

Foundation Retention Schedules

Owner:	Director of Wheatley Foundation	Date approved:	13/9/18	Approved by:	Lorraine McLaren	To be reviewed:	end of 2019
Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation / Notes	
Wheatley Foundation							
Customer enquiries	Communication from customer enquiring about Foundation programmes e.g. email, record of phone call.	When enquiry is dealt with	6 months	Confidential destruction	Business requirement		
Customer records	Personal details of customer receiving service i.e. DOB, contact details, benefits info, tenure etc. as part of customer database	When customer stops receiving service	5 years or funder retention schedule	Anonymise customer – preserve performance information	Business requirement		
Customer case files	Details of service customer has received and details of journey, evidence of outcomes, evidence of consent	When customer stops receiving service	5 years or funder retention schedule	Anonymise customer – preserve performance information	Business requirement		
Trainee/staff records (changing lives/modern apprentices)	Personal and sensitive information, training agreements, contracts, details of qualifications and progress, review information	When apprenticeship/trainee ends	5 years or funding retention schedule	Confidential destruction	Business requirement		
Foundation successful funding awards	Project proposal form, Project scoring sheet, offer of grant & conditions of grant, support documents, progress reports, performance evidence. General correspondence.	End of funding contract	5 years	Confidential destruction	Business requirement		
Foundation unsuccessful applications	Project Proposal form, Project scoring sheet, evidence of funder feedback, general correspondence.	Notification of unsuccessful application	5 years	Confidential destruction	Business requirement		
Performance records	Delivery plan databases, covalent reports, performance stats, KPI reports	End of financial year	5 years	Confidential destruction	Business requirement		

External Funding application – successful	Application, Offer of grant, conditions of grant, monitoring reports, correspondence with funder, performance info, evidence of performance	End of funding contract	5 years or funder retention schedule	Confidential destruction	Business requirement	
External Funding application – unsuccessful	Application, funder feedback, correspondence with funder	Notification of unsuccessful application	5 years	Confidential destruction	Business requirement	
Funding requests	Email or other method of communication enquiring about funding	On reply to request	1 year	Confidential destruction	Business requirement	
Community Benefits Performance	Progress reports, supporting documents, case studies, contract information, general correspondence	End of contract	3 years	Anonymise and preserve performance information	Business requirement	
Project Evaluations	Project briefs, research and analysis docs, case studies, external commissions, published findings.	Final report published	Indefinite	Confidential destruction	Business requirement	
Survey Data	High level data collected from surveys from different projects, surveys carried out for evaluations or research purposes	End of project	5 years	Confidential destruction	Business requirement	