

| Data Type | Business Retention Period | Justification | Guidance | Expiry Action |
|---|---------------------------|--|----------|---------------|
| Company Records | | | | |
| Register of company Directors and Secretaries | Permanent | Sections 169 and 216 of the Companies Act 2014 requires NCI to maintain a register that sets out the particulars relating to each Director and Company Secretary including their name, date of birth and residential address, and for Directors only, their nationality, occupation and other Directorships. | | Archive |
| Register of Members | Permanent | Sections 169 and 216 of Companies Act 2014 require NCI to maintain a register that sets out the name, address, the number of shares held by each member, the amount paid or agreed to be considered as paid on the shares of each member; the date at which each person was entered in the register as a member; and the date at which any person ceased to be a member. | | Archive |
| Register of interests | Permanent | Section 267 of the Companies Act 2014 requires NCI to maintain a register that sets out the interests of Directors' and Secretaries' and related parties in the company's own shares or debentures, or those in a company in the same group of companies. | | Archive |

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| Register of interest in contracts | Permanent | Section 231 of the Companies Act 2014 requires NCI to maintain a register that contains contain the details of Directors' interests in contracts or proposed contracts with the company. | | Archive |
| Minute Book | Permanent | Sections 166 and 199 of the Companies Act 2014 requires NCI to keep minutes of all Directors Meetings, general meetings and resolutions in books kept for that purpose. | | Archive |
| Copies of directors' service contracts | Permanent | Section 154 of the Companies Act 2014 requires NCI to keep copies of any directors' service contract or where a contract is not in writing a memorandum setting out the terms of the contract. | | Archive |
| Copies of instruments creating charges | Permanent | Sections 216 and 418 of the Companies Act 2014 requires NCI to keep a copy of every instrument creating any charge in relation to it. | | Archive |
| Beneficial Ownership Register | Permanent | European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016 requires NCI to maintain a beneficial ownership register. | | Archive |

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| <i>Executive Management</i> | | | | |
| Minutes | Permanent | Part of the College record | Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible. | Archive |
| Agenda | Permanent | Part of the College record | Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible. | Archive |
| Supporting Documentation | Permanent | Part of the College record | Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible. | Archive |
| <i>Governing Body</i> | | | | |
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| <i>Academic Council</i> | | | | |
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| Disciplinary Committee | | | | |
| Referral Form | Review referral form 6 years after the end of the student journey | <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law.</p> <p>The College has a legitimate interest to hold on to records related to major cases that are of importance.</p> | <p>Minor cases: destroy</p> <p>Major cases: retain</p> | <p>Minor cases: Confidential shredding and/or secure deletion of electronic records</p> <p>Major: Archive</p> |
| Outcome Letter | Review outcome letter 6 years after the end of the student journey | <p>Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law.</p> <p>The College has a legitimate interest to hold on to records related to major cases that are of importance.</p> | <p>Minor cases: destroy</p> <p>Major cases: retain</p> | <p>Minor cases: Confidential shredding and/or secure deletion of electronic records</p> <p>Major: Archive</p> |
| Supporting and background documentation - Where no action is taken | Hold for 1 year after the appeal period has expired | To allow for claims which may be commenced towards the end of the appeal period. | | Confidential shredding and/or secure deletion of electronic records |
| Supporting and background documentation - Where action is taken | Review supporting and background documentation 6 years after the end of the student journey | Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. | | <p>If disposed: Confidential shredding and/or secure deletion of electronic records</p> <p>If retained: Archive</p> |

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| Complaint Investigation | | | | |
| Referral Form | Review referral form 6 years after the end of the student journey | Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The College has a legitimate interest to hold on to records related to major cases that are of importance. | Minor cases: destroy Major cases: retain | Minor cases: Confidential shredding and/or secure deletion of electronic records Major: Archive |
| Outcome Letter | Review outcome letter 6 years after the end of the student journey | Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. The College has a legitimate interest to hold on to records related to major cases that are of importance. | Minor cases: destroy Major cases: retain | Minor cases: Confidential shredding and/or secure deletion of electronic records Major: Archive |
| Supporting and background documentation - Where no action is taken | Hold for 1 year after the appeal period has expired. | To allow for claims which may be commenced towards the end of the appeal period. | | Confidential shredding and/or secure deletion of electronic records |
| Supporting and background documentation - Where action is taken | Review supporting and background documentation 6 years after the end of the student journey. | Section 11 of the Statute of Limitations 1957 provides a limitation period of 6 years for perceived breaches of contracts to be addressed by law. | | If disposed: Confidential shredding and/or secure deletion of electronic records If retained: Archive |

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| <i>Internal committees and sub-committees - Strategic</i> | | | | |
| Minutes | Permanent | Part of the College record | <p>Strategic committees are those established for strategic planning and policy development purposes.</p> <p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible</p> | Archive |
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| <i>Internal committees and sub-committees - Operational</i> | | | | |
| Minutes | Permanent | Part of the College record | <p>Operational committees are established for operational purposes.</p> <p>Single official record to be held by designated office holder, with access available to all authorised officers. Duplicates to be destroyed/deleted as soon as feasible</p> | Archive |
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