

# RCOG Records Classification and Retention Schedule 2023

## Contents

1. Administration and Projects .....	2
2. Buildings and Services .....	3
3. Communications and Engagement.....	5
4. Education and Training.....	7
5. Examinations .....	8
6. Events .....	9
7. Finance.....	10
8. Governance .....	11
9. Information Management.....	13
10. Membership and Workforce .....	14
11. Personnel .....	15
12. Quality Improvement.....	17

## Document control

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## Document revision history

Version	Date	Author	Summary of changes

## 1. Administration and Projects

The functions by which the College ensures a high standard of internal management and achieves operational effectiveness and efficiency. These functions occur College-wide and the Information Asset Owner will depend on the creating department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>1.1</b>	<b>Group administration</b>					
1.1.1	Working Group and Task Force Terms of Reference, Agenda, Final Minutes and Supporting Documents	Last action	Permanent	Archive	Business need	College-wide
1.1.2	Retired Fellows and Members Society Agenda, Final Minutes and Supporting Documents	Last action	Permanent	Archive	Business need	Director, Membership
<b>1.2</b>	<b>Team administration</b>					
1.2.1	Internal team meeting minutes	Last action	3 years	Review	Business need	College-wide
1.2.2	Presentations	Last action	3 years	Review	Business need	College-wide
1.2.3	Templates	Superseded	3 years	Review	Business need	College-wide
1.2.4	Department logs and registers	Last action	3 years	Review	Business need	College-wide
1.2.5	Training manuals and guidance	Withdrawn	6 years	Destroy	Business need	College-wide
<b>1.3</b>	<b>Project management</b>					
1.3.1	PID, Business Case, Project Board papers, Final reporting, Project evaluation and lessons learnt	End of project	Permanent	Archive	Business need	Director, Project Management Office; College-wide
1.3.2	Project plans, Progress reports, Risk, Action, Issue and Decision logs	End of project	5 years	Review	Business need	Director, Project Management Office; College-wide

## 2. Buildings and Services

Records created in the course of maintaining and managing the use of RCOG facilities and premises, including managing the impact of operations on the health and safety of employees and visitors, and ensuring compliance with health and safety legislation.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>2.1</b>	<b>Property management and security</b>					
2.1.1	Leases	End of lease	12 years	Destroy	NHS / Limitation Act 1980	Director, Buildings and Guest Services
2.1.2	Plans and specifications	Creation	Permanent	Archive	Business need	Director, Buildings and Guest Services
2.1.3	Property development	Disposal of property	Immediate	Destroy	Business need	Director, Buildings and Guest Services
2.1.4	Space management audits	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services
2.1.5	Premises assessment papers	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services
2.1.6	CCTV and surveillance	Last action	30 days	Destroy	ICO	Director, Buildings and Guest Services
2.1.7	Security incidents and outcomes	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services
2.1.8	Guest security passes	Expiry	1 year	Destroy	Business need	Director, Buildings and Guest Services
2.1.9	Reception sign in book	End of year	2 years	Destroy	Business need	Director, Buildings and Guest Services
<b>2.2</b>	<b>Property maintenance</b>					
2.2.1	Routine inspection records	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services
2.2.2	Major maintenance works	Completion of works	15 years	Review	Business need	Director, Buildings and Guest Services
2.2.3	Minor maintenance works	Completion of works	6 years	Destroy	Business need	Director, Buildings and Guest Services
2.2.4	Asbestos testing and monitoring	Last action	40 years	Review	Control of Asbestos Regulations 2012	Director, Buildings and Guest Services
<b>2.3</b>	<b>Equipment monitoring and maintenance</b>					
2.3.1	Instructions or procedures, master copies	Disposal of equipment	Immediate	Destroy	Business need	Director, Buildings and Guest Services
2.3.2	Assessment records, inspection and testing	Last action	11 years	Destroy	NHS / Control of Substances Hazardous to Health (Amendment) Regulations 2004	Director, Buildings and Guest Services
<b>2.4</b>	<b>Health and safety</b>					
2.4.1	Fire safety training certificates	End of employment	1 year	Destroy	Business need	Director, Buildings and Guest Services
2.4.2	First Aid training records	End of employment	6 years	Destroy	CIPD	Director, Buildings and Guest Services
2.4.3	Health and safety training records	End of employment	6 years	Destroy	CIPD	Director, Buildings and Guest Services
2.4.4	Fire certifications	Expiry	12 years	Destroy	Business need	Director, Buildings and Guest Services
2.4.5	Emergency planning	Last action	40 years	Review	Business need	Director, Buildings and Guest Services

2.4.6	Accident/incident forms and register	Last action	10 years	Review	CIPD	Director, Buildings and Guest Services
<b>2.5</b>	<b>Commercial services</b>					
2.5.1	Facilities and venue hire	Last action	2 years	Destroy	Business need	Director, Buildings and Guest Services
2.5.2	Catering and facilities memos	Last action	2 years	Destroy	Business need	Director, Buildings and Guest Services

### 3. Communications and Engagement

The functions by which RCOG manages its communication and relationships with stakeholders, in order to raise and maintain the College's public profile and influence policy. These records are primarily created and owned by our Communications and Policy and Public Affairs departments.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>3.1</b>	<b>Internal communications</b>					
3.1.1	Staff bulletin	Last action	2 years	Destroy	Business need	Director, Communications
3.1.2	Staff guidance	Superseded	2 years	Review	Business need	Director, Communications
3.1.3	Intranet: notice board posts	Creation	1 year	Destroy	Business need	Director, Communications
3.1.4	Email	Creation	6 years	Destroy	Business need	Director, IM&T
3.1.5	Microsoft Teams: chat messages	Creation	6 months	Destroy	Business need	Director, IM&T
3.1.6	Microsoft Teams: recordings	Creation	60 days	Destroy	Business need	Director, IM&T
3.1.7	Communications planning grids	Last action	1 year	Destroy	Business need	Director, Communications
<b>3.2</b>	<b>Marketing</b>					
3.2.1	Design and implementation of marketing campaigns	End of campaign	5 years	Review	Business need	Director, Digital Transformation
3.2.2	Promotional material	Publication	Permanent	Archive	Business need	College-wide
3.2.3	RCOG brand guidelines	Superseded	Permanent	Archive	Business need	Director, Digital Transformation
3.2.4	Website content	Superseded	Permanent	Review	Business need	Director, Digital Transformation
<b>3.3</b>	<b>Media relations</b>					
3.3.1	Media enquiries, internal handling and responses provided	Last action	3 years	Destroy	Business need	Director, Communications
3.3.2	Press releases and media statements/briefings	Publication	Permanent	Archive	Business need	Director, Communications
3.3.3	Position statements	Publication	Permanent	Archive	Business need	Director, Communications
3.3.4	Social media content and monitoring	Creation	3 years	Review	Business need	Director, Communications
<b>3.4</b>	<b>Public affairs</b>					
3.4.1	Briefings	Last action	6 years	Review	Business need	Director, Policy and Public Affairs
3.4.2	Consultations and responses	Last action	6 years	Review	Business need	Director, Policy and Public Affairs
3.4.3	Evidence submitted to parliamentary groups	Last action	6 years	Review	Business need	Director, Policy and Public Affairs
3.4.4	Reports	Publication	Permanent	Archive	Business need	Director, Policy and Public Affairs
3.4.5	Legal cases including affidavits and evidence	Closure of case	10 years	Destroy	NHS Records Management Code of Practice 2021	Director, Policy and Public Affairs

3.5	Stakeholder engagement					
3.5.1	General enquiries	Last action	2 years	Destroy	Business need	College-wide
3.5.2	Newsletters, blogs, presentations etc.	Publication	2 years	Review	Business need	College-wide
3.5.3	Records of fundraising activity and donor stewardship	End of donor relationship	3 years	Review	Business need	Sponsorship and Fundraising
3.5.4	Stakeholder lists and contact information	Stakeholder request for information to be removed	Immediate	Destroy	Data Protection Act 2018	College-wide
3.5.5	Surveys: returns and anonymised analysis	Superseded	3 years	Destroy	Business need	College-wide
3.5.6	Surveys: responses containing identifiable data	Completion of analysis	Immediate	Destroy	NHS Records Management Code of Practice 2021	College-wide
3.5.7	Surveys: final report	Publication	10 years	Review	NHS Records Management Code of Practice 2021	College-wide

#### 4. Education and Training

The functions by which the RCOG administers the O&G speciality training programme and provides ongoing educational and professional development opportunities to our Fellows, Members and Associates. These records are owned and created by our Education Department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>4.1</b>	<b>Curricula, frameworks and course content</b>					
4.1.1	Curriculum development	Last action	5 years	Review	Business need	Director, Education
4.1.2	Final curricula approved by GMC	Publication	Permanent	Archive	Business need	Director, Education
4.1.3	Curriculum and content evaluation	Last action	3 years	Destroy	Business need	Director, Education
4.1.4	RCOG Learning course content	Creation	Permanent	Archive	Business need	Director, Education
4.1.5	CPD framework	Publication	Permanent	Archive	Business need	Director, Education
4.1.6	TOG	Publication	Permanent	Archive	Business need	Director, Education
4.1.7	Training centre recognition criteria and approvals	Last action	Permanent	Archive	Business need	Director, Education
<b>4.2</b>	<b>Trainee and user management</b>					
4.2.1	e-Portfolio user account registration records	Last activity	3 years	Destroy	Business need	Director, Education
4.2.2	e-Portfolio user account activity records	Last activity	7 years	Destroy	Business need	Director, Education
4.2.3	Out of Programme (OOP) applications and administration	Completion of training	7 years	Destroy	Business need	Director, Education
4.2.4	MTI Scheme: successful applications and trainee records	Completion of training	7 years	Destroy	Business need	Director, Education
4.2.5	MTI Scheme: unsuccessful applications	Last action	1 year	Destroy	Business need	Director, Education
4.2.6	Guidance documents and user manuals	Publication	Permanent	Archive	Business need	Director, Education
4.2.7	Assessments and certification	Completion of assessment	7 years	Destroy	Business need	Director, Education
4.2.8	Specialist certification recommendations to GMC	Submission to GMC	1 year	Destroy	Business need	Director, Education

## 5. Examinations

Records created in the course of delivering the RCOG's Membership and Diploma examinations. These records are owned and created by our Exams Department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>5.1</b>	<b>Assessment</b>					
5.1.1	Assessment development	Last action	1 year	Review	Business need	Director, Examinations
5.1.2	Examination papers	Creation	Permanent	Archive	Business need	Director, Examinations
5.1.3	Examination results and pass lists	Publication	10 years	Destroy	JISC	Director, Examinations
<b>5.2</b>	<b>Candidate management</b>					
5.2.1	Expressions of interest	Last action	1 year	Destroy	Business need	Director, Examinations
5.2.2	Candidate confidentiality agreements	Last action	3 years	Review	Business need	Director, Examinations
5.2.3	Bookings	Date of exam	1 year	Destroy	Business need	Director, Examinations
5.2.4	Reasonable adjustments and extenuating circumstances	Last action	3 years	Review	Business need	Director, Examinations
5.2.5	Complaints, appeals and incident logs and decisions	Last action	3 years	Review	Business need	Director, Examinations
<b>5.3</b>	<b>Examiner management</b>					
5.3.1	Examiner recruitment and training	Last action	1 year	Destroy	Business need	Director, Examinations
5.3.2	Examiner notes	Last action	1 year	Destroy	Business need	Director, Examinations



## 6. Events

Records created in the course of delivering professional courses and conferences to RCOG members and event delegates, and the administration of official College ceremonies and public events.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>6.1</b>	<b>Ceremonies and official visits</b>					
6.1.1	Event programmes	Event completed	Archive	Permanent	Business need	Director, Membership
6.1.2	Organisation and administration of official visits and public events	Event completed	3 years	Review	Business need	Director, Communications
<b>6.2</b>	<b>Courses and conferences</b>					
6.2.1	Abstracts	Event completed	3 years	Destroy	Business need	Director, Events
6.2.2	Course material	Publication	Permanent	Archive	Business need	Director, Events
6.2.3	Certificates of attendance	Event completed	6 years	Destroy	Business need	Director, Events
6.2.4	Delegate lists / Event registration	Event completed	1 year	Destroy	ICO	Director, Events
6.2.5	Feedback	Event completed	3 years	Review	ICO	Director, Events
6.2.6	Speaker agreements	Event completed	3 years	Destroy	Business need	Director, Events
6.2.7	Webinar / Live event recordings	Event completed	1 year	Review	ICO	Director, Events
6.2.8	Franchise courses: applications and administration	Event completed	2 years	Review	Business need	Director, Events

## 7. Finance

Records created in the course of managing the College's financial resources. These records are primarily created and owned by our Finance Department. Any copies of invoices stored locally should be retained locally for a maximum of 12 months once they are sent to Finance for payment.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>7.1</b>	<b>Accounting</b>					
7.1.1	Sales ledger including invoices	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
7.1.2	Purchase ledger	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
7.1.3	Investment management and restricted funds	Last action	Permanent	Archive	Companies Act 2006	Director, Finance
7.1.4	Pension valuation	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
7.1.5	Tax returns	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
7.1.6	Payroll returns	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
7.1.7	Pension returns	End of benefit	7 years	Destroy	CIPD	Director, Finance
7.1.8	Budgets	End of financial year	1 year	Destroy	Companies Act 2006	Director, Finance
7.1.9	Expense claims and reimbursement	End of financial year	1 year	Destroy	Companies Act 2006	Director, Finance
7.1.10	Donations and gift aid	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance
<b>7.2</b>	<b>Audit and reporting</b>					
7.2.1	Final annual account reports	Publication	Permanent	Archive	Companies Act 2006	Director, Finance
7.2.2	Audit records	End of financial year	6 years	Review	Companies Act 2006	Director, Finance
7.2.3	Audited accounts and financial statement	Publication	Permanent	Archive	Companies Act 2006	Director, Finance

## 8. Governance

The function by which the RCOG is directed and controlled in order to achieve its objectives and meet the necessary standards of accountability and probity. Functions and activities which produce governance records include legal services, contracts and agreements, policy making and risk management. Some of these functions occur College-wide, in which case the Information Asset Owner will depend on the creating department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>8.1</b>	<b>Assurance and Risk</b>					
8.1.1	Board Assurance Framework	Superseded	3 years	Review	Business need	Director, Corporate Governance
8.1.2	Business Continuity Plan	Superseded	3 years	Review	ICO	Director, Corporate Governance
8.1.3	Gifts and hospitality register	End of financial year	2 years	Destroy	Business need	Director, Corporate Governance
8.1.4	Internal and external audit reports	End of financial year	6 years	Destroy	Limitation Act 1980	Director, Corporate Governance
8.1.5	Risk registers	End of financial year	6 years	Destroy	Limitation Act 1980	College-wide
<b>8.2</b>	<b>Corporate Governance</b>					
8.2.1	Royal Charter	Last action	Permanent	Archive	NHS Records Management Code of Practice	Director, Corporate Governance
8.2.2	Corporate Registration records	Last action	Permanent	Archive	Limitation Act 1980	Director, Corporate Governance
8.2.3	College Regulations	Superseded	Permanent	Archive	Historical value	Director, Corporate Governance
8.2.4	Declarations of Interest and Good Standing	Termination of appointment	6 years	Destroy	Limitation Act 1980	Director, Corporate Governance
8.2.5	<a href="#">Formal Committee Terms of Reference, Agenda, Final Minutes and supporting documents</a>	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.2.6	Internal Management Group Terms of Reference, Agenda, Final Minutes and supporting documents	Last action	6 years	Review	NHS Records Management Code of Practice 2021	Director, Corporate Governance
<b>8.3</b>	<b>Executive</b>					
8.3.1	Chief Executive records and correspondence	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Chief Executive
8.3.2	Records of Council and Board of Trustees	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Chief Executive
8.3.3	Officer nominations and elections	Result declared	2 years	Destroy	Business need	Chief Executive
8.3.4	President and Officer records and correspondence	Termination of appointment	6 years	Review	Business need	Chief Executive
<b>8.4</b>	<b>Information Rights and Compliance</b>					

8.4.1	Consent forms for images and recordings	Last action	Duration	Review	Data Protection Act 2018	College-wide
8.4.2	Copyright requests and authorisations	End of licence term	6 years	Destroy	Business need	Director, Corporate Governance
8.4.3	Intellectual property registration records	Last action	Permanent	Review	Business need	Director, Digital Transformation
8.4.4	FOI and external requests for information, responses and associated correspondence	Completion of request	3 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.4.5	Individual Rights Requests, responses, and subsequent correspondence	Completion of request	3 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.4.6	Information Asset Register and Record of Processing Activity?	Superseded	3 years	Review	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.4.7	Data Protection Impact Assessments (DPIA)	Completion of project/activity	6 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.4.8	Data Security and Protection Incidents	Date of incident	10 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
<b>8.5</b>	<b>Legal and Complaints</b>					
8.5.1	Complaints case files and correspondence	Closure of case	10 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
8.5.2	Confidentiality and Non-Disclosure Agreements	Last action	3 years	Review	Business need	Director, Corporate Governance
8.5.3	Information Sharing / Service Level Agreements, Memoranda of Understanding	Expiry of agreement			Business need	Director, Corporate Governance
8.5.4	Insurance policies	Expiry of policy	6 years	Review	Business need	Director, Corporate Governance
8.5.5	Legal advice and consultation	Last action	6 years	Review	Limitation Act 1980	Director, Corporate Governance
8.5.6	Litigation records	Closure of case	10 years	Review	NHS Records Management Code of Practice 2021	Director, Corporate Governance
<b>8.6</b>	<b>Policies, strategies and operating procedures</b>					
8.6.1	Draft policies and procedures	Last action	12 months	Review	Business need	College-wide
8.6.2	Final policies and procedures	Superseded	6 years	Review	Business need	College-wide
8.6.3	Local strategy and planning	End of financial year	3 years	Review	Business need	College-wide
8.6.4	Corporate strategy and planning	Publication	Permanent	Archive	Business need	Director, Corporate Governance
8.6.5	Strategic performance analysis	End of financial year	6 years	Destroy	Business need	Director, Corporate Governance
<b>8.7</b>	<b>Procurement</b>					
8.7.1	Successful tenders	End of contract	6 years	Review	Limitation Act 1980	College-wide
8.7.2	Unsuccessful tenders	Last action	2 years	Destroy	Limitation Act 1980	College-wide
8.7.3	Contracts	End of contract	6 years	Review	Limitation Act 1980	College-wide
8.7.4	Completed contractual due diligence forms	End of contract	6 years	Review	Business need	Director, Corporate Governance

## 9. Information Management

The functions by which RCOG collects, manages, preserves, provides access to and, where appropriate, disposes of information and information resources, and the management of our information and communications technology.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>9.1</b>	<b>Information systems and technology</b>					
9.1.1	Hardware and software asset management	Life of asset	1 year	Destroy	Business need	Director, IM&T
9.1.2	Helpdesk records	Request closed	1 year	Destroy	ICO	Director, IM&T
9.1.3	Security standard assessment and certification	Superseded	1 year	Destroy	Business need	Director, IM&T
9.1.4	Local and remote network backups	Last action	1 year	Destroy	ICO	Director, IM&T
9.1.5	Software licenses	Superseded	Immediate	Destroy	Business need	Director, IM&T
<b>9.2</b>	<b>Digital media</b>					
9.2.1	Photos of College events and activities	Media obtained	20 years	Review	NHS Records Management Code of Practice 2021	Director, Digital Transformation
9.2.2	Audio-visual content created for RCOG projects	Creation	10 years	Review	Business need	Director, Digital Transformation
<b>9.3</b>	<b>Library, museum and archive services</b>					
9.3.1	Collection documentation, including records of accession, conservation and disposal	Last action	Permanent	Archive	Business need	Director, Corporate Governance
9.3.2	Document delivery and inter-library loans	Request fulfilled	6 years	Destroy	Business need	Director, Corporate Governance
9.3.3	Environmental monitoring	Last action	5 years	Destroy	Business need	Director, Corporate Governance
9.3.4	Location registers	Last action	Permanent	Archive	Business need	Director, Corporate Governance
9.3.5	Use of collections, including access and photography requests	Last action	3 years	Destroy	Business need	Director, Corporate Governance
<b>9.4</b>	<b>Records management</b>					
9.4.1	Authorisations of destruction	Last action	20 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
9.4.2	Records of destruction and transfer	Last action	20 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance
9.4.3	Retention schedule	Superseded	20 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance

## 10. Membership and Workforce

Records created in the course of administering RCOG membership and supporting the O&G workforce. These records are primarily created by the Membership department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>10.1</b>	<b>Member files</b>					
10.1.1	Member registration forms	End of membership	5 years	Destroy	Business need	Director, Membership
10.1.2	Member account records, including contact information and employment details	End of membership	5 years	Destroy	Business need	Director, Membership
10.1.3	Removals and reinstatements	End of membership	5 years	Destroy	Business need	Director, Membership
10.1.4	Verification requests	Completion	3 years	Destroy	Business need	Director, Membership
<b>10.2</b>	<b>Membership administration</b>					
10.2.1	Admission ceremony administration	Event completed	1 year	Destroy	Business need	Director, Membership
10.2.2	Awards, grants and prizes	Last action	3 years	Review	Business need	Director, Membership
10.2.3	Benefits, including costing and audits	End of financial year	1 year	Review	Business need	Director, Membership
10.2.4	Certification	Last action	1 year	Destroy	Business need	Director, Membership
10.2.5	Notices of death	Publication	1 year	Destroy	Business need	Director, Membership
10.2.6	Obituaries and memorials	Last action	2 years	Review	Business need	Director, Membership
10.2.7	Public Register of Fellows and Members	Superseded	Immediate	Destroy	Business need	Director, Membership
<b>10.3</b>	<b>Fellowship administration</b>					
10.3.1	Fellowship applications	End of membership	5 years	Destroy	Business need	Director, Membership
10.3.2	Honorary fellowship (including ad eundem and honoris causa) - successful nominations	End of membership	5 years	Destroy	Business need	Director, Membership
10.3.3	Honorary fellowship (including ad eundem and honoris causa) - unsuccessful nominations	Last action	3 years	Destroy	Business need	Director, Membership
<b>10.4</b>	<b>Workforce</b>					
10.4.1	Workforce reports	Publication	Permanent	Archive	Business need	Director, Membership
10.4.2	Toolkits and resources	Superseded	Permanent	Archive	Business need	Director, Membership

## 11. Personnel

Records created in the course of managing the people employed by the RCOG. Functions and activities which produce personnel records include recruitment, performance management, staff engagement, learning and development, payroll and pension administration. These records are primarily created and owned by our People and Organisational Development department.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>11.1</b>	<b>Recruitment</b>					
11.1.1	Job description and person specification	End of employment	6 years	Destroy	Business need	Director, People and OD
11.1.2	Successful recruitment candidate applications and interview notes	End of employment	6 years	Destroy	CIPD	Director, People and OD
11.1.3	Unsuccessful recruitment candidate applications and interview notes	Last action	1 year	Destroy	Limitation Act 1980; CIPD	Director, People and OD
<b>11.2</b>	<b>Workplace management</b>					
11.2.1	Staff presentations and guidance	Superseded	6 years	Review	Business need	Director, People and OD
11.2.2	Staff engagement and awards, exit surveys	Creation	6 years	Review	Business need	Director, People and OD
11.2.3	Equality and diversity monitoring	Last action	10 years	Destroy	Business need	Director, People and OD
11.2.4	Workstation assessments	Last action	40 years	Destroy	Health & Safety at Work Act 1974	Director, Buildings and Guest Services
11.2.5	Accident and incident report forms	Last action	3 years	Destroy	Health & Safety at Work Act 1974	Director, Buildings and Guest Services
<b>11.3</b>	<b>Employee files</b>					
11.3.1	Annual leave records	End of leave year	6 years	Destroy	Business need	Director, People and OD
11.3.2	Other leave records including family leave entitlement and evidence, sickness and medical leave	End of employment	6 years	Destroy	Business need	Director, People and OD
11.3.3	Personal development including probation, training and performance management	End of employment	6 years	Destroy	Business need	Director, People and OD
11.3.4	Staff benefits and wellbeing including occupational health assessments, wellbeing action plans, flexible working requests, emergency contact details, staff photographs, loan applications and approvals	End of employment	6 years	Destroy	Business need	Director, People and OD
11.3.5	Disciplinary and grievance records	End of employment	6 years	Review	Business need	Director, People and OD
11.3.6	Apprentice records	End of apprenticeship	6 years	Destroy	Business need	Director, People and OD
11.3.7	Non-member volunteer placement records	End of placement	3 years	Destroy	Business need	Director, People and OD

<b>1.4</b>	<b>Payroll and pension administration</b>					
1.4.1	Records of payments and deductions	End of financial year	6 years	Destroy	HMRC	Director, People and OD
1.4.2	Pension enrolment forms and records of contributions	Employee D.O.B	100 years	Destroy	The National Archives	Director, People and OD
1.4.3	Redundancy and termination reasons	End of employment	6 years	Destroy	CIPD; Business need	Director, People and OD



## 12. Quality Improvement

The functions by which the RCOG delivers projects and programmes to improve standards in women's health in the UK and internationally. Functions and activities which produce quality improvement records include guideline development, research projects, clinical audits, and our global health programmes. These records are primarily owned and created by our Clinical Quality department and the Centre for Women's Global Health.

Ref	Record Series	Retention Trigger	Retain For	Action	Authority	Information Asset Owner
<b>12.1</b>	<b>Audit and research</b>					
12.1.1	Datasets received from third parties, e.g. NHS Digital	Refer to contract or Information Sharing Agreement				
12.1.2	Datasets: anonymised	End of project	2 years	Destroy	Business need	Director, Clinical Quality
12.1.3	Datasets containing identifiable patient information	Completion of analysis	Immediate	Destroy	Data Protection Act 2018	Director, Clinical Quality
12.1.4	Ethical approval applications and outcomes	End of research	5 years	Review	NHS Records Management Code of Practice 2021	Director, Clinical Quality
12.1.5	Focus groups and interviews: recordings	Transcription	Immediate	Destroy	Data Protection Act 2018	College-wide
12.1.6	Focus groups and interviews: transcripts	End of project	2 years	Destroy	Data Protection Act 2018	College-wide
12.1.7	Reports and final project outputs	Publication	Permanent	Archive	Business need	Director, Clinical Quality
12.1.8	Successful applications for data from third parties	End of project	6 years	Destroy	Business need	Director, Clinical Quality
12.1.9	Unsuccessful applications for data from third parties	Last action	2 years	Destroy	Business need	Director, Clinical Quality
12.1.10	Successful applications for research funding and administration of grants	End of grant term	6 years	Destroy	Business need	Director, Clinical Quality
12.1.11	Unsuccessful applications for research funding	Last action	2 years	Destroy	Business need	Director, Clinical Quality
<b>12.2</b>	<b>Guidelines and evidence-based standards</b>					
12.2.1	Major drafts	Publication	3 years	Review	Business need	Director, Clinical Quality
12.2.2	Published guidelines, impact papers, patient information and reports	Publication	Permanent	Archive	Business need	Director, Clinical Quality
12.2.3	Peer reviews and correspondence relating to guidelines and patient information development and consultation	Publication	3 years	Review	Business need	Director, Clinical Quality
12.2.4	Literature searches	Last action	6 months	Review	Business need	Director, Clinical Quality
<b>12.3</b>	<b>International programmes</b>					
12.3.1	Administration and management of programme participants and advocates	End of programme	3 years	Destroy	Data Protection Act 2018	Director, Centre for Women's Global Health

12.3.2	Best Practice Papers	Publication	Permanent	Archive	Business need	Director, Centre for Women's Global Health
12.3.3	Programme and project resources, including case studies, presentations and educational tools	Publication	Permanent	Archive	Business need	Director, Centre for Women's Global Health
12.3.4	Programme evaluation and lessons learnt	Completion of analysis	5 years	Review	Business need	Director, Centre for Women's Global Health