

RECORD KEEPING POLICY

This policy concerns the retention of documents and records received, created, or maintained by Rapid Results Training in connection with its business. This policy is designed for: effective record retention to preserve our archival records; to enhance compliance with laws and regulations; to eliminate accidental or innocent destruction of records; and to facilitate Rapid Results Training's operations by promoting efficiency and maximising the availability of valuable storage space. This policy applies to all records and documents, including both original documents and reproductions generated in the course of Rapid Results Training's operations. It applies to records stored electronically as well as paper records.

Definitions

'Documents' or 'Records' – when used in this policy, includes any original documents or reproductions created, received, or maintained by Rapid Results Training and its staff in connection with its business, regardless of physical form (hard copy or electronic form, including email).

'Archival records' – An original record that is inactive, not required to be retained in the office in which it originated or was received, and has permanent or historic value.

'Confidential Information' – when used in this policy includes any personally identifiable records, including, but not limited to: learner, staff, financial, health, and alumni records; strategic planning documents, contracts, research data, and Rapid Results Training financial/proprietary data and information.

'Financial Records' – any records containing social security number, financial account information, tax returns, asset statements, bank or credit card account numbers, income and/or credit information, payment card transactional information especially cardholder data, or any other records containing 'personally-identifiable financial information' regarding learners, staff, alumni and third parties. Financial Records also include the documentation for all Rapid Results Training business transactions, its system of accounting and records of official financial statements.

Policy

Document Retention: curriculum records – 10 years; unit specifications – 10 years; staff reviews – 7 years; class lists – 4 years; learner attendance forms – 4 years; invoices – 2 years; staff/learner liaison meetings – 3 years; learner case files – 6 years; diary entries for appointments – 1 year; timetabling information – 7 years; marketing information – 2 years; residence registration forms – 2 years; learner self-assessment forms – 2 years; fees and charges information – 7 years; financial forecasts – 2 years; capital and revenue budgets – 2 years; purchase orders – 7 years; delivery notes – 4 years; sales invoices – 7 years; credit notes – 7 years; remittances – 7 years; BACS reports – 7 years; payroll payments – 7 years; staff expense claims – 7 years; corporation tax returns – 7 years; annual appraisal records – 4 years; salary records – 7 years.

Disaster Planning and Preparedness

Rapid Results Training records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the business operating in an emergency are to be duplicated and backed-up on a regular schedule.

Compliance

Failure by staff to follow this policy can result in possible civil and criminal sanctions against Rapid Results Training and its employees. Failure on the part of employees to follow this policy may result in disciplinary action.

Review and Amendment

The Director will periodically review this policy to see that it complies with new or revised laws and regulations.