



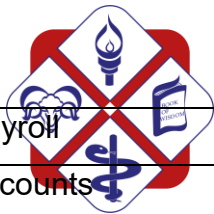
Storage of Documents Policy 2025

Policy Name	Storage of Documents
Version	3
Date reviewed	May 2025
Next review due	May 2026
Date Uploaded	June 2025



Category	Number of years	Link to guidelines
Patients - Adult	8 years	https://transform.england.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice/
Patients – Children 17 years and under	9 years after reaching 17 (until patients 26 th Birthday)	https://transform.england.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice/
Staff Records (Once left the College)	7 years from end of employment	Refer to College Policy
Student Record Includes general student files, references (results, correspondence, transcripts)	Indefinitely for references, transcripts, results Remainder six years from date student leaves	Refer to College/Partner University Policy
Student Coursework	1 year after Graduation	

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Payroll	12	HMRC/EG
Accounts	7	HMRC/EG

College policy on document storage and timeframes for destruction of records

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