Document Retention Policy

Organisation: GLAS Business Solutions
Policy Owner: MD
Applies to: All staff, associates and contractors
Version: 1.1

1. Purpose

GLAS Business Solutions is committed to managing records effectively, securely and lawfully. This policy sets out how long key records are retained, where they are held, who is responsible for them, and how they are securely disposed of once retention periods have been met.

2. Records and Retention Periods

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Method of Disposal	Comments / Justifications
IV Samples (BTECH)	3 Years	Quality Manager	GLAS Office	Shredding	
IV Samples and Plans (NVQ)	3 Years	Quality Manager	GLAS Office	Shredding	
Meeting Reports and Minutes	5 Years	Quality Manager	GLAS Office	Shredding	
Completion and Authentication Paperwork	3 Years	Quality Manager	GLAS Office	Shredding	
Candidate Work	3 Years	Quality Manager	GLAS Office	Shredding	See section 4

Retention periods reflect awarding body requirements, funding and audit expectations, and recognised good practice within further education and training provision.

3. Data Protection and GDPR Compliance

This policy operates in line with **UK GDPR and Data Protection legislation**.
Records are retained only for as long as necessary to meet statutory, contractual, quality assurance, funding audit, and regulatory requirements.

Personal data is stored securely and disposed of in a manner that protects confidentiality once retention periods have been met.

4. Disposal of Candidate Work

Prior to the disposal of candidate work, **reasonable efforts must be made to contact the candidate**. The Quality Manager must be satisfied that the candidate does not wish the work to be retained before disposal takes place.

5. Secure Disposal

All records scheduled for disposal are destroyed securely using appropriate methods, including shredding of paper-based records.
Disposal is carried out in a manner that prevents unauthorised access or reconstruction of personal or sensitive information.

6. Monitoring, Review and Control

This policy forms part of GLAS Business Solutions' quality framework and is reviewed **annually**, or earlier if regulatory or operational requirements change.

Formal approval, version control and review dates are managed through the organisation's policy register.