitation Act 1980 c. 58 s 11	
Corporate Resources	Equipment	Equipment & Consumables Storage	Routine stocktaking and stock checking.	Current year + 1 year	Institutional business requirements	
Corporate Resources	Equipment	Equipment Inspection, Testing & Maintenance	Maintenance logs for equipment	Life of equipment + 6 years	The Provision and Use of Work Equipment Regulations (SI 1998/2306) Regulation 5(2) Limitation Act 1980 c. 58 s 5.	
Corporate Resources	Finance	Financial Accounting	Records documenting the issue of sales invoices and the processing of incoming payments.	Current year + 1 year	Institutional business requirements Duplicates of information held by FPG - required for local operations	Includes: > Records relating to daily income
Corporate Resources	Finance	Financial Accounting	Records documenting the receipt and payment of purchase invoices.	Current year + 1 year	Institutional business requirements Duplicates of information held by FPG - required for local operations	Includes: > Records documenting the reconciliation of the suspense account > Records documenting reconciliation of department Purchase Cards.
Corporate Resources	Finance	Financial Accounting	Records documenting the handling of petty cash.	Current year + 1 year	Institutional business requirements Duplicates of information held by FPG - required for local operations	
Corporate Resources	Finance	Financial Planning & Budgeting	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances.	Current financial year + 1 year	Institutional business requirements	
Corporate Resources	Finance	Internal Accounting	Records documenting the processing of internal accounting transactions between operating units (i.e. cross-charges).	Current financial year + 1 year	Institutional business requirements Duplicates of information held by FPG - required for local operations	Includes: > Records documenting payment of debtors invoice by internal transfer

Human Resources	Recruitment and Selection	Recruitment and Selection	Records documenting the advertising of vacancies including screenshots of adverts and any further particulars taken on first day advertised by HR showing URL and date	Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship plus 1 year (7 years max)	Immigration Asylum and Nationality Act 2006, Limitation Act 1980, The Equality Act 2010. Employment Practices Code, Section 1.7.1 (Information Commissioner's Office, 2011) A recruitment process is completed when an offer of employment has been made and has been accepted, AND when all unsuccessful applicants have been notified.	
Human Resources	Welfare and Relations	Workforce Welfare Management	Records documenting the hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998 (SI 1998/1833).	Date of record + 2 years	Working Time Regulations (SI 1998/1833) Regulations 5 and 9	Includes: > Records documenting daily attendance of full time staff
Human Resources	Employee Contract Management	Employee Contract Management	Records documenting the employee's training and development needs, and the action taken to meet these needs.	Completion of actions + 5 years	Institutional business requirements	Includes: > Records documenting employee training schedule
Human Resources	Employee Contract Management	Employee Contract Management	Routine assessments/reviews of the employee's performance, and any consequent action taken.	Superseded + 3 years	Institutional business requirements	
Human Resources	Employee Contract Management	Employee Contract Management	Records relating to the administration of the employee's contractual holiday entitlement.	Current year + 1 year	Institutional business requirements	

Human Resources	Employee Contract Management	Employee Contract Management	Records documenting the employee's absence due to sickness.	End of employment + 6 years	<p>The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55).</p> <p>Limitation Act, 1980.</p> <p>SI 2014/55 abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep records for at least 3 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there were to be a contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases.</p>	
Corporate Resources	Catering Services	Food Safety	Food delivery records	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Fridge/Cold room/Chill display temperature records	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Cooking/Cooling/Re-heating records	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Hot holding/display records	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Hygiene inspection checklist	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Hygiene training records	6 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Food Safety	Fitness to work assessment form	12 months from creation	Environmental Health Officer (Local Authority) recommendation	
Corporate Resources	Catering Services	Hospitality	Events Booking Forms	Current year + 1 year	Institutional business requirements	
Corporate Resources	Catering Services	Hospitality	Conference Booking Forms	Current year + 1 year	Institutional business requirements	