

Disposal of Documents Schedule



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GLOSSARY OF TERMS AND ABBREVIATIONS

ACETS	Awards and Certificates in Education, Training and Skills
AEA	Advanced Extension Award
Arion Scheme	Part of the European Union Education Programme
APO	Assistant Principal Officer
Archive	Held for long-term preservation in the CCEA central archive
BM	Business Manager
C2K	Classroom 2000
CATS	Credit Accumulation Transfer System
CCTV	Closed Circuit Television
CIPD	Chartered Institute of Personnel and Development
CO	Clerical Officer
CoBE	Certificate of Business Enterprise
CoPE	Certificate of Personal Effectiveness
CSE	Customer Service Excellence
DCELLS	Department of Children, Education, Lifelong Learning and Skills (Wales)
DE	Department of Education (Northern Ireland)
DP	Data Protection
EDI	Electronic Data Interchange
EFQM	European Framework for Quality Management
ELQ	Entry Level Qualification
EO	Executive Officer
EQIA	Equality Impact Assessment
EIR	Environmental Information Regulations
FoI	Freedom of Information
GANTT Chart	A graphical representation of the main stages or activities in a project work plan over time, i.e. a form of bar chart; a useful project management tool.
GCE	General Certificate of Education

GCSE	General Certificate of Secondary Education
GNVQ	General National Vocational Qualification
GOML	Graded Objectives in Modern Languages
HEO	Higher Executive Officer
ICT	Information and Communication Technology
InCAS	Interactive Computerised Assessment System
ISO	International Standards Organisation
JCNC	Joint Consultation and Negotiating Committee
JCQ	Joint Council for Qualifications
KS 1	Key Stage 1
KS 2	Key Stage 2
KS 3	Key Stage 3
NI	Northern Ireland
NIC	National Insurance Contributions
NICC	Northern Ireland Curriculum Council
NIEA	Northern Ireland Environment Agency
NISEAC	Northern Ireland Schools Examination and Assessment Council
NISEC	Northern Ireland Schools Examination Council
NIRMS	Northern Ireland Records Management Standard
NQF	National Qualifications Framework
NVQ	National Vocational Qualifications
Ofqual	Office of Qualifications and Examinations Regulation
PAYE	Pay As You Earn
PO	Principal Officer
PR	Public Relations
PRONI	Public Records Office of Northern Ireland
PSE	People Services and Equality
QCDA	Qualifications and Curriculum Development Agency

QOS	Qualifications Operations Support
RPSI	Re-use of Public Sector Information Regulations
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
SAO	Senior Administrative Officer
SEO	Senior Executive Officer
SLA	Service Level Agreement
Smarties	Smart Ideas Employee Suggestions
SOUR	Statement of User Requirements
VAT	Value Added Tax
VFM	Value For Money
WRLL	Work Related Lifelong Learning

Section 1 – Introduction

1. *History*

The Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA), which was established on 1 April 1994, is a Non-Departmental Public Body (NDPB) reporting to the Department of Education (DE). Its establishment has resulted in a unique educational body in United Kingdom terms in that it brings together the three areas of curriculum, assessment and examinations.

Remit, duties and functions

CCEA's duties and functions are detailed in the Education (NI) Order 1998 (Articles 73 to 80). In summary, the role of CCEA is to:

- keep under review all aspects of the curriculum, examinations and assessment for grant-aided schools and colleges of further education;
- undertake statutory consultation on proposals relating to legislation involving the curriculum, examinations and assessment;
- advise the Department of Education on matters concerned with the curriculum, assessment examinations and external qualifications;
- develop qualifications, conduct examinations and assessments and moderate relevant examinations and assessments, ensuring that standards are recognised as equivalent to standards of examinations and assessments conducted by other bodies or authorities exercising similar functions in the United Kingdom;
- accredit and provide advice on approval of qualifications;
- publish and disseminate information relating to the curriculum, assessment and examinations;
- develop and produce teaching support materials for use in schools;
- carry out research and development.

In addition, CCEA has a remit for the development of educational technology and the production of multimedia resources.

Legislation

In addition to the Education Order quoted above, as a public body all CCEA records are subject to the **Public Records Act (NI) 1923** and the **Disposal of Documents Order (NI) 1925**.

Other legislation which impacts on the records held by CCEA is the Freedom of Information Act 2000 (corporate or organisational information), the Data Protection Act 1998 (personal information) and the Environmental Information Regulations 2004 (environmental information).

Additional legislation and codes of practice to which some CCEA records may be subject are indicated within the Disposal of Documents Schedule.

2 Purpose and scope of the Disposal Schedule

This disposal schedule identifies the disposal arrangements for all records created by CCEA. It covers records in all media and formats and outlines the minimum period of time to CCEA staff for the retention of records in their care. It also outlines how records are destroyed.

3 Categories of Disposal

- Destruction – Destroyed in compliance with the Disposal of Documents Schedule by one of the following methods:
 - Electronic deletion (either from Local Area Network or Outlook folders);
 - Confidential shred;
 - Recycle.
- Archive
 - Records designated as ‘Archive’ will be transferred to the CCEA central archive for long-term preservation.
- Permanent preservation
 - Records designated for permanent preservation will be offered to PRONI for permanent preservation. Until that time they will be held by the CCEA central archive.

4 Consultation and Acknowledgements

We would like to acknowledge all those who were involved in the development and consultation of this Schedule (see Appendix A).

Section 2 – Operation of this Disposal of Records Schedule

1. *Retention Period*

The retention period required for each type of record is calculated from the point the file/record is closed. Once a file is closed, no further papers can be added or information added on the computer, but the file can be used for reference.

2. *Permanent Preservation/Transferred to PRONI/copy sent to PRONI*

Where the disposal action is Permanent Preservation/Transferred to PRONI/Copy sent to PRONI, the records are exempt from the normal review procedures. The file should be sent to the Information Officer and marked for transfer to PRONI. The Information Officer will make arrangements to have the records transferred at the end of the retention period.

In some cases PRONI may ask for an annual percentage of particular files or a random selection to be sent to them. The selection should be made by the team and sent to the Information Officer who will arrange for them to be transferred at the end of the retention period.

Records such as reports, published or otherwise, strategy documents and the like should be considered for Permanent Preservation. Copies of these documents should be sent to the Information Officer who will arrange for them to be transferred to PRONI. The schedule also refers to Archive – this means that records will be sent to the CCEA central archive store for long-term preservation. Some of these records may be offered to PRONI for permanent preservation.

3. *Commitment to preserving files/records*

CCEA declares that it will take measures to ensure that the records it creates will be physically well maintained and cared for while they are in its custody, i.e. until either destroyed, archived in CCEA or transferred to PRONI for permanent preservation.

All members of staff are responsible for maintaining CCEA records in accordance with good records management practice by fully documenting their actions and decisions in relation to the areas for which they have responsibility. They must comply with records management standards by ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

The **Information Officer** will work closely with all staff to ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

4. *Allocating title to files*

Accurate file titling is essential for an efficient filing system. The title of every file should accurately reflect its contents. Clearly, if titles are inaccurate, ambiguous or imprecise the retrieval of information will be difficult, resulting in wasted staff time, loss of confidence in the system, and increasing duplication of files to no good purpose.

Titles should be **meaningful**. The use of words such as **'general'** or **'miscellaneous'** should, therefore, be avoided. **Nor should information simply be filed under the name of the officer dealing with it.** If acronyms and abbreviations must be used in the title, they

should be in common use within CCEA. But ideally they should be avoided because their meaning can be lost over a period of years. Titles should be as brief and as clear as it possible.

5. File closure

When files/records are closed, no further papers or additions (electronic) can be made to them. Committee files should be opened on a yearly basis to make the files more easily managed.

The main reasons for closing files are;

- end of calendar year;
- end of financial year;
- end of academic year;
- end of examination series;
- a subject has ended;
- work has been completed;
- an investigation has ended;
- a report has been completed and issued.

6. Roles and Responsibilities of CCEA Personnel

The Chief Executive and the Director of Corporate Services have a duty to ensure that CCEA complies with the requirements of the legislation (including supporting regulations and codes) affecting the management of the organisation's records.

BMs, POs, APOs, and Team Leaders are responsible for ensuring that records and information systems in their areas conform to the CCEA Records Management policy and to the requirements of legislation.

All members of staff are responsible for maintaining CCEA records in accordance with good records management practice by fully documenting their actions and decisions in relation to the areas for which they have responsibility. They must comply with records management standards (such as NIRMS) by ensuring that information is recorded, stored, managed and disposed of both effectively and legally.

The **Information Officer** will work closely with all staff to ensure that there is consistency in the management of records and that advice and guidance on good records management practice is provided.

7. Retention Schedule – how it is set out

Heading

Indicates the function under which the records are created.

Column 1

Reference number of the record

Column 2

Work area/activity. This column identifies the work area or activity under which the record is created.

Column 3

Record type – lists all the *types* of records under each work area.

Column 4

Retention period

This is the *minimum* period of time for which a record should be retained before it is destroyed. The retention period may be determined by a legislative requirement, by codes of practice or by business need. In some circumstances, it may be necessary to seek professional guidance, particularly where there are specific legislative requirements and timescales for the retention of information. (It should be noted that the retention period is always calculated from the file closure date. If a file is closed on 31 December 2005 and the retention period is 2 years, then the file would be brought forward for destruction on 31 December 2007).

Column 5

Legislation

As a public body all CCEA records are governed by the Public Records Act (NI) 1923 and the Disposal of Documents Order (NI) 1925. As indicated above, the retention periods for some records are covered by other legislation and/or compliance codes. Where appropriate the title of the relevant legislation or code is noted in this column

Column 6

Final Action

Identifies what action is appropriate at the end of the retention period. This may include confidential shredding, recycling (if not confidential) or deleting from the computer. It may also indicate that some files should be offered for permanent preservation to PRONI – as mentioned earlier. Some records may be kept in the central archive in CCEA.

8. Records for Destruction

Detailed instructions on destroying records and the form used to document their destruction (Records Destruction Certificate) can be found on the following pages.

Records Destruction Certificate Instructions

The records destruction certificate is a Word document that should be used by staff to record the destruction/deletion of records at CCEA. A printed copy of the completed and signed form should be sent to the Information Officer **after** the records are destroyed and/or deleted.

Fill in the data on the Records Destruction Certificate

Dates: Enter the month, date, year the Certificate is prepared.

Business Unit/Team/PO/BM: Enter as appropriate with name.

Room/Building: Enter room number and/or building (i.e. Clarendon, Mallusk, William Ritchie).

Destruction Date: indicate the date the records were disposed of.

Destruction Method: indicate the method used to dispose of the records (i.e. recycle or conf shred, delete from computer network folders or Outlook folders).

Reference No: enter the reference number from the first column of CCEA's Retention/Disposal Schedule.

Title of Records: Enter the title of the record(s) exactly as shown in CCEA's Retention/Disposal Schedule.

Date Span: Give the inclusive (oldest and most recent) date of the records destroyed or series.

Number of records: indicate the number of files/boxes destroyed/number of records/folders deleted from the computer.

At the bottom of the form, please sign and date and return to the Information Officer in the Business Assurance Office, Third Floor, William Ritchie Building.

**Records Destruction Certificate
Council for the Curriculum, Examinations and Assessment (CCEA)**

Date:

Department:

Location of records:

Destruction method: Deletion from Outlook folders/Deletion from Network folders/
(please circle as appropriate) Conf shred/Recycle

Before destroying records not listed in the CCEA Disposal of Documents Schedule, please seek approval from the Information Officer

Reference No (as per the Disposal Schedule)	Title of Records (as per the Disposal Schedule)	Date Span (earliest and latest dates)	No of files destroyed/deleted

I hereby certify that the records described above have been destroyed.

Signature
(Authorising Officer)

Destruction Date

For Information Officer's use only

Signature
(Information Officer)

Received on

Section 3 - Definitions of the teams in CCEA

The first column gives the teams within CCEA. The second gives a brief description of the duties of the teams

Teams	Brief explanation of the remit of CCEA teams
Business Assurance	This team gives confidence to the Top Management Team that the organisation's systems and processes are working effectively and continuously improving. It takes an independent view of the performance of the organisation and monitors and reports on this. The Information Officer (Fol/DP/Records Management) is also based in this team.
CCEA Multimedia	This team focuses on delivering the e-Services Delivery Programme. Their activities include web development, creative design, production of video and audio recordings, print production and copyright clearance. They are responsible for the maintenance of the CCEA website and microsites.
Chief Executive's Office	This unit provides support to the work of the Chief Executive
Council Support	This unit supports the work of the CCEA Council and its sub-committees. It manages activities for the CCEA Chairman and Council Members.
Curriculum, Assessment and Reporting	<p>The Curriculum and Assessment Teams are working to create a more relevant, coherent and enjoyable curriculum for the very youngest children, (known as the Foundation Stage) and also for all young people at Primary and Post-Primary schools. The development work is based on a range of research, which highlights the need for the curriculum to respond to:</p> <ul style="list-style-type: none"> • The Information Revolution. • Changes in society and employment patterns. • The development of new technologies. • Research into how children learn and the importance of skills development. • The potential for greater relevance and coherence and linkages between subjects.
	The Recording Progress and Reporting team's role is to support primary schools in the use of InCAS assessments, Annual Reports and Records of Achievement and post-primary schools in the use of Annual Reports and the Progress File.

Distribution	<p>The Distribution Team is responsible for the processing of customer orders for CCEA publications and resources. They are also responsible for the dispatch of exam papers and related materials to centres for each series and for the monthly dispatch of CCEA related materials to primary and post-primary schools.</p>
Examinations	<p>The main work of the unit is twofold:</p> <ul style="list-style-type: none"> • involvement in the conduct of annual GCSE and GCE examinations, • the development/support of new specifications and qualifications, and • the development/support of vocational qualifications, Essential Skills and Key Skills.
Examinations & Assessment Administration	<p>The Examinations and Assessment Administration Unit is responsible for processing the full range of examinations and assessments offered by CCEA. The unit is comprised of four teams.</p> <ul style="list-style-type: none"> • The Examinations Processing team is responsible for processing all CCEA qualifications that are achieved by means of coursework and/or examination. These qualifications include all GCSEs and GCEs, including vocational GCSEs and GCEs. • The Centre and Examiner Support team is responsible for the recruitment of examiners and moderators and for making arrangements for a variety of examiner and moderator meetings for each examination series. It also processes applications for access arrangements and special consideration as well as the Enquiry about Results and Access to Scripts service. • The Entries, Results and Certification team deals with the establishment and recording of base and standing data for each specification, the correct input of entries data for candidates from each centre, the input of the marks awarded by examiners to the computer system and then the production of results statements and examination certificates. • The Assessment Administration Team is responsible for processing other qualifications which are achieved by various paths which include external tests/examinations and assessment. They include Key Stage 1-3 tests and Key Stage 2 and 3 IT Accreditation schemes, Key Skills, Essential Skills, Certificate of Personal Effectiveness, Occupational Studies, GOML, Entry Level Qualifications, ACETS and Certificate of Business Enterprise. <p>This unit is the primary operator of a secure database system known as the AS400.</p>

Examinations Technical Support	The main work of this team is to support the specification officers and examining teams in the area of awarding of grades. The team also provides guidance and information on the equivalence of UK qualifications.
Facilities Management	This team deals with the maintenance of the buildings, including inspections, the monitoring of contracts in relation to the building and support services, the allocation of car parking spaces, mobile phones, etc.
Financial Services	This team has the responsibility for delivering the following main services: <ul style="list-style-type: none"> • Preparation of the annual financial accounts. • Designing and implementing financial controls and procedures. • Producing the annual budget and operational plan. • Providing monthly and ad hoc financial reports to management. • Assisting in the preparation of business cases or other proposals • Assisting in the financial management of projects. • Payroll & Wages payment and administration. • Accounts Payable. • Accounts Receivable. • Travel & Expense Claims. • Teacher Release payments and analysis. • Payments to markers, moderators and examiners.
ICT	The ICT team oversees the operation of computer systems and the CCEA network on a day to day basis. The team creates, develops and maintains in-house solutions which meet the aims and objectives of CCEA business units. It is also responsible for the maintenance of the examinations database.
Marcomms	This team carries out media management, internal communications and public relations activities. They organise all CCEA events, internal and external, throughout the year.
People Services & Equality (PSE)	The PSE team deals with human resource activities in CCEA, including recruitment, restructuring, performance, disciplinary and grievance, and learning and development. The team is also responsible for monitoring in relation to equality and reporting to the Equality Commission.
Qualifications Operations Support (QOS)	QOS provide generic support for the Examinations and Qualifications and Skills Accreditation business units. In addition, it processes malpractice and maladministration cases and appeals, and supports the development of qualifications and support materials.

<p>Research & Statistics</p>	<p>This unit carries out a wide range of Research Projects/Statistical Analyses across all Business Units to support the work of the Council, as well as providing advice to staff on all matters relating to research and statistics. The Unit also responds to external requests for research and statistical data</p>
<p>Qualifications and Skills Accreditation and Policy</p>	<p>The work of the unit covers qualifications and framework developments and the regulation of qualifications. This unit is responsible for the regulation of all general (GCE/GCSE) qualifications in Northern Ireland. In collaboration with its regulatory partners Ofqual and DCELLS, it issues documentation about regulatory requirements, such as accreditation criteria, codes of practice and accreditation procedures. The three regulatory authorities (CCEA, Ofqual and DCELLS) are responsible for the accreditation of qualifications to the National Qualifications Framework and undertake joint regulation work, such as the post-accreditation monitoring of qualifications.</p>
<p>Question Paper Production</p>	<p>This is the team that oversees the development and production of all the question papers for GCSE, GCE, VGCSE, VCE, GOML, ELQ, and Key Skills examinations. This team works closely with the Examinations team and the subject examining teams. It monitors contracts in relation to its area of work.</p>

Section 4

DISPOSAL OF DOCUMENTS SCHEDULE

CCEA RETENTION AND DISPOSAL SCHEDULE

A Assessment Administration

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
A1	Key Stage 1 and 2 Administration	Registration Forms	1 year	None	Recycle
		Quality Assurance Moderation Forms	Permanent	None	Archive
		Assessment Unit orders	1 year	None	Delete
		KS 1 & 2 Contact/Visit Report	Permanent	None	Archive
		Results	Permanent	Data Protection Act 1998	Archive
A2	Administration of KS 3 Assessment	Registration Forms	1 year	None	Conf. shred/Delete
		Results and Certification	Permanent	Data Protection Act 1998	Archive
		KS3 Quality Assurance Reports	Permanent	None	Archive
		Post- results queries	1 year	Data Protection Act 1998	Conf. shred/Delete
A3	Administration of KS2 & KS3 IT Accreditation	Registration/accreditation forms	Permanent	None	Archive
A4	Entries/Registration for <ul style="list-style-type: none"> • Key Stage • KS2/3 IT Accreditation • Essential Skills • WRLL's 	<ul style="list-style-type: none"> • Manual entries forms • EDI files 	1 year	Data Protection Act 1998	Conf. shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
A5	Recruitment and Appointment of Moderators, Examiners, Revisers and Marking Personnel for <ul style="list-style-type: none"> ▪ Key Stage 3 ▪ KS2/3 IT Accreditation ▪ Key Skills ▪ Essential Skills ▪ CoPE ▪ Entry Level Certificate ▪ WRLL's ▪ Occupational Studies ▪ CoBE ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Application Forms ▪ Recruitment Processing Documentation ▪ Contracts and accompanying documentation 	3 years 3 years Updated annually	Data Protection Act 1998	Conf. shred/Delete
A6	Access Arrangements for <ul style="list-style-type: none"> ▪ Key Stage 3 ▪ Essential Skills ▪ CoPE ▪ WRLL's ▪ Occupational Studies ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Access Request Documentation ▪ Additional Evidence 	1 year	Data Protection	Conf. shred
A7	Special Consideration for <ul style="list-style-type: none"> ▪ Key Stage 3 ▪ Essential Skills ▪ CoPE ▪ WRLL's ▪ Occupational Studies ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Special Consideration Request Documentation ▪ Additional Evidence 	1 year	Data Protection Act 1998	Conf. shred

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
A8	Access to Scripts for <ul style="list-style-type: none"> ▪ Baseline Assessment ▪ Key Skills ▪ Essential Skills ▪ Vocational Skills ▪ Entry Level Certificate ▪ GOML ▪ Occupational Studies 	<ul style="list-style-type: none"> ▪ Applications 	1 year	Data Protection Act 1998	Conf. shred
A9	Enquiries about Results/Remarks for <ul style="list-style-type: none"> ▪ Key Stage 3 	<ul style="list-style-type: none"> ▪ Enquiry Request Form 	1 year	Data Protection Act 1998	Conf. shred
A10	Script processing for <ul style="list-style-type: none"> ▪ Key Stage ▪ Key Skills ▪ Essential Skills ▪ Entry Level Certificate ▪ WRLL's ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Scripts ▪ Paper documentation and mark sheets 	Up to 1 year	Data Protection Act 1998	Conf. shred
A11	Moderation Processing <ul style="list-style-type: none"> ▪ KS2/3 IT Accreditation ▪ Key Skills ▪ Essential Skills ▪ CoPE ▪ Entry Level Certificate ▪ WRLL's ▪ Occupational Studies ▪ CoBE ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Paper documentation and mark sheets 	Up to 2 years	None	Conf. shred

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
A12	Centre Accreditation <ul style="list-style-type: none"> ▪ Key Skills ▪ Essential Skills 	<ul style="list-style-type: none"> ▪ Monitoring Forms ▪ Action Plans ▪ Reports 	Permanent	None	Archive
A13	Certification and Results <ul style="list-style-type: none"> ▪ Key Stage 3 ▪ Essential Skills ▪ WRLL's ▪ GOML ▪ QCF Modern Languages 	<ul style="list-style-type: none"> ▪ Results Database 	Permanent	None	Archive

B Assessment Development

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
B1	Development of reporting and assessment tool for pupils	Minutes, project plans, trial reports	Permanent	None	Archive
B2	Implementation of reporting and assessment tool for pupils	Minutes, plans, schedules	Permanent	None	Archive
B3	Early Years Project	Reports	Permanent	None	Archive
B4	Development of Assessment in KS1/2 &3	Project plans, trials and consultation and reports	Permanent	None	Archive

C Communications and Events

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
C1	Media Relations	PR Recovery Plan	Permanent - review	None	Archive
		Confidential Media Briefings	3 years	None	Conf shred/Delete
		News/Press Releases	7 years	None	Recycle
		Multifaxes	1 year	None	Recycle
		Media crisis materials	Review after 5 years for permanent preservation	None	Poss Archive
		Media Broadcasts	Permanent	None	Archive
		Press cuttings	1 year	None	Recycle
C2	Events Management	Projects and Events documentation	3 years	None	Recycle/delete
		Presentations	3 years	None	Recycle/delete
		Staff Conferences – planning materials	Permanent	None	Archive
		Photo material of all staff	6 years after leaving	Data Protection Act 1998 1998	Conf shred/Delete

D Corporate Governance

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
D1	Administration of ISO 9001 standard	Quality Manual	Permanent	Compliance with ISO 9001	Archive
		Agendas/minutes of Management Review Meetings	3 years		Archive
		Procedures	Updated biannually		Delete
D2	Administration of ISO 14001 standard	Environmental Management Manual	Permanent	Compliance ISO 14001	Archive
		Procedures	Updated biannually		Delete
D3	Administration of OHSAS 18001 standard	Health and Safety Manual	Permanent	Compliance ISO 18001	Archive
		Procedures	Updated biannually		Delete
D4	Customer management	Submissions for CSE Award	Permanent	Customer Service Excellence Standard	Archive
		Feedback reports from CSE Award	Permanent		Archive
		Site visit action plan for CSE Award reaccreditation	Retain until next visit		Delete/Recycle
		Customer Feedback Forms	2 months	Data Protection Act 1998 1998	Conf. shred
		Customer Feedback log	3 years		Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
D5	Administration of Internal Audit	Internal Audit Reports	7 years	The Audit and Accountability (Northern Ireland) Order 2003	Conf. shred/delete
		Audit and Risk Committee minutes and agendas	Permanent		Permanent preservation
		Operational Plan	7 years		Conf. shred/delete
		Statement Internal Control and Annual Assurance Report	7 years		Archive
D6	Risk Management	Business Continuity Plan	Permanent – review and update as required	None	Archive
		Operational Risk Register and supporting documentation	7 years		Conf. shred/delete
		Business Risk Register and supporting documentations	7 years		Conf. shred/delete
		Corporate Risk Register and supporting documentation	7 years		Conf. shred/delete
		Stewardship reports	7 years		Conf. shred/delete
		Risk Response Plan	Permanent – review and update as required		Archive

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
D7	Performance Management	Summary of business manager performance against activities	7 years	Data Protection Act 1998	Conf. shred/delete
D8	Partnerships	Framework	Permanent	None	Archive
		Partnership Log/Index	5 years from end of partnership		Conf. shred/delete
		Agreements	5 years from end of partnership		Conf. shred/delete
		Policy	Permanent		Archive
D9	Appeals Management	Casework	6 years	Compliance JCQ Code of Practice	Conf. shred/delete
		Appeal Performance Data against regulatory requirements	Rolling 5 years	Compliance JCQ Code of Practice	Conf. shred/delete
		Appeals Booklet	Updated annually	Compliance JCQ Code of Practice	Conf. shred/delete
		Litigation documentation with Ombudsman	7 years	As advised by solicitors	Conf. shred/delete
D10	Complaints Management	Casework	3 years	None	Conf. shred/delete
		Leaflet	Updated as required		Archive
		Annual Report	Updated annually		Archive

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	
D11	Application of the Business Excellence Model (EFQM)	Submissions	Permanent	None	Archive
		Feedback reports	Permanent		Archive
D12	Special Investigations	Reports/findings	6 years after legal proceedings are completed	None	PRONI to review

E Corporate Management

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
E1	Management of Chief Executive's Office	Letters/e-mails	7 years	None	PRONI to review
		Corporate Plan	Permanent – updated every 3 years	None	Transfer to CCEA Archive
		Operational Plan	Updated annually	None	Conf shred/Delete
		Management Statement	Permanent	None	Transfer to CCEA Archive
		Diaries	3 years	None	Conf. shred/Delete
		Assembly questions	7 years	None	Transfer to CCEA Archive
E2	Management of senior managers' offices	Letters/e-mails	7 years	None	PRONI to review
		Diaries	3 years	None	Conf. shred/Delete
E3	Management of CCEA Council and sub-committees	Final agendas, minutes and associated papers of Council and sub-committee meetings	Permanent	Public Records Act (NI) 1923	Permanent preservation
		Draft agendas, minutes and associated papers of Council and sub-committee meetings	Retain until final minutes are signed off		Conf. shred/Delete
		Diaries	3 years		Conf. shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
E4	Smarties Scheme	Applications and decisions	5 years	None	Recycle/delete

F Curriculum Development

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
F1	ALTA Management Board	Agendas and minutes	Permanent	None	Archive
F2	Annual Pupil Profile Steering Group	Agendas and minutes	Permanent	None	Archive
F3	Team Meetings	Action Sheets	6 months	None	Conf shred/delete

G Curriculum Support

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
G1	Development of Guidance and Support materials	Final hard copy and online electronic copy	2 years	None	Archive
		Drafts held until final version issued			Conf shred/delete
G2	Project Management	Project Bids and Plans	1 years	None	Archive
G3	Implementation of Revised Curriculum and Assessment Arrangements	Minutes, plans and schedules from project plans	2 years	None	Delete

H Distribution Services

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
H1	Provision of past papers, mark schemes, etc	Examinations and Assessment Sales Catalogue	Updated monthly	None	Conf shred/Delete
		Customer requests and orders	2 years	Data Protection Act 1998	Conf shred/Delete
H2	Circulation of monthly dispatch to primary and post-primary centres	Monthly dispatch checklist	Permanent	None	Archive
		Dispatch Log	Permanent	None	Archive
		CCEA Circulars	Permanent	None	Archive
H3	Stock Control	Records/reports	2 years	None	Conf shred/Delete
H4	Exam materials distribution	Exam Packing lists	Retain for exam series	None	Recycle
H5	Machinery maintenance	Fork lift daily check	1 year	None	Recycle
		Vehicle Log Book	1 year	None	Conf shred
H6	Maintenance of Parcellforce contract	Manifests	1 year	None	Conf shred
H7	Logging of complaints	Complaints Log	1 year	None	Conf shred/Delete

I Examinations Administration

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
I1	Appointment of invigilators, assistant examiners, moderators	Applications (examiners/moderators)	Held for duration of contract	Data Protection Act 1998 1998	Conf. shred
		Applications (Invigilators)	1 year		Conf. shred
		Contracts	1 year		Conf. shred
		Questionnaires	1 year		Conf. shred
I2	Access Arrangements GCSE/GCE	Application forms and letters confirming arrangements	2 years	Data Protection Act 1998 JCQ Code of Practice	Conf. shred
I3	Special Consideration GCSE/GCE	Application forms	1 year	Data Protection Act 1998	Conf. shred
I4	Regulation of examinations	Qualifications Administration Handbook	Updated annually (1 copy for archiving)	JCQ Code of Practice	Perm't preservation
		JCQ Documentation	1 year		Conf shred/Delete
I5	Centre Registration GCSE/GCE	Applications and letters confirming registration	Permanent for NI centres 2 years for centres outside NI	JCQ Code of Practice	Permanent Conf. shred/delete
I6	Transfer of Awards	Applications and decisions	1 year	Data Protection Act 1998	Conf shred
				JCQ Code of Practice	
I7	Exams Officer Advisory Group	Minutes	2 years	Data Protection Act 1998 Freedom of Information Act 2000	Conf shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
18	Examination Helpline	Queries	1 year	Data Protection Act 1998	Conf. shred
		Statistical breakdown of calls received	Review after 10 years	None	To be decided following review – poss Archive
19	Meetings Support	Meetings diary	1 year	None	Conf shred/Delete
		Exemplar materials (scripts) GCSE/GCE/AEA	2 years	Data Protection Act 1998	Conf shred/Delete
110	Modernisation Project	Modernisation Project Team minutes	10 years	None	Conf shred/Delete
		Modernisation Board documents	10 years		Conf shred/Delete
		Phase 1 Closure Report	Hold for 10 years and then transfer to CCEA central archive		Archive
111	Standing & Base Data	Sign off print outs	1 year	None	Recycle
112	Malpractice – candidate/teacher	Summary log – malpractice	7 years	Data Protection Act 1998	Conf. shred/delete
		Investigations			
113	Centre Maladministration	Summary log – maladministration	7 years	Data Protection Act 1998	Conf. shred/delete
		Investigations			
114	Maintenance of operational schedules	Monthly Operational Schedule	1 year	None	Delete
		Results issue schedule	1 year	None	Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
I15	Team Leaders meetings	Minutes	1 year	None	Delete
I16	Computerised Marking Project	Minutes Project plans Reports	10 years 10 years Hold for 10 years and then transfer to CCEA central archive	None	Conf shred/Delete Conf shred/Delete Archive
I17	Access to Scripts GCSE/GCE	Applications	2 years	None	Conf. shred/Delete
I18	Enquiries about results GCSE/GCE	Applications Results of re-marks	8 months 8 months	Data Protection Act 1998	Conf. shred/Delete Conf. shred/Delete
I19	GCSE/GCE Coursework Processing	Completed TAC forms	1 year	Data Protection Act 1998	Conf. shred/Delete
I20	GCSE/GCE/AEA/Key Skills Script and Marks Processing	Scripts Candidate logs Marks printouts	6 months	Data Protection Act 1998	Conf. shred/Delete
I21	Timetable development	Final Timetables Draft timetables	Permanent Retain under final version signed off	None	Archive Conf. shred/Delete
I22	Mark/grade amendments	Grade overrides Mark sheets	1 year	Data Protection Act 1998	Conf. shred/Delete
I23	Exam certification	Results	Permanent	None	Archive

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
I24	Entries and Amendments Processing	EDI files Manual entry/amendment forms	3 years 2 years	Data Protection Act 1998	Conf. shred/Delete
I25	Processing of Key Skills: Proxy Qualifications	Applications	1 year	Data Protection Act 1998	Conf. shred/Delete
I26	Deferments,/Cash-ins	Applications	2 years	Data Protection Act 1998	Conf. shred/Delete
I27	Processing Pirate Entries	PC (Pirate Entries) Hard copy Information on AS400	1 year 1 year	Data Protection Act 1998	Conf. shred/Delete
I28	Examiner and Moderator Payments	Forms Reports	1 year 1 year	Data Protection Act 1998	Conf. shred/Delete
I29	Late arrivals to examinations	Forms	6 months	Data Protection Act 1998	Conf. shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
130	Technical support	Internal archiving of scripts at each grade boundary	5 years	JCQ Code of Practice	Conf shred/Delete
		Chief Examiner/Principal Moderator reports	Permanent	Data Protection Act 1998	Archive
		Accountable Officer reports, grading and factorising sheets (marking and awarding)	5 years	The GCE, GCSE, principal learning and project Code of Practice	Conf shred/Delete
		Scrutiny and Comparability Studies	2 years		Archive
		Instructions <ul style="list-style-type: none"> • to teachers • to moderators • to Chief Examiners 	1 year		Archive electronic copy Hard copy conf. shred
		Qualifications Equivalence <ul style="list-style-type: none"> • requests 	1 week		Conf. shred/delete
		<ul style="list-style-type: none"> • Equivalent Qualifications Database 	Permanent	Archive	
Statistical requests and responses	Review after 1 year	Conf. shred/delete			

J Facilities Management

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
J1	Building Management	Final accounts, surveys, site plans, bills of quantities.	Life of lease	None	Conf shred
		Detailed plans	Life of lease	None	Conf shred
		Structural plans	Life of lease	None	Conf shred
		Drawings	Life of lease	None	Conf shred
		Pre-notifications to NIEA	Permanent	None	Archive
		Planned maintenance schedule	Life of contract	Management of Health & Safety at Work (NI) Regulations 2000	Conf shred
		Unplanned maintenance schedule	Life of contract	Management of Health & Safety at Work (NI) Regulations 2000	Conf shred
J2	CCTV Monitoring	Images	To be retained for 28 days and then permanently erased	Information Commissioner's Code of Practice	Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
J3	Fire alarm testing	Log of tests held Inspections Location of fire extinguishers	5 years	The Fire Precautions (Workplace) Regulations (NI) 2001 and subsequent amendments	Conf shred
J4	Emergency Response	Key holder lists for police and fire call-centres	Updated as required	CCEA Business Continuity Plan	Conf shred
J5	Pest Control	Log of the spraying of the three CCEA sites for paper mites. Log of all three CCEA sites for the setting of vermin traps	Life of contract Life of contract	Management of Health & Safety at Work (NI) Regulations 2000	Conf shred Conf shred
J6	Boiler, lifts and escalator maintenance	Reports for the CCEA HQ building	2 years	Management of Health & Safety at Work (NI) Regulations 2000	Conf shred
J7	Supplier Evaluation Folder	Reports	6 years	None	Conf shred
J8	Car parking allocation	List of pass holders and assigned spaces	Updated as required	None	Conf shred
J9	Monitoring of FM contract	Key Performance Indicators (KPI) Minutes of review meetings Correspondence	Life of contract Life of contract Life of contract	None	Conf shred/Delete Conf shred/Delete Conf shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
J10	Waste management	Waste Transfer Notes Certificates on disposal of equipment and waste	2 years 2 years	Waste and Contaminated Land (NI) Order 1997 The Waste Electrical and Electronic Equipment (WEEE) Regulations	Conf shred Conf shred

K Financial Management

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
K1	Accounts payable	Supplier invoices, goods received notes, purchase order copy, supplier contracts, authorisation memos, supplier payment records, creditors' ledgers, creditors' control account reconciliations.	7 years	Education Reform (NI) Order 1989 & Limitations (NI) Order 1989 & VAT regulations	Conf shred
K2	Accounts receivable	Sales Invoices/Credit Notes, examinations invoices backing details, authorisation memos, remittance advices, debtors ledgers, debtors control account reconciliations	7 years	Education Reform (NI) Order 1989 & Limitations (NI) Order 1989 & VAT regulations	Conf shred
K3	Sundry Payments	Fees and expenses claim forms, authorisation memos, raw marking sheets, payment uploads, examiners' payment records, creditors ledgers, creditors control account reconciliations.	7 years	Education Reform (NI) Order 1989 & Limitation (NI) Order 1989 & Income Tax Regulations	Final published accounts to be sent to PRONI
K4	Payroll	Timesheets, clock cards, overtime claim forms, staff expenses claim forms, mobile phones personal use forms, starters details, leavers details, PSE notifications, payroll reports, PAYE/NIC reports.	7 years	Income Tax Regulations	Conf shred
K5	Banking	Lodgement advices, cheque stubs, bank statements, bank reconciliations	7 years	Education Reform (NI) Order) 1989 & Limitation (NI) Order 1990	Conf shred

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
K6	Petty Cash	Petty cash vouchers and receipts, petty cash reconciliations	7 years	Education Reform (NI Order) 1989 & Limitation (NI) Order 1990	Conf shred
K7	VAT	VAT Returns and supporting information	7 years	VAT Regulations	Conf shred
K8	Fixed Assets	Fixed assets register, physical inspection records, reconciliations to general ledger.	7 years	None	Conf shred/Delete
K9	Stock	Stock quantities and valuation records, reconciliations to general ledger.	7 years	None	Conf shred/Delete
K10	Grant-in-aid Income	Analysis of drawdown (capital and recurrent), grant request letters, grant reconciliations	7 years	None	Conf shred/Delete
K11	Annual Report	Annual report including accounts	Permanent	None	Archive
K12	Audit	Working Papers	7 years	None	Conf shred/Delete
K13	Procurement and Contracts	Approval files	6 years	None	Conf shred
		Approved suppliers lists	Updated regularly	Consumer Protection Act 1987	Conf shred
		Contracts – non sealed on termination	6 years from date of end of contract	The Limitation (Northern Ireland) Order 1989	Conf shred

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
		Contracts – sealed	Contracts under seal and associated records should be kept for a minimum of 15 years. When they reach 15 years old they should be reviewed and PRONI invited to examine them.	The Limitation (Northern Ireland) Order 1989	Conf shred
		Contract Policy	Review	None	Recycle/delete
		Changes to contract requirements	6 years from end of contract	None	Conf shred
		Forms of variation	6 years from end of contract	None	Conf shred
		Extensions to contract	6 years from end of contract	None	Conf shred
		Tenders (successful)	6 years from award of contract	None	Conf shred
		Tenders (unsuccessful)	1 year after date of last paper	None	Conf shred
		Invitations to tender	6 years from end of contract	None	Conf shred
		Commissioning letter	1 years from end of contract	None	Conf shred
		Signed contract	6 years from end of contract	None	Conf shred
		Schedule of works	2 years from end of contract	None	Conf shred
		Bills of quantity	16 years	None	Conf shred
		Surveys and inspections: a equipment and supplies b buildings	a. 2 years from date of last paper b. second review	None None	Conf shred Conf shred

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
		Record of complaints	6 years from end of contract	None	Conf shred
		Disputes over payment	6 years from end of contract	None	Conf shred
		Final accounts	6 years from end of contract	None	Conf shred
		Minutes and papers of meetings	6 years from end of contract	None	Conf shred
		Supplier Evaluation Folder	6 years from end of financial year	None	Conf shred
		Draft specification	Destroy when specification agreed	None	Conf shred
		Agreed specification	6 years from end of contract	None	Conf shred

L Information and Communication Technology

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
L1	Programme development	SOUR's	Permanent	None	Archived on tape
L2	Customer Care Desk	Requests	Permanent	None	Archived on tape
L3	Project Team & ICT meetings	Minutes	3 years	None	Delete
L4	Application of software	Licenses	Lifetime of license	None	Conf. shred/Delete
L5	Maintenance of AS 400	Changes log	Lifetime of a specification	None	Delete

M Information Governance

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
M1	Access to information	FoI/DP/EIR requests	3 years (unless subject of an internal review/complaint)	Data Protection Act 1998 Freedom of Information Act 2000	Conf shred/Delete
		Requests subject of an internal review/complaint	7 years	Environmental Information Regulations 2004	Conf shred/Delete
		Normal business requests	6 months		Conf shred/Delete
		Policies	Review every two years		Conf shred/Delete
		Procedures	Reviewed biannually		Delete
		Disclosure Logs	3 years		Conf shred/Delete
		Newsletter	Permanent		Archive
		Advice/guidance	Permanent		Archive
	Presentations/training	Reviewed and updated as required		Conf. shred/Delete	
M2	Legislative compliance	Publication Scheme	Reviewed annually	Freedom of Information Act 2000	Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
M3	Records Management	Disposal of Documents Schedule	3 years	Public Records Act (NI) 1923	Conf shred/Delete
		Destruction certificates	Permanent	Disposal of Documents Order (NI) 1925	Archive
		Policy Statement	Review every two years	Freedom of Information Act 2000 (s. 46 Code of Practice on the Management of Records)	Conf. Shred/Delete
		Procedure	Review biannually	ISO 9001	Delete
		Information audits	2 years		Conf. shred/Delete
		Guidance/training/presentations	Reviewed and updated as required		Conf. shred/Delete

N People Management

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
N1	Recruitment of permanent/ seconded/fixed term staff	Establishment records (Major): <ul style="list-style-type: none"> • Personnel files • Letters of appointment • Contracts • References • Correspondence 	6 years after subject of file leaves service.	Data Protection Act 1998	Conf. shred/Delete
		Establishment records (minor): <ul style="list-style-type: none"> • Annual leave • Flexi • Time sheets • Clock cards 	2 years	Data Protection Act 1998	Conf. shred/Delete
		Recruitment exercises/trawl notices/internal and external	3 years - pending Article 55 submissions	Article 55	Recycle/Delete
N2	Recruitment of temporary staff	Standing list	Updated annually	Data Protection Act 1998	Conf. shred/Delete
		Applications and details of recruitment	3 years – pending Article 55 submissions	Article 55	Conf. shred/Delete
		Establishment records (Major): <ul style="list-style-type: none"> • Personnel files • Letters of appointment • Contracts • References • Correspondence 	3 years after the subject of file leaves service	Data Protection Act 1998	Conf. shred/Delete
		Assessment Forms	3 years	Data Protection Act 1998	Conf. shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
N3	Vetting	Requests for CRB check – note of result held on personnel file	6 years after subject of file leaves service	Safeguarding of Vulnerable Groups (NI) Order 2007/ Data Protection Act 1998	Conf. shred
		Notification from CRB	6 months	CRB Code of Practice	Conf. shred
N4	Absence & Sick Leave	Self-certification forms Doctor's certificates	6 years after leaving	Data Protection Act 1998	Conf shred/Delete
N5	Health & Safety	Accident/incident Record sheets/book Forms and Reports	10 years from the occurrence of last entry	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	Conf shred
		Record sheets (where litigation has commenced)	10 years from the date proceedings have been completed	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	Conf shred
		RIDDOR Register	10 years	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995	Conf shred
N6	Appointment of Contract for Services Suppliers (specifically Top Team and Professional Associates)	Personnel files Contracts Correspondence References	6 years after subject of file leaves	Data Protection Act 1998	Conf shred/Delete
		Contracting exercises/trawl notices/internal and external/Application forms (Successful and unsuccessful)	3 years		Conf shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
N7	Disciplinary/Grievance	Minutes	6 years after leaving	Data Protection Act 1998	Conf shred/Delete
		Industrial Tribunal cases	10 years	CIPD/Data Protection Act 1998	Conf shred/Delete
N8	Performance	Appraisal/Performance Review forms	6 years after leaving	Data Protection Act 1998	Conf shred/Delete
N9	Relations with trade unions	JCNC Minutes	Permanent	None	Archive
N10	Staff Performance	Appraisal/Performance Review forms	6 years after leaving	Data Protection Act 1998	Conf shred/Delete
N11	Learning and Development	Applications for EDS courses	3 years	Data Protection Act 1998	Conf shred
		Database	Permanent		Archive
		Online evaluation form for training/courses	Permanent	Data Protection Act 1998	Archive
		Training records – all staff	Duration of employment + 3 years after leaving	Data Protection Act 1998	Delete
N12	Reward and Recognition	Acting Up Honorariums	Duration of employment + 6 years	Data Protection Act 1998	Conf shred/Delete
		Performance Related Pay	Duration of employment + 6 years	Data Protection Act 1998	Conf shred/Delete
N13	Equality Monitoring	Equality Scheme and Policy	Permanent	Compliance - Northern Ireland Act Section 75	Archive

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
		Screening documentation, Monitoring and Equality Impact Assessments	Permanent	Compliance - Northern Ireland Act Section 75	Archive

O Publishing Services

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
O1	Obtaining permission from copyright holders	Copyright Records	5 years	Copyright, Designs and Patents Act 1988	Recycle/Delete
O2	Projects	Proofing sign off sheet	1 year	None	Conf shred/Delete
		Project sign off documents	1 year	None	Conf shred/Delete
		Publications database	Continually updated	None	Archive
		Text of publications: editorial – unedited (drafts)	Retain until final version approved	None	Recycle
		Publications – final versions – electronic and hard copy	Permanent	None	Archive
		SLA Agreement – work schedules	1 year	None	Conf shred/Delete
O3	Printing	Print Room Work Dockets	1 year	None	Conf shred/Delete
		Machine Maintenance Log Books	Permanent	None	Archive
		External Print Requisitions	2 years	None	Conf shred/Delete
		Publication Specification Forms – completed	2 years	None	Conf shred/Delete
		External contracts and letters of agreement	2 years	None	Conf shred/Delete
		Permission Release Forms	2 years	None	Conf shred/Delete
		Copyshop Requisition Forms	2 years	None	Conf shred/Delete

P Qualifications Development

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
P1	Specification development	Draft specification Final version Amended versions	Retained until final version approved Permanent Permanent	None	Conf. shred/Delete Archive Archive
P2	Question paper development	Draft examination papers, mark schemes, associated materials Final versions of papers, mark schemes, etc	Retain until end of Enquiry about Results service per series Permanent	None None	Conf. shred/Delete Archive
P3	Development of support and guidance materials	Specimen question papers Guidance for Teachers Guidance for Students	Permanent	None	Archive
P4	Projects	Plans Reports	Review after 2 years	None	Poss transfer to CCEA Archive
P5	Training/Support Events	Presentations Delegate lists Sample materials	Review after 2 years	Data Protection Act 1998	Conf shred/Delete
P6	Meetings with external bodies	Agendas, minutes, associated papers	Review after 2 years	Public Records Act (NI) 1923	Conf shred/Delete

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
P7	Team meetings	Agendas, minutes	2 years	None	Conf. shred/Delete
P9	Monitoring of comments on question papers	Log	Permanent	None	Archive

Q Regulation of Qualifications

Ref	Work/Activity Description	Record Type	Retention Period	Legislation	Final Action
Q1	Regulation of all qualifications offered in NI (excluding NVQs)	Code of Practice	Updated annually	None	Permanent preservation
Q2	Credit developments in relation to the NQF	Advice to Minister	Permanent	Education (NI) Order 1998	Archive
Q3	Monitoring and reporting on external qualifications	Reports	Update annually	Education (NI) Order 1998	Archive
Q4	Policy development	14-19 Curriculum and Qualifications Policy	Permanent	Education (NI) Order 1998	Permanent preservation
Q5	Development and monitoring of Key/Essential Skills qualifications	Reports	Update annually	None	Archive
Q6	Development, monitoring and evaluation of qualification pilots	Council papers Advice to the Department of Education	Permanent Permanent	None Education (NI) Order 1998	Permanent preservation Permanent preservation
Q7	Development and monitoring of National Occupational standards	Reports	Permanent	None	Archive
Q8	Team Meetings	Minutes	3 years	None	Conf shred/Delete
Q9	Rationalisation of Qualifications	Annual report	Permanent	None	Permanent preservation
Q10	Correspondence	Ministerial letters (copies)	Permanent	None	Archive

Section 5 - Signatories



CCEA Disposal and Retention Schedule

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

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Appendix A

Those consulted about the content of this schedule include:

- CCEA TMT, Business Managers and Team Leaders;
- CCEA Educational specialist officers;
- Public Record Office of Northern Ireland (PRONI);