

## Appendix I Qualifications Wales Retention Schedule

This document should be read in conjunction with the Records management policy and Records Management Guidance. It sets out the records series created in the course of Qualifications Wales' business. To comply with the Freedom of Information Act and any applicable legislation, records will be kept for the stated retention period and will then be destroyed (unless selected for transfer to the National Archives after 20 years).

At the end of their retention period, records will be signed off for destruction by the information asset owner and transferred to the Corporate Governance team for destruction or transfer in the appropriate manner.

Corporate Governance will keep a record of all files which have been transferred and destroyed.

This document will be kept under regular review. It was last updated on 21/1/2019.

### Summary of classification headings

- A. Governance
- B. Finance
- C. Facilities
- D. Procurement
- E. HR
- F. Comms & External Relations
- G. IT
- H. Recognition and Approval
- I. Monitoring and Compliance
- J. Strategic Policy

- K. Development and Commissioning
- L. Statistics and Research
- M. General Qualifications
- N. Vocational Qualifications

**A. Governance**

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
A.1	QW Board minutes, papers and administration	Governance	Executive Director Finance and Corporate Services	Date of meeting	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
A.2	Committee minutes, papers and administration (Regulation, Resources and Audit and Risk Assurance Committees)	Governance	Executive Director Finance and Corporate Services	Date of meeting	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
A.3	Management Board minutes,	Governance	Executive Director Finance and	Date of Meeting	20 years (review after 15 years)	Consider for permanent preservation	Public Records Act 1958

	papers and administration		Corporate Services			and transfer to National Archives	
A.4	Records documenting Delegations, Financial authorities and governance of organisation	Governance	Executive Director Finance and Corporate Services	File closed	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
A.5	Internal audit reports	Governance	Executive Director Finance and Corporate Services	Date report issued	10 years (review after 5 years)	Destroy electronic file	
A.6	Registers of Conflicts of interest	Governance	Executive Director Finance and Corporate Services	Staff/Board member leaves	10 years (review after 5 years)	Destroy staff member's record	
A.7	Records documenting WG sponsorship	Governance	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic record	

A.8	Ministerial correspondence	Governance	Executive Director Finance and Corporate Services	Date sent	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	
A.9	Corporate Policies	Governance	Executive Director Finance and Corporate Services	When superceded	When superceded + 10 years	Destroy electronic file	
A.10	Records documenting corporate risk management	Planning	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
A.11	Records documenting Business and Operational Planning	Planning	Executive Director Finance and Corporate Services	End of year of operational plan	10 years (review after 5 years)	Destroy electronic file	
A.12	Records documenting business process development	Planning	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year	Destroy electronic file	

A.13	Guidance and training documents	Guidance	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year	Destroy electronic file	
A.14	Legal advice	Compliance	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
A.15	Records documenting compliance with Welsh Language Standards	Compliance	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
A.16	Freedom of Information requests	Compliance	Executive Director Finance and Corporate Services	Date request received	3 years (review after 2 years)	Destroy electronic/paper file	Freedom of Information Act 2000
A.17	Freedom of Information log	Compliance	Executive Director Finance and Corporate Services	Date request received	3 years (review after two years)	Remove entries over 3 years	Freedom of Information Act 2000

A.18	Records documenting compliance with Data Protection Act 1998/General Data Protection Regulation 2018	Compliance	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)		Data Protection Act 1998
A.19	Corporate Complaints	Governance	Executive Director Finance and Corporate Services	case closed	3 years (review after 2 years)	Destroy electronic/paper file	
A.20	CRM records tracked against stakeholders (e-mails, meetings, phone calls)	Governance	Executive Director Finance and Corporate Services	Date of activity	review after 5 years		
A.21	CRM General Enquiries cases from general public.	General Enquiries	Executive Director Finance and Corporate Services	Date enquiry received	3 years (review after 2 years)	Destroy electronic file	

## B. Finance

Class no	Document Type Accounting	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
B.1	Financial reports and planning documents	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.2	Bacs payments	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.3	Bank statements, Bank documents showing charges, Grant in Aid remittances	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.4	General banking documents	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.5	Records of board member payments	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.6	Records documenting Budget build, monitoring	Budgeting	Executive Director Finance	End of financial year	6 years	Electronic disposal	

	and budget reports, medium term financial planning		and Corporate Services				
B.7	Financial Accounts	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.8	Grant in Aid Claims	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.9	Summary/profiles of grants	Grants	Executive Director Finance and Corporate Services	End of financial year grant made	6 years	Electronic disposal	
B.10	Health and Social Care financial evaluations	Evaluations	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.11	Financial incident reports	incidents	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.12	Documents recording internal audits	Audits	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	



B.13	Invoices and payments	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.14	Documents recording journals	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.15	Documents recording month end	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.17	Staff pay records	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.18	Purchasing card records	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.19	Documents recording WG/QW handover	Accounting	Executive Director Finance and Corporate Services	Handover	Retain permanently		
B.20	Records documenting subject expert payments	Accounting	Executive Director Finance	End of financial year	6 years	Electronic disposal	

			and Corporate Services				
B.21	Records documenting WG Finance Committee Review	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	
B.22	Welsh Government Sponsored body financial records	Accounting	Executive Director Finance and Corporate Services	End of financial year	6 years	Electronic disposal	

### C. Facilities

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
C.1	Policies and Guidance	Policy/Guidance	Executive Director Finance and Corporate Services	When superceded	When superceded 1 year		
C.2	Annual licenses	Facilities	Executive Director Finance and Corporate Services	Expiry	3 years		
C.3	Buildings Lease	Facilities	Executive Director Finance and	Expiry	3 years		

			Corporate Services				
C.4	Buildings Manuals	Facilities	Executive Director Finance and Corporate Services	When superceded	When superceded + 3 year		
C.5	Documents recording business continuity plans	Disaster Recovery	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year		
C.6	Documents recording facilities contract management	Contract Management	Executive Director Finance and Corporate Services	Expiry of contract	6 years		
C.7	DSE Assessments	Health & Safety	Executive Director Finance and Corporate Services	When superceded (Further Assessment undertaken) or when staff member leaves	When superceded + 1 year or when staff member leaves + 6 years		Health and Safety at Work Act 1974
C.8	Electricity meter readings	Facilities	Executive Director	Environmental info published	3 years		Environmental Information

			Finance and Corporate Services	in annual report			Regulations 2004
C.9	Travel and Subsistence records	Facilities	Executive Director Finance and Corporate Services	Environmental info published in annual report	3 years		Environmental Information Regulations 2004
C.10	Catering records	Catering	Executive Director Finance and Corporate Services	Date of meeting	3 years		Health and Safety at Work Act 1974
C.11	Facilities reference documents	Facilities	Executive Director Finance and Corporate Services	When superceded	3 years		
C.12	CCTV footage at premises	Security	Executive Director Finance and Corporate Services	Date recorded	31 days unless required for evidential purposes.		

#### **D. Procurement**

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
D.1	Records documenting contract management	Procurement/contract management	Executive Director Finance and Corporate Services	End of Contract	7 years	Destroy electronic file	
D.2	Records documenting Grant Management	Procurement/Grant Management	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
D.3	Records documenting concessions contracts for Commissioning qualifications	Procurement/Commissioning and Concessions	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
D.4	Records documenting tendering and quotation procedures	Procurement/tendering and quotation	Executive Director Finance and Corporate Services	File closed	10 years (review after 5 years)	Destroy electronic file	
D.5	Credit checks of potential suppliers	Procurement/	Executive Director Finance and	File closed	10 years (review after 5 years)	Destroy electronic file	

			Corporate Services				
D.6	Insurance – liability certificates	Procurement/Insurance	Executive Director Finance and Corporate Services	Expired	10 years (review after 5 years)	Destroy electronic file	
D.7	Records documenting Procurement Policies and guidance	Procurement/policies and guidance	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year	Destroy electronic file	

**E. HR**

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
E.1	Records documenting absence management	Absence management	Executive Director Finance and Corporate Services	Date of absence	18 months	Destroy electronic file	
E.2	Records documenting job evaluation	Job evaluation	Executive Director Finance and Corporate Services	Post closed/disbanded	6 years	Destroy electronic file	

E.3	Records documenting partnership working	Partnership working	Executive Director Finance and Corporate Services	Date of meeting	20 years (review after 15 years)	Destroy electronic file	
E.4	Records documenting Training	Training	Executive Director Finance and Corporate Services	When superceded	Keep current	Destroy electronic file	
E.5	Records documenting wellbeing programmes	Wellbeing	Executive Director Finance and Corporate Services	When superceded			
E.6	Records documenting HR casework	HR casework	Executive Director Finance and Corporate Services	Employment ceases	6 years	Destroy electronic file	Employment Tribunal
E.7	Records documenting Fees Paid to board members and subject experts	Fees paid/claims	Executive Director Finance and Corporate Services	End of relationship with QW	100 years from employee DOB	Destroy electronic file	Employment Tribunal

E.8	Personal Files – Employee records	Personal records	Executive Director Finance and Corporate Services	Employment ceases	100 years from employee DOB	Destroy electronic file	
E.9	Records documenting recruitment	Recruitment	Executive Director Finance and Corporate Services	Date of job advert	12 months	Destroy electronic and paper notes	
E.10	HR policies	HR Policy	Executive Director Finance and Corporate Services	When superceded	When superceded + 6 years	Destroy electronic file	Employment tribunal

## F. Comms and External Relations

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
F.1	QW publications	Publications	Associate Director - Communications and Stakeholder Relations	Date of publication	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	
F.2	Records documenting Comms	Planning	Associate Director - Communications	File closed	10 years (review	Destroy electronic file	



	strategy and planning		and Stakeholder Relations		after 5 years)		
F.3	Photographs for external Comms use (social media, website)	External Comms	Associate Director - Communications and Stakeholder Relations	Date photo taken	10 years (review after 5 years)	Consider for permanent preservation and transfer to National Archives	
F.4	Press releases and articles submitted to external publications.	External Comms	Associate Director - Communications and Stakeholder Relations	Date of release	10 years (review after 5 years)	Consider for permanent preservation and transfer to National Archives	
F.5	Comms documents created for other teams and projects	External Comms	Associate Director - Communications and Stakeholder Relations	Date of publication	10 years (review after 5 years)	Destroy electronic file	
F.6	Documents recording translation work	Translation	Associate Director - Communications and Stakeholder Relations	File closed	1 year	Destroy electronic file	
F.7	Documents recording imagery and content	External Comms	Associate Director - Communications and Stakeholder Relations	File uploaded	10 years	Consider for permanent preservation and transfer to National Archives	

	uploaded to website						
F.8	Branded templates, logos, branding guidance	Comms	Associate Director - Communications and Stakeholder Relations	When superceded	When superceded + 1 year	Keep permanently	
F.9	Mailing Lists	External Comms	Associate Director - Communications and Stakeholder Relations	Keep current	Keep current	Remove outdated/unsubscribed records immediately	
F.10	E-bulletin content	Internal Comms	Associate Director - Communications and Stakeholder Relations	Date of bulletin	1 year	Keep permanently	
F.11	Photographs for internal comms use	Internal comms	Associate Director - Communications and Stakeholder Relations	Date photo taken	3 years	Consider for permanent preservation and transfer to National Archives	
F.12	Staff photos	Internal comms	Associate Director - Communications and Stakeholder Relations	staff member leaves	3 years	Destroy electronic file	

F.13	Media Monitoring reports	Media Monitoring	Associate Director - Communications and Stakeholder Relations	Date of report	18 months	Keep permanently	
F.14	Press Cuttings	Internal comms	Associate Director - Communications and Stakeholder Relations	Date of circulation	18 months	Keep permanently	
F.15	Social media content and monitoring	External Comms	Associate Director - Communications and Stakeholder Relations	Date of publication	18 months	Permanently published	
F.16	Records documenting External Relations operations				Interim retention period of 10 years pending completion of team records audit.		
F.17	Online Surveys held on third party systems	Stakeholder engagement	Associate Director - Communications	Survey closed to responses	3 months	Results exported to Qualifications Wales	

			and Stakeholder Relations			systems and online survey results deleted.	
F.18	Event attendance data held on third party systems	Stakeholder engagement	Associate Director – Communications	End of event	3 months	Necessary stakeholder contact information exported to Qualifications Wales systems. Unnecessary personal information deleted.	

## G. IT

Class no	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
G.1	IT operations files	IT/operations	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year	Destroy electronic file	
G.2	IT service desk	IT/operations	Executive Director Finance and Corporate Services	Record created	Keep permanently	Keep permanently	
G.3	IT guidance and policies	IT/policy and guidance	Executive Director Finance and Corporate Services	When superceded	When superceded + 1 year	Destroy electronic file	

## H. Recognition and Approval

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
H.1	Qualification records in QiW Database		Executive Director Regulation	Qualification archived	<i>Under review with Welsh Government</i>		
H.2	Regulatory Feedback reports	Approvals	Executive Director Regulation	Report issued	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
H.3	Records documenting reform of GQs	Approvals/GQ reform	Executive Director Regulation	File closed – end of reform period	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
H.4	Records documenting the recruitment of subject experts	Approvals/Subject expert recruitment	Executive Director Regulation	End of contract with subject expert	6 years	Destroy electronic file	

H.5	Records documenting monitoring and compliance of GQ reforms	Approvals/GQ reform monitoring	Executive Director Regulation	File closed – end of reform period	10 years (review after 5 years)		
H.6	Records documenting QiW data projects	Recognitions and Approvals/Qiw projects	Executive Director Regulation	End of project	Five years (review after two years)	Destroy electronic file	
H.7	Records documenting review of designation procedures and criteria	Recognition and Approval/Designation	Executive Director Regulation	File closed	10 years (review after 5 years)	Destroy electronic file	
H.8	Documents recording AB recognition procedures and processes	AB Recognition and Surrenders	Executive Director Regulation	When superceded	When superceded + 1 year	Destroy electronic file	
H.9	AB recognition applications	AB Recognitions and Surrenders	Executive Director Regulation	Dater of Withdrawal/Surrender of Recognition	10 years (review after 5 years)	Destroy electronic file	
H.10	Notifications to Surrender	AB Recognition and Surrenders	Executive Director Regulation	Date of Surrender	10 years (review	Destroy electronic file	

					after 5 years)		
H.11	Surrender complaints and appeals	AB Recognition and Surrenders	Executive Director Regulation	File closed	10 years (review after 5 years)		
H.12	Recognition and Surrender enquiry correspondence	AB Recognition and Surrenders	Executive Director Regulation	Date of enquiry	5 years (review after 3 years)	Destroy electronic file	

### I. Monitoring and Compliance

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
I.1	Reports related to Monitoring and Compliance process	Monitoring and Compliance	Executive Director Regulation	When superceded	10 years (review after 5 years)		
I.2	Documents recording Monitoring and	Monitoring and compliance	Executive Director Regulation	Date of Audit	10 years (review after 5 years)		

	Compliance Audit process						
I.3	Conditions of Recognition	Monitoring and Compliance	Executive Director Regulation	When superceded	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
I.4	Documents and correspondence related to Complaints and Incidents	Complaints and Incidents	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.5	Documents recording monitoring of Essential Skills Wales	Monitoring	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.6	Documents recording monitoring of GCSE/GCEs	Monitoring	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.7	Letters to Awarding Bodies regarding General Conditions of Recognition	GCoR	Executive Director Regulation	Date letter sent	10 years (review after 5 years)		



I.8	Documents recording risk profiling	Monitoring	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.9	Statements of Compliance	Compliance	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.10	Records documenting VQ monitoring	Monitoring	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.11	Records documenting monitoring and compliance research	Research	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.12	Records documenting Welsh Baccaulaureate review	Review	Executive Director Regulation	File closed	10 years (review after 5 years)		
I.13	Records documenting Welsh Baccalaureate monitoring	Monitoring	Executive Director Regulation	File closed	10 years (review after 5 years)		

## J. Strategic Policy

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
J.1	Published policies	Strategic policies	Executive Director Policy and Research	Publication of policy	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
J.2	Documents recording policy development	Strategic policy	Executive Director Policy and Research	Publication of policy	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
J.3	Records of the Policy Group (minutes, papers, administration)	Strategic policy	Executive Director Policy and Research	Date of meeting	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
J.4	Records documenting Regulatory Strategy Project	Strategic policy	Executive Director Policy and Research	Project closed	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958

## K. Development and Commissioning

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
K.1	Records documenting VQ Sector Review development and commissioning projects	Development and Commissioning/VQ sector review projects	Executive Director Policy and Research	Qualification expired	10 years (review after 5 years)	Destroy electronic file	
K.2	Records documenting development and commissioning of GQs	Development and Commissioning/GQs	Executive Director Policy and Research	Qualification expired	10 years (review after 5 years)	Destroy electronic file	
K.3	Records documenting development and commissioning of ESW qualifications	Development and Commissioning/ESW	Executive Director Policy and Research	Qualification expired	10 years (review after 5 years)	Destroy electronic file	

K.4	Stakeholder consultation responses	Development and Commissioning/consultations	Executive Director Policy and Research	Consultation results published	20 years (review after 15 years) (check that unnecessary personal data is not retained longer than 12 months)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
K.5	Records documenting PQL policy and correspondence to cabinet secretaries	Development and Commissioning/PQL	Executive Director Policy and Research	When superceded	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
K.6	Records documenting development and commissioning contracts	Development and Commissioning/contracts	Executive Director Policy and Research	End of contract	7 years		
K.7	Records documenting the award of QW Grants	Development and Commissioning/grants	Executive Director Policy and Research	Grant awarded	10 years (review after 5 years)	Destroy electronic file	

K.8	Records documenting AoLE	Development and commissioning	Executive Director Policy and Research	Project ended	10 years (review after 5 years)	Destroy electronic file	
K.9	Records documenting curriculum review	Development and Commissioning/curriculum review	Executive Director Policy and Research	New curriculum launched	10 years (review after 5 years)	Destroy electronic file	

### L. Statistics and Research

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
L.1	Data request log	Research/ Data Acquisition	Executive Director Policy and Research	Request logged	Permanent (review after 5 years)		
L.2	Ofqual data from scheduled data collections	Statistics	Executive Director Policy and Research	Exam series ended	15 years	Destroy electronic file	
L.3	Records documenting research team planning	Research/planning	Executive Director Policy and Research	File closed	5 years (review after 2 years)	Destroy electronic file	
L.4	Ofqual data collection and publication schedule	Research/data acquisition	Executive Director Policy and Research	Date of publication	<i>Until data collection established at QW</i>	Destroy electronic file	

L.5	Records documenting data acquisition projects	Research/data acquisition	Executive Director Policy and Research	Project closed	10 years (review after 5 years)	Destroy electronic file	
L.6	Records documenting research projects	Research/research projects	Executive Director Policy and Research	Project closed	10 years (review after 5 years)	Destroy electronic file	
L.7	Records documenting support for monitoring of awarding	Research/Support for monitoring of awarding	Executive Director Policy and Research	File closed	10 years (review after 5 years)	Destroy electronic file	
L.8	LLWR data	Research/data	Executive Director Policy and Research	Date of transfer from WG	15 years	Destroy electronic file	
L.9	Archive examination scripts	Research/archive scripts	Executive Director Policy and Research	Date of examination	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	
L.10	Pre-release and published Data – scheduled data collections from awarding bodies	Statistics	Executive Director Policy and Research	End of Academic year	10 years	Destroy electronic file	

L.11	Raw, curated and back-up data – Scheduled data collections from awarding bodies	Statistics	Executive Director Policy and Research	End of Academic year	15 years	Destroy electronic file	
L.12	Research Data retained by commissioned research companies	Research	Executive Director Policy and Research	End of contract with supplier/research company	personal data – one year anonymised data – six years	Destroy electronic file	
L.13	PLASC data	Research/data	Executive Director Policy and Research	Date of transfer from WG	3 years	Destroy electronic file	

### M. General Qualifications

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
M.1	Records documenting General Qualifications reform	General Qualifications reform	Associate Director General Qualifications	Qualification expired	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
M.2	GQ Boards minutes and papers	GQ Boards	Associate Director General Qualifications	Date of Meeting	20 years (review after 15 years)	Consider for permanent preservation	Public Records Act 1958

						and transfer to National Archives	
M.3	Records documenting GQ stakeholder engagement	General Qualifications stakeholder engagement	Associate Director General Qualifications	Qualification expired	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
M.4	Records documenting Awarding Body fees	General Qualifications/AB fees	Associate Director General Qualifications	Qualification expired	10 years (review after 5 years)		
M.5	Records documenting Welsh Language funding	General Qualifications/Welsh Language funding	Associate Director General Qualifications	File closed	10 years (review after 5 years)		
M.6	Welsh Medium resources	General Qualifications/Welsh Medium resources	Associate Director General Qualifications	File closed	10 years (review after 5 years)		

## N. Vocational Qualifications

Class no.	Document Type	Activity/Business Process	Information Asset Owner	Retention Trigger	Retention Period	Action	Legal requirement
N.1	Records documenting Sectoral reviews	VQ/Sectoral Reviews	Associate Director Vocational Qualifications	End of Review	20 years (review after 15 years)	Consider for permanent preservation and transfer	Public Records Act 1958



						to National Archives	
N.2	VQSDB minutes and papers	VQ/Strategy Delivery	Associate Director Vocational Qualifications	Date of Meeting	20 years (review after 15 years)	Consider for permanent preservation and transfer to National Archives	Public Records Act 1958
N.3	Records documenting internal and external communications planning for VQ Sectoral Reviews	VQ/Communications planning	Associate Director Vocational Qualifications	File closed	10 years (review after 5 years)	Destroy electronic file	