Retention schedule

Contents

Retention code		Owner department	Retention	Retention Trigger
A	**Adjudicating Committees**			
A1.1	Investigating Committee hearings	Investigating Committee	6 years	Case closed
A2.1	Prosecution Committee hearings	Hearings	6 years	Case closed
A3.1	In-house appeal hearings	Hearings	6 years	Case closed
A4.1	Investigating committee arrangements - Administration	Investigating Committee	2 years	Current year
A4.2	Investigating committee arrangements - Contracts with trainers	Investigating Committee	6 years	End of contract
A4.3	Investigating committee arrangements - Contracts with venues	Investigating Committee	6 years	End of contract
A5.1	Hearing arrangements - Pre-Hearing planning		2 years	Case closed
A5.2	Hearing arrangements - Booking arrangements		2 years	Current year
A6.1	Case list notifications	Investigating Committee and Hearings	5 years	Current year
A7.1	Investigating Committee membership - Attendance lists	Investigating Committee	10 years	Current year
A7.2	Investigating Committee membership - Registers of Interests, gifts, and hospitality for multiple members	Investigating Committee	10 years	Current year
A7.3	Investigating Committee membership - Panel member details and contracts, performance and correspondence		6 year	End of contract
A8.1	Hearing Committee membership - Registers of Interests, gifts, and hospitality for multiple members	Hearings	10 years	Current year
A8.2	Hearing Committee membership - Recruitment of panelists	Hearings	2 years	Current year
A8.3	Hearing Committee membership - Panel member details and contracts, performance, and correspondence	Hearings	6 years	End of contract
A9.1	In-house appeal membership - Registers of Interests, gifts, and hospitality for multiple members	Hearings	5 years	Current year
A9.2	In-house appeal membership - Panel member management	Hearings	6 years	End of contract
A10.1	Monitoring and reporting - Investigating Committee	Investigating Committee	6 years	Current year
A10.2	Monitoring and reporting - Hearings	Hearings	6 years	Current year
A10.3	Monitoring and reporting - In-house appeals	Hearings	6 years	Current year
A11.1	Working documents	Investigating Committee and Hearings	2 years	Current year

B	Corporate Committees	Owner department	Retention	Retention Trigger
B1.1	Council papers	Governance	Permanent	Current year
B2.1	Committee papers		10 years	Current year
B3.1	Meeting administration	Governance	2 years	Current year
B4.1	Council membership - recruitment		10 years	End of contract
B4.2	Council membership - Terms of Reference and schemes of delegation		Permanent	Current year
B4.3	Council membership - Registers of interests, gifts and hospitality	Governance	10 years	End of contract
B4.4	Council membership - Member information	Governance	10 years	End of contract
B5.1	Membership of Committees - Terms of reference and schemes of delegation		10 years	Closure of committee
B5.2	Membership of Committees - Registers of interests, gifts and hospitality	Governance	10 years	End of contract
B5.3	Membership of Committees - Member information	Governance	10 years	End of contract
B6.1	Working documents		2 years	Current year
C	Corporate Governance	Owner department	Retention	Retention Trigger
C1.1	PSA Compliance	Compliance	10 years	Current year
C2.2	Internal Audit, Annual Plan	Risk & Internal Audit	10 years	Current year
C2.3	Internal Audit, Annual Report	Risk & Internal Audit	10 years	Current year
C2.4	Internal Audit, Assignment Reports	Risk & Internal Audit	10 years	Current year
C2.5	Internal Audit, in house data and working papers	Risk & Internal Audit	5 years	Current year
C3.1	Corporate complaints	FtP Casework	6 years	Current year
C4.1	Equality and diversity development	Governance	6 years	Current year
C4.2	Equality and diversity performance and reporting	Governance	6 years	Current year
C5.1	Advice to the Registrar - Advisor recruitment	CEO's Office	2 years	Current year
C5.2	Advice to the Registrar - Advisor management	CEO's Office	6 years	End of contract
C6.1	Information request handling - Access requests and responses		2 years	Current year
C6.2	Information request handling - Access requests background material	All	1 year	Current year
C6.3	Information request handling - Performance and reporting		10 years	Current year
C6.4	Information request handling - FOI publication schemes	Information Manager	7 years	Current year
C6.5	Information request handling - Guidance development	Information Manager	6 years	Current year
C7.1	Information assurance - Data Protection breach handling		3 years	Current year
C7.2	Information assurance - Data breach monitoring	Information Manager	10 years	Current year
C7.3	Staff SARS		4 years	Current year
C8.1	Information Management - Logs and catalogues	Records Management/ FTP Casework	Permanent	Current year
C8.2	Information Management - Guidance development	Records Management	6 years	Current year
C8.3	Information Management - Data quality	Records Management	Life of the organisation	Current year
C8.4	Information Management - Information audits and surveys	Records Management	6 years	Current year
C8.5	Information Management - Performance and reporting	Records Management	10 years	Current year
C8.6	Information Management - Records Management Group	Records Management	3 years	Current year
C8.7	Information Management - Standards and classifications	Records Management	Life of the organisation	Current year
C8.8	Information Management - Destruction records	Records Management	Life of the organisation	Current year

C9.1	Legislation development	CEO's Office	10 years	Current year
C10.1	MoUs	Governance	Life of the organisation	Current year
C10.2	Information Sharing Agreements	Policy & Comms	Life of the organisation	Current year

C11.1	Insurance register	Facilities	7 years	Current year
C11.2	Insurance policies and contracts	Facilities	Life of the organisation	Current year
C11.3	Insurance claims	Facilities	7 years	Case closed
C11.4	Insurance notifications	Corporate Legal	7 years	Case closed
C12.1	Corporate Legal - Advice library	Corporate Legal	6 years	Current year
C12.2	Corporate Legal - Appeal cases	Corporate Legal	6 years	Current year
C12.3	Corporate Legal - Proceedings against the GDC	Corporate Legal	6 years	Current year
C12.4	Corporate Legal - Proceedings initiated by the GDC	Corporate Legal	6 years	Current year
C12.5	Corporate Legal - Serious incidents		3 years	Current year
C12.6	Counsel Advice	Corporate Legal	25 years	Current year
C13.1	Standing orders	Corporate Legal	Permanent	Current year
C13.2	Rules and regulations	Corporate Legal	Permanent	Current year
C14.1	Strategic risk registers	Risk & Internal Audit	10 years	Current year
C14.2	Operational risk registers	Risk & Internal Audit	10 years	Current year
C15.1	Policies and guidance for staff - Corporate Policies		Permanent	Current year
C15.2	Policies and guidance for staff - Forms and templates		Permanent	Current year
C15.3	Policies and guidance for staff - SOPs		Permanent	Current year
C15.4	Policies and guidance for staff - Guidance		7 years	Current year
C16.1	Policies and guidance for associates - Standards and guidance		7 years	Current year
C17.1	Policies and guidance for the dental team - Standards and guidance		Life of the organisation	Current year
C18.1	Policies and guidance for education providers - Policy documents		Life of the Organisation	Current year
C18.2	Policies and guidance for education providers - Guidance		Life of the Organisation	Current year
C19.1	Business continuity planning		3 years	Current year
D	**Corporate Management**	**Owner department**	**Retention**	**Retention Trigger**
D1	**Comms and marketing**			
D1.1.1	Comms and marketing - Regional activities - Correspondence		3 years	Current year
D1.1.2	Comms and marketing - Regional activities - Stakeholder maps and lists	Director for Scotland	6 years	Current year
D1.1.3	Comms and marketing - Regional activities - Guidance development	Director for Scotland	6 years	Current year
D1.1.4	Comms and marketing - Regional activities - Speaking engagements	Director for Scotland	6 years	Current year
D1.1.5	Comms and marketing - Regional activities - Delegate lists	Director for Scotland	2 years	Current year
D1.2.1	Comms and marketing - Events - Event arrangements	Comms	6 years	Current year
D1.2.2	Comms and marketing - Events - Event contracts	Comms	6 years	End of contract
D1.2.3	Comms and marketing - Events - Speaking engagements	Comms	6 years	Current year
D1.2.4	Comms and marketing - Events - Delegate lists		2 years	Current year
D1.2.5	Comms and marketing - Events - Calendar of activities	Comms	6 years	Current year
D1.3.1	Comms and marketing -External correspondence - Parliamentary and MP questions	Comms	Permanent	Current year
D1.3.2	Comms and marketing -External correspondence - MP constituent questions	Comms	3 years	Current year
D1.3.3	Comms and marketing -External correspondence - Other organisations	Public Affairs	6 years	Current year
D1.3.4	Comms and marketing -External correspondence - Stakeholder tracking		6 years	Current year
D1.3.5	Comms and marketing -External correspondence - Stakeholder relations	Comms	6 years	Current year
D1.4.1	Comms and marketing - External consultations - Responses to consultations	Comms	6 years	Current year
D1.5.1	Comms and marketing - Publications and messages - Mailshots to registrants	Comms	6 years	Current year
D1.5.2	Comms and marketing - Publications and messages - Monthly Newsletters	Comms	6 years	Current year

D1.5.3	Comms and marketing - Publications and messages - Publications	Comms	Permanent	Current year
D1.5.4	Comms and marketing - Publications and messages - Articles	Comms	Permanent	Current year
D1.5.5	Comms and marketing - Publications and messages - Social media	Comms Public Affairs	Permanent	Current year
D1.6.1	Comms and marketing - Internal communications - Briefings	Comms	6 years	Current year
D1.6.2	Comms and marketing - Internal communications - Global emails	Comms	6 years	Current year
D1.6.3	Comms and marketing - Internal communications - Questions to EMT and responses	CEO's Office	10 years	Current year
D1.6.4	Comms and marketing - Internal communications -Staff Newsletter	Comms	Permanent	Current year
D1.6.5	Comms and marketing - blogs and vlogs	All	2 years	Current year
D1.7.1	Comms and marketing - Media relations - Press cuttings	Comms	2 years	Current year
D1.7.2	Comms and marketing - Media relations - Press releases and statements		7 years	Current year
D1.8.1	Comms and marketing - Marketing - Branding	Comms	7 years	Current year
D1.8.2	Comms and marketing - Marketing - Advertising copy	Comms	2 years	Current year
D1.8.3	Comms and marketing - Marketing - Marketing material	Comms	2 years	Current year
D1.9.1	Comms and marketing - Comms contracts - Supplier information	Comms	6 years	End of contract
D1.9.2	Comms and marketing - Comms contracts - Supplier contracts	Comms	6 years	End of contract
D1.9.3	Comms and marketing - Comms contracts - Tenders	Comms	2 years	Current year
D1.10.1	Comms and marketing - Comms procedure development	Comms	6 years	Current year
D1.11.1	Comms and marketing - Image and video library	Comms	Permanent	Current year
D1.12.1	Comms and marketing - Horizon scanning - Reporting	Comms	10 years	Current year
D2	**Procurement**			
D2.1.1	Procurement - Contracts under seal	Procurement	12 years	End of contract
D2.1.2	Procurement - Contracts not under seal	Procurement	6 years	End of contract
D2.3.1	Procurement - Approved supplier lists		6 years	Current year
D2.3.2	Procurement - Scheduling and monitoring	Procurement	2 years	Current year
D2.3.3	Procurement - Tenders - unsuccessful	Procurement	2 years	Current year
D2.3.4	Procurement - Tenders - successful	Procurement	6 years	End of contract
D3	**Facilities**			
D3.1.1	Facilities - Strategy and planning - accommodation planning		2 years	Current year
D3.2.1	Facilities - Service contract management - large contracts	Facilities	12 years	End of contract
D3.2.2	Facilities - service contract management - small contracts	Facilities	6 years	End of contract
D3.3.1	Facilities - health and safety - accident register	Facilities	3 years	Date of last entry
D3.3.2	Facilities - health and safety - asbestos register	Facilities	40 years	Current year
D3.3.3	Facilities - health and safety - events and exercises	Facilities	6 years	Current year
D3.3.4	Facilities - health and safety - equipment testing	Facilities	6 years	Current year
D3.3.5	Facilities - health and safety - fixed electrical testing	Facilities	6 years	Current year
D3.3.6	Facilities - health and safety - reports		6 years	Current year
D3.3.7	Facilities - health and safety - risk assessments	Facilities	6 years	Current year

D3.4.1	Facilities - property management - building drawings	Facilities	Permanent	Current year
D3.4.2	Facilities - property management - building work documentation	Facilities	Permanent	Current year
D3.4.3	Facilities - property management - scanned deeds and leases	Facilities	Permanent	End of lease or ownership
D4	**Finance**			
D4.1.1	Finance - income - Annual registration fee collection	Finance	6 years	Current year
D4.2.1	Finance - spending - invoices	Finance	6 years	Current year
D4.2.2	Finance - spending - expense claims	Finance	6 years	Current year
D4.3.1	Finance - banking - banking mandate forms	Finance	6 years	Closure of account
D4.3.2	Finance - banking - direct debit forms	Finance	6 years	Closure of account
D4.4.1	Finance - company cards - credit card applications	Finance	6 years	Closure of account
D4.4.2	Finance - company cards - credit card receipts	Finance	6 years	Current year
D4.5.1	Finance - performance and reporting - finance management information	Finance	6 years	Current year
D4.5.2	Finance - performance and reporting - investment management information	Finance	6 years	Current year
D4.5.3	Finance - performance and reporting - statutory accounts	Finance	6 years	Current year
D4.6.1	Finance - working papers		2 years	Current year
D5	**Information Technology**			
D5.1.1	Information technology - Access management - access request forms	IT	6 years	Current year
D5.2.1	Information technology - Asset management - Asset lists	IT	6 years	Current year
D5.2.2	Information technology - Asset management - Disposal records	IT	6 years	Current year
D5.3.1	Information technology - Business analysis	IT	6 years	Current year
D5.4.1	Information technology - Infrastructure management - Network designs	IT	6 years	Current year
D5.5.1	Information technology - Systems and services - Procurement tenders	IT	2 years	Current year
D5.5.2	Information technology - Systems and services - System and service management	IT	6 years	End of system or contract
D5.5.3	Information technology - Systems and services - Software library	IT	6 years	End of system
D5.6.1	Information technology - System logs and audits - EDRM audit trail	IT	Life of the organisation	Current year
D5.6.2	Information technology - System logs and audits - System logs	IT	2 years	Current year
D5.7.1	Information technology - Strategy and Planning - compliance with standards	IT	6 years	Current year
D5.7.2	Information technology - Strategy and Planning - commissioned reports	IT	6 years	Current year
D5.7.3	Information technology - Strategy and Planning - strategy		6 years	Current year
D5.8.1	Information technology - Performance and reporting	IT	2 years	Current year
D5.9.1	Information technology - Training - training arrangements	IT	2 years	Current year
D6	**Corporate strategy and performance**			
D6.1.1	Corporate strategy and performance - Corporate Performance - Management Information	Opex	10 years	Current year
D6.1.2	Corporate strategy and performance - Corporate Performance - Incident reports	Compliance	3 years	Current year
D6.2.1	Corporate strategy and performance - Corporate Strategy and Planning	Business Planning	Permanent	Current year
D7	**Programme management**			
D7.1.1	Programme management	Opex	6 years	End of project
D8	**Project management**			
D8.1	Project management	Opex	6 years	End of project
E	**Customer Services**	**Owner department**	**Retention**	**Retention Trigger**
E1.1	Contact documents	Registration, CAIT, DCS, FOI, QS etc etc	2 years	Current year
E2.1	Monitoring and reporting	CAIT	6 years	Current year

F	Dental Complaints Service	Owner department	Retention	Retention Trigger
F1.1	DCS Complaint enquiries	GDC CRM Contact Document	3 years	Current year
F1.2	DCS Complaints against DCS	GDC CRM Case Document	3 years	Current year
F1.3	DCS Complaint cases	GDC CRM Case Document	3 years	Current year
F2.1	DCS Publication development	DCS	6 years	Current year
F3.1	DCS panel management - Panel recruitment	DCS	2 years	Current year
F3.2	DCS panel management - Panel member information	DCS	10 years	Closure of panel member file
F3.3	DCS panel management - Panel expenses	DCS	7 years	Current year
G	People Services	Owner department	Retention	Retention Trigger
G1.1	Learning and development - Training arrangements	PS	2 years	Current year
G1.2	Learning and development - Training material	PS	10 years	Current year
G1.3	Learning and development - Training records	PS	6 years	Current year
G2.1	HR contract management - Contract files	PS	6 years	End of contract
G3.1	Monitoring and reporting - Data schedules	PS	10 years	Current year
G3.2	Monitoring and reporting - Management information	PS	6 years	Current year
G4.1	Employee Management - Pay and benefits	PS	6 years	Current tax year
G4.2	Employee Management - Personnel records	PS	10 years	Leaving date
G4.3	Employee Management - Pension Files	PS	6 years	Last pension payment (or Leaving Date if no pension due)
G5.1	Organisational change - Organisation charts	PS	Permanent	Current year
G5.2	Organisational change - Salary scales	PS	Permanent	Current year
G5.3	Organisational change - Staff surveys	PS	6 years	Current year
G6.1	Policy and procedure development	PS	2 years	Current year
G7.1	Recruitment	PS	1 year	Current year
G7.2	Recruitment – Campaign details	PS	6 years	Current year
G8.1	UKVI – Right to Work	PS	2 years	Current year
G9.1	Furlough details	PS	5 years	Current year
G10.1	Working time records not included personal records e.g., overtime	PS	2 years	Current year
H	Registration	Owner department	Retention	Retention Trigger
H1.1	Registrants and candidates - Applicants	ORE, Registration Europe & Int	10 years	Current year
H1.2	Registrants and candidates - Registrants [Including Equality, Diversity and Inclusion (EDI) and working pattern data.]		100 years	Date of Birth
H2.1	Overseas Registration Examination - External examiner management	ORE	6 years	End of contract
H2.2	Overseas Registration Examination - Exam suppliers - contract management	ORE	6 years	End of contract
H2.3	Overseas Registration Examination - Exam suppliers - reporting	ORE	Permanent	Current year
H2.4	Overseas Registration Examination - Booking lists	ORE	6 years	Current year
H2.5	Overseas Registration Examination - Results publication	ORE	Permanent	Current year
H2.6	Overseas Registration Examination -Scripts and mark sheets	ORE	6 years	Current year
H3.1	Register management - DCP Register		Permanent	Current year

H3.2	Register management - Dentists register		Permanent	Current year
H3.3	Register management - Register extracts	Research	Permanent	Current year
H3.4	Register management - Awards of CCST		Permanent	Current year
H4.1	Monitoring and reporting - Sample qualification documents		40 years	Current year

H4.2	Monitoring and reporting - Mail merge exports		1 year	Current year
H4.3	Monitoring and reporting - ARF Close Out reports		15 years	Current year
H4.4	Monitoring and reporting - Exams lists and logs	ORE	6 years	Current year
H4.5	Monitoring and reporting - Dentists casework monitoring	Registration Dentists Casework	6 years	Current year
H4.6	Monitoring and reporting - DCP casework monitoring	Registration Dentists Casework	6 years	Current year
H5.1	Annual Registration Fee calculations	Registration UK	2 years	Current year
H5.2	Annual Registration Fee close out reports	Registration UK	15 years	Current year
H5.3	Annual Registration Fee supplier management - Contract management	Registration UK	6 years	End of contract
H5.4	Annual Registration Fee supplier management - Supplier procurement	Registration UK	2 years	Current year
H6.1	Business name applications	Reg Ops	6 years	Current year
H7.1	Registration assessment - DCP Assessment panel - meetings	Registration Dentists Casework	10 years	Current year
H7.2	Registration assessment - Dentists Assessment panel - meetings	Registration Dentists Casework	10 years	Current year
H7.3	Registration assessment - Assessment panel training arrangements	Registration Dentists Casework	2 years	Current year
H7.4	Registration assessment - Assessment panel members	Registration Dentists Casework	7 years	End of contract
H7.5	Registration assessment - Assessment panel recruitment	Registration DCP Casework	2 years	Current year
H8.1	Legal consultation - Advice on DCP registration	Registration DCP Casework	6 years	Current year
H8.2	Legal consultation - Advice on Dentist registration	Registration Dentists Casework	6 years	Current year
H8.3	Legal consultation - Advice on Exams	Exams	6 years	Current year
I	**Fitness to Practise casework**	**Owner department**	**Retention**	**Retention Trigger**
I1.1	FtP casework - Assessment cases	Investigating Committee	3 years	Case closed
I1.2	FtP casework - Prosecution cases	CCM + ILPS	6 years	Case closed
I2.1	Registrant FTP history		100 years	DoB
I3.1	Case contract management - External lawyers and experts	CCM + ILPS	6 years	Current year
I3.2	Case contract management - Contract monitoring	CCM	6 years	End of contract
I3.3	Case contract management - Advice from law firms	CCM	6 years	End of contract
I4.1	Monitoring and reporting - FTP Casework	FTP Casework	6 years	Current year
I4.2	Monitoring and reporting - ILPS	ILPS	6 years	Current year
I4.3	Monitoring and reporting - Case review	CRT	6 years	Current year

J	Illegal Practice casework	Owner department	Retention	Retention Trigger
J1.1	Illegal practice prosecutions - Prosecution cases	IP	6 years	Case closed
J2.1	Contract management - Contract monitoring	IP	6 years	End of contract
J3.1	Monitoring and reporting - Monitoring of enquiries and outcomes	IP	6 years	Current year
J3.2	Monitoring and reporting - Case tracking	IP	6 years	Current year
J3.3	Monitoring and reporting - Team performance monitoring	IP	6 years	Current year
J3.4	Monitoring and reporting - Time tracking	IP	6 years	Current year
J4.1	Consultation - Experts reports and legal advice	IP	6 years	Current year
J4.2	Consultation - Internal consultation	IP	6 years	Current year
J5.1	Costs and recovery - Costs	IP	6 years	Current year
J5.2	Costs and recovery - Recovery	IP	6 years	Current year
K	Dental standard setting	Owner department	Retention	Retention Trigger
K1.1	Dental policy and standards - Decisions	Policy	6 years	Current year
K1.2	Dental policy and standards - Contact lists	Policy	6 years	Current year
K1.3	Dental policy and standards - Publication development	Policy + Standards	2 years	Current year
K1.4	Dental policy and standards - Log of changes	Standards	Permanent	Current year
K2.1	Queries - Registrants and patients' queries	Standards	2 years	Last entry
K2.2	Queries - Digest of query responses	Standards	10 years	Last entry
K3.1	Research outputs - Research reports	Research	10 years	Current year
K3.2	Research outputs - Research data tables	Research		Current year
K4.1	Consultation results - Consultation reports	Policy + Standards	6 years	Current year
K4.2	Consultation results - Consultation responses	Standards	6 years	Current year
L	Education standard setting	Owner department	Retention	Retention Trigger
L1.1	Evaluation of providers - Submissions	Quality Assurance	Permanent	Current year
L1.2	Evaluation of providers - Annual monitoring	Quality Assurance	5 years	Current year
L1.3	Evaluation of providers - Complaints	Quality Assurance	3 years	Current year
L2.1	Inspections - Inspections correspondence	Quality Assurance	10 years	Current year
L2.2	Inspections - Inspection reports	Quality Assurance	Permanent	Current year
L3.1	Scheduling and monitoring - Evaluations	Quality Assurance	10 years	Last entry
L3.2	Scheduling and monitoring - Inspection schedules	Quality Assurance	10 years	Current year
L3.3	Scheduling and monitoring - Inspector management	Quality Assurance	6 years	End of contract
L3.4	Scheduling and monitoring - Inspector recruitment	Quality Assurance	2 years	Current year
L4.1	Policy work - Policy correspondence	Quality Assurance	2 years	Current year
L4.2	Policy work - Policy change justification	Quality Assurance	50 years	Current year
L4.3	Policy work - Policy development	Quality Assurance	5 years	Current year
M	Unit Admin	Owner department	Retention	Retention Trigger
M1.1	Unit admin	All	2 years	Current year
M2.1	Head of Unit - private	All	2 years	Current year