

Retention schedule

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A	Adjudicating Committees	Owner department	Retention	Retention Trigger
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	Investigating Committee	2 years	Case closed
A5.2	Hearing arrangements - Booking arrangements	Investigating Committee	2 years	Current year
A6.1	Case list notifications	Investigating Committee / 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	Investigating Committee	6 years	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/ 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	Governance	Permanent	Current year
B3.1	Meeting administration	Governance	2 years	Current year
B4.1	Council membership - recruitment	Governance	10 years	End of contract
B4.2	Council membership - Terms of Reference and schemes of delegation	Governance	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	Governance	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	Governance	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	Governance	6 years	Current year
C3.2	Whistleblowing inquiries	Governance	5 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	Data Subject Rights – Requests and responses	Information Governance	7 years	Current year
C6.2	Information request handling – Advice requests and responses	Information Governance	7 years	Current year
C6.3	Information request handling - Performance and reporting	Information Governance	10 years	Current year
C6.4	Information request handling - FOI publication scheme and disclosure log	Information Governance	7 years	Current year

C6.5	Information request handling - Guidance development	Information Governance	6 years	Current year
C7.1	Information assurance - Data Protection breach handling	Information Governance	3 years	Current year
C7.2	Information assurance - Data breach monitoring	Information Governance	3 years	Current year
C7.3	Information Assurance – Data Protection Impact Assessments	Information Governance	6 years	Current year
C8.1	Information Management - Logs and catalogues	Information Governance	Permanent	Current year
C8.2	Information Management - Guidance development	Information Governance	6 years	Current year
C8.3	Information Management - Data quality	Information Governance	Life of the organisation	Current year
C8.4	Information Management - Information audits and surveys	Information Governance	6 years	Current year
C8.5	Information Management - Performance and reporting	Information Governance	10 years	Current year
C8.6	Information Management - Records Management Group	Information Governance	3 years	Current year
C8.7	Information Management - Standards and classifications	Information Governance	Life of the organisation	Current year
C8.8	Information Management - Destruction records	Information Governance	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	ILAS	7 years	Case closed
C12.1	Corporate Legal - Advice library	ILAS	12 years	Current year
C12.2	Corporate Legal - Appeal cases	ILAS	6 years	Current year
C12.3	Corporate Legal - Proceedings against the GDC	ILAS	6 years	Current year
C12.4	Corporate Legal - Proceedings initiated by the GDC	ILAS	6 years	Current year
C12.6	Counsel Advice	ILAS	25 years	Current year
C13.1	Standing orders	ILAS	Permanent	Current year
C13.2	Rules and regulations	ILAS	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	Governance	Permanent	Current year
C15.2	Policies and guidance for staff - Forms and templates	Communications & Engagement	Permanent	Current year
C15.3	Policies and guidance for staff - SOPs	Owning department	Permanent	Current year
C15.4	Policies and guidance for staff - Guidance	Owning Department	7 years	Current year
C16.1	Policies and guidance for associates - Standards and guidance	Governance	7 years	Current year
C17.1	Policies and guidance for the dental team - Standards and guidance	Policy	Life of the organisation	Current year
C18.1	Policies and guidance for education providers - Policy documents	EQA	Life of the Organisation	Current year
C18.2	Policies and guidance for education providers - Guidance	EQA	Life of the Organisation	Current year
C19.1	Business continuity planning	PMO	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	Director for Scotland	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	Communications & Engagement	6 years	Current year
D1.2.2	Comms and marketing - Events - Event contracts	Communications & Engagement	6 years	End of contract
D1.2.3	Comms and marketing - Events - Speaking engagements	Communications & Engagement	6 years	Current year
D1.2.4	Comms and marketing - Events - Delegate lists	Communications & Engagement	2 years	Current year
D1.2.5	Comms and marketing - Events - Calendar of activities	Communications & Engagement	6 years	Current year
D1.3.1	Comms and marketing -External correspondence - Parliamentary and MP questions	Communications & Engagement	Permanent	Current year
D1.3.2	Comms and marketing -External correspondence - MP constituent questions	Communications & Engagement	3 years	Current year
D1.3.3	Comms and marketing -External correspondence - Other organisations	Communications & Engagement	6 years	Current year
D1.3.4	Comms and marketing -External correspondence - Stakeholder tracking	Communications & Engagement	6 years	Current year
D1.3.5	Comms and marketing -External correspondence - Stakeholder relations	Communications & Engagement	6 years	Current year
D1.4.1	Comms and marketing - External consultations - Responses to consultations	Communications & Engagement	6 years	Current year
D1.5.1	Comms and marketing - Publications and messages - Mailshots to registrants	Communications & Engagement	6 years	Current year
D1.5.2	Comms and marketing - Publications and messages - Monthly Newsletters	Communications & Engagement	6 years	Current year

D1.5.3	Comms and marketing - Publications and messages - Publications	Communications & Engagement	Permanent	Current year
D1.5.4	Comms and marketing - Publications and messages - Articles	Communications & Engagement	Permanent	Current year
D1.5.5	Comms and marketing - Publications and messages - Social media	Comms & Engagement	Permanent	Current year
D1.6.1	Comms and marketing - Internal communications - Briefings	Communications & Engagement	6 years	Current year
D1.6.2	Comms and marketing - Internal communications - Global emails	Communications & Engagement	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	Communications & Engagement	Permanent	Current year
D1.6.5	Comms and marketing - blogs and vlogs	Owning department	2 years	Current year
D1.7.1	Comms and marketing - Media relations - Press cuttings	Communications & Engagement	2 years	Current year
D1.7.2	Comms and marketing - Media relations - Press releases and statements	Communications & Engagement	7 years	Current year
D1.8.1	Comms and marketing - Marketing - Branding	Communications & Engagement	7 years	Current year
D1.8.2	Comms and marketing - Marketing - Advertising copy	Communications & Engagement	2 years	Current year
D1.8.3	Comms and marketing - Marketing - Marketing material	Communications & Engagement	2 years	Current year
D1.9.1	Comms and marketing - Comms contracts - Supplier information	Communications & Engagement	6 years	End of contract
D1.9.2	Comms and marketing - Comms contracts - Supplier contracts	Communications & Engagement	6 years	End of contract
D1.9.3	Comms and marketing - Comms contracts - Tenders	Communications & Engagement	2 years	Current year
D1.10.1	Comms and marketing - Comms procedure development	Communications & Engagement	6 years	Current year
D1.11.1	Comms and marketing - Image and video library	Communications & Engagement	Permanent	Current year
D1.12.1	Comms and marketing - Horizon scanning - Reporting	Communications & Engagement	10 years	Current year
D2	Procurement			
D2.1.1	Procurement – Regulation Procurement Evaluation Report	Procurement	3 years	Last dated contract signature
D2.1.2	Procurement – Expressions of interest	Procurement	2 years	Date of expression of interest
D2.1.3	Procurement – Evaluation criteria	Procurement	6 years	End of contract
D2.1.4	Procurement – Invitations to tender	Procurement	6 years	End of awarded contract
D2.1.5	Procurement – Tender evaluations	Procurement	6 years	End of awarded contract
D2.1.6	Procurement – Unsuccessful tender documentation	Procurement	2 years	Notification sent of unsuccessful tender
D2.1.7	Procurement – Successful tender documentation	Procurement	6 years	End of contract
D2.2.1	Procurement – Contracts (not under seal)	Procurement	6 years	End of contract
D2.2.2	Procurement – Contract variations, extensions and performance records	Procurement	6 years	End of contract

D2.2.3	Procurement – Sealed contracts	Procurement	12 years	End of contract
D2.3.1	Procurement - Memorandum of understanding	Procurement	6 years	End of contract
D2.4.1	Procurement – Notices under the Act	Procurement	6 years	End of contract
D3	Facilities			
D3.1.1	Facilities - Strategy and planning - accommodation planning	Facilities	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	Facilities	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	Finance	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	IT	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	PMO	10 years	Current year
D6.1.2	Corporate strategy and performance - Corporate Performance - Incident reports	PMO	3 years	Current year
D6.2.1	Corporate strategy and performance - Corporate Strategy and Planning	PMO	Permanent	Current year
D6.3.1	Organisation Performance Monitoring – Saved management information reports	PMO	6 years	Current year
D6.3.2	Organisation Performance Monitoring – Management information in data warehouse	PMO	10 years	Current year
D7	Programme management			
D7.1.1	Programme management	PMO	6 years	End of project
D8	Project management			
D8.1	Project management	PMO	6 years	End of project
E	Customer Services	Owner department	Retention	Retention Trigger
E1.1	Contact documents	Owning department	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	DCS	3 years	Current year
F1.2	DCS Complaints against DCS	DCS	3 years	Current year
F1.3	DCS Complaint cases	DCS	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	People & Organisational Development	2 years	Current year
G1.2	Learning and development - Training material	People & Organisational Development	10 years	Current year
G1.3	Learning and development - Training records	People & Organisational Development	2 years	Completion of service
G2.1	HR contract management - Contract files	People & Organisational Development	6 years	End of contract
G3.1	Monitoring and reporting - Data schedules	People & Organisational Development	10 years	Current year
G3.2	Monitoring and reporting - Management information	People & Organisational Development	6 years	Current year
G4.1	Employee Management - Pay and benefits	People & Organisational Development	6 years	Current tax year
G4.2	Employee Management - Personnel records	People & Organisational Development	10 years	Leaving date
G4.3	Employee Management - Pension Files	People & Organisational Development	6 years	Last pension payment (or Leaving Date if no pension due)
G5.1	Organisational change - Organisation charts	People & Organisational Development	Permanent	Current year
G5.2	Organisational change - Salary scales	People & Organisational Development	Permanent	Current year
G5.3	Organisational change - Staff surveys	People & Organisational Development	6 years	Current year
G6.1	Policy and procedure development	People & Organisational Development	2 years	Current year
G7.1	Recruitment	People & Organisational Development	1 year	Current year
G7.2	Recruitment – Campaign details	People & Organisational Development	6 years	Current year
G8.1	UKVI – Right to Work	People & Organisational Development	2 years	Current year

G9.1	Furlough details	People & Organisational Development	5 years	Current year
G10.1	Working time records not included personal records e.g., overtime	People & Organisational Development	2 years	Current year
H	Registration	Owner department	Retention	Retention Trigger
H1.1	Registrants and candidates - Applicants	Registration	10 years	Current year
H1.2	Registrants and candidates - Registrants	Registration	100 years	DoB
H1.3	Registrants and candidates – University pass lists	Registration	5 years	Current year
H2.1	Overseas Registration Examination - External examiner management	Examinations	6 years	End of contract
H2.2	Overseas Registration Examination - Exam suppliers - contract management	Examinations	6 years	End of contract
H2.3	Overseas Registration Examination - Exam suppliers - reporting	Examinations	Permanent	Current year
H2.4	Overseas Registration Examination - Booking lists	Examinations	6 years	Current year
H2.5	Overseas Registration Examination - Results publication	Examinations	Permanent	Current year
H2.6	Overseas Registration Examination -Scripts and mark sheets	Examinations	6 years	Current year
H3.1	Register management - DCP Register	Registration	Permanent	Current year
H3.2	Register management - Dentists register	Registration	Permanent	Current year
H3.3	Register management - Register extracts	Research & Intelligence	Permanent	Current year
H3.4	Register management - Awards of CCST (Certificate of completion of specialist training)	Registration	Permanent	Current year
H4.1	Monitoring and reporting - Sample qualification documents	Registration	40 years	Current year
H4.2	Monitoring and reporting - Mail merge exports	Registration	1 year	Current year
H4.3	Monitoring and reporting - ARF Close Out reports	Registration	15 years	Current year
H4.4	Monitoring and reporting - Exams lists and logs	Examinations	6 years	Current year
H4.5	Monitoring and reporting - Dentists casework monitoring	Registration Casework	6 years	Current year
H4.6	Monitoring and reporting - DCP casework monitoring	Registration Casework	6 years	Current year
H5.1	Annual Registration Fee calculations	UK Registration	2 years	Current year
H5.2	Annual Registration Fee close out reports	UK Registration	15 years	Current year
H5.3	Annual Registration Fee supplier management - Contract management	UK Registration	6 years	End of contract
H5.4	Annual Registration Fee supplier management - Supplier procurement	UK Registration	2 years	Current year
H6.1	Business name applications	Registration	6 years	Current year
H7.1	Registration assessment - DCP Assessment panel - meetings	Registration Casework	10 years	Current year

H7.2	Registration assessment - Dentists Assessment panel - meetings	Registration Casework	10 years	Current year
H7.3	Registration assessment - Assessment panel training arrangements	Registration Casework	2 years	Current year
H7.4	Registration assessment - Assessment panel members	Registration Casework	7 years	End of contract
H7.5	Registration assessment - Assessment panel recruitment	Registration Casework	2 years	Current year
H8.1	Legal consultation - Advice on DCP registration	Registration Casework	6 years	Current year
H8.2	Legal consultation - Advice on Dentist registration	Registration Casework	6 years	Current year
H8.3	Legal consultation - Advice on Exams	Examinations	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*	ELPS + ILPS	6 years	Case closed
I2.1	Registrant FTP history	Registration	100 years	DoB
I3.1	Case contract management - External lawyers and experts	ELPS + ILPS	6 years	Current year
I3.2	Case contract management - Contract monitoring	ELPS	6 years	End of contract
I3.3	Case contract management - Advice from law firms	ELPS	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	FTP CRT	6 years	Current year
J	Illegal Practice casework	Owner department	Retention	Retention Trigger
J1.1	Illegal practice prosecutions - Prosecution cases	ILAS	6 years	Case closed
J2.1	Contract management - Contract monitoring	ILAS	6 years	End of contract
J3.1	Monitoring and reporting - Monitoring of enquiries and outcomes	ILAS	12 years	Current year
J3.2	Monitoring and reporting - Case tracking	ILAS	6 years	Current year
J3.3	Monitoring and reporting - Team performance monitoring	ILAS	6 years	Current year
J3.4	Monitoring and reporting - Time tracking	ILAS	6 years	Current year
J4.1	Consultation - Experts reports and legal advice	ILAS	12 years	Current year
J4.2	Consultation - Internal consultation	ILAS	6 years	Current year
J5.1	Costs and recovery - Costs	ILAS	6 years	Current year
J5.2	Costs and recovery - Recovery	ILAS	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	2 years	Current year
K1.4	Dental policy and standards - Log of changes	Policy	Permanent	Current year
K2.1	Queries - Registrants and patients' queries	Policy	2 years	Last entry
K2.2	Queries - Digest of query responses	Policy	10 years	Last entry
K3.1	Research outputs - Research reports	Research & Intelligence	10 years	Current year
K3.2	Research outputs - Research data tables	Research & Intelligence	No set retention	Will depend on dataset
K4.1	Consultation results - Consultation reports	Policy	6 years	Current year
K4.2	Consultation results - Consultation responses	Policy	6 years	Current year
L	Education standard setting	Owner department	Retention	Retention Trigger
L1.1	Evaluation of providers - Submissions	EQA	Permanent	Current year
L1.2	Evaluation of providers - Annual monitoring	EQA	5 years	Current year
L1.3	Evaluation of providers - Complaints	EQA	3 years	Current year
L1.4	Evaluation of providers – Programme modification	EQA	Permanent	Current year
L2.1	Inspections - Inspections correspondence	EQA	10 years	Current year
L2.2	Inspections - Inspection reports	EQA	Permanent	Current year
L3.1	Scheduling and monitoring - Evaluations	EQA	10 years	Last entry
L3.2	Scheduling and monitoring - Inspection schedules	EQA	10 years	Current year
L3.3	Scheduling and monitoring - Inspector management	EQA	6 years	End of contract
L3.4	Scheduling and monitoring - Inspector recruitment	EQA	2 years	Current year
L4.1	Policy work - Policy correspondence	EQA	2 years	Current year
L4.2	Policy work - Policy change justification	EQA	50 years	Current year
L4.3	Policy work - Policy development	EQA	5 years	Current year
M	Unit Admin	Owner department	Retention	Retention Trigger
M1.1	Unit admin	Owning department	2 years	Current year
M2.1	Head of Unit - private	Owning department	2 years	Current year

* FTP retention under review during the period April 2025 – April 2026