

RCOG Records Classification and Retention Schedule 2026

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Document control

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Version:	2026	Last review date:	30.06.2024
Approving body:	Executive Committee	Date of approval:	01.06.2026
Related policies:	Records Management Policy and Procedures	Date of next review:	31.03.2029

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
1.1	Group administration						
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	Permanent
1.1.2	Retired Fellows and Members Society Agenda, Final Minutes and Supporting Documents	Last action	Permanent	Archive	Business need	Director, Membership	
1.2	Team administration						
1.2.1	Internal team meeting minutes	Last action	3 years	Review	Business need	College-wide	4 years
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1.2.3	Templates	Superseded	3 years	Review	Business need	College-wide	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1.2.5	Training manuals and guidance	Withdrawn	6 years	Destroy	Business need	College-wide	8 years
1.3	Project management						
1.3.1	PID, Business Case, RAID Log, Project Board papers, End of project report	End of project	Permanent	Archive	Business need	Director, Project Management Office; College-wide	Permanent
1.3.2	Project plans, Progress reports, Action and Decision Log	End of project	5 years	Review	Business need	Director, Project Management Office; College-wide	8 years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
2.1	Property management and security						
2.1.1	Leases	End of lease	12 years	Destroy	NHS / Limitation Act 1980	Director, Buildings and Guest Services	16 Years

2.1.2	Plans and specifications	Creation	Permanent	Archive	Business need	Director, Buildings and Guest Services	Permanent
2.1.3	Property development	Disposal of property	Immediate	Destroy	Business need	Director, Buildings and Guest Services	1 Year (Immediate)
2.1.4	Space management audits	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services	8 Years
2.1.5	Premises assessment papers	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services	
2.1.6	CCTV and surveillance	Creation	30 days	Destroy	ICO	Director, Buildings and Guest Services	1 Year (Immediate)
2.1.7	Security incidents and outcomes	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services	8 Years
2.1.8	Guest security passes	Expiry	1 year	Destroy	Business need	Director, Buildings and Guest Services	1 Year (Immediate)
2.1.9	Reception sign in book	End of year	2 years	Destroy	Business need	Director, Buildings and Guest Services	4 Years
2.2	Property maintenance						
2.2.1	Routine inspection records	Last action	5 years	Destroy	Business need	Director, Buildings and Guest Services	8 Years
2.2.2	Major maintenance works	Completion of works	15 years	Review	Business need	Director, Buildings and Guest Services	16 Years
2.2.3	Minor maintenance works	Completion of works	6 years	Destroy	Business need	Director, Buildings and Guest Services	8 Years
2.2.3	Asbestos testing and monitoring	Last action	40 years	Review	Control of Asbestos Regulations 2012	Director, Buildings and Guest Services	40 Years
2.3	Equipment monitoring and maintenance						
2.3.1	Instructions or procedures, master copies	Disposal of equipment	Immediate	Destroy	Business need	Director, Buildings and Guest Services	1 Year (Immediate)
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	16 years

2.4	Health and safety						
2.4.1	Fire safety training certificates	End of employment	1 year	Destroy	Business need	Director, Buildings and Guest Services	4 Years
2.4.2	First Aid training records	End of employment	6 years	Destroy	CIPD	Director, Buildings and Guest Services	16 Years
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	40 Years
2.4.6	Accident/incident forms and register	Last action	10 years	Review	CIPD	Director, Buildings and Guest Services	16 Years
2.5	Commercial services						
2.5.1	Facilities and venue hire	Last action	2 years	Destroy	Business need	Director, Buildings and Guest Services	4 years
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	Trigger	Retention	Action	Authority	IAO	Retention Labels
3.1	Internal communications						
3.1.1	Staff bulletin	Last action	2 years	Destroy	Business need	Director, Communications	4 years
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	1 Year (Immediate)
3.1.4	Email	Creation	6 years	Destroy	Business need	Director, IM&T	8 Years
3.1.5	Microsoft Teams: chat messages	Creation	6 months	Destroy	Business need	Director, IM&T	1 Year (Immediate)
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	

3.2	Marketing						
3.2.1	Design and implementation of marketing campaigns	End of campaign	5 years	Review	Business need	Director, Digital Transformation	8 Years
3.2.2	Promotional material	Publication	Permanent	Archive	Business need	College-wide	Permanent
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	
3.3	Media relations						
3.3.1	Media enquiries, internal handling and responses provided	Last action	3 years	Destroy	Business need	Director, Communications	4 years
3.3.2	Press releases and media statements/briefings	Publication	Permanent	Archive	Business need	Director, Communications	Permanent
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	4 years
3.4	Public affairs						
3.4.1	Briefings	Last action	6 years	Review	Business need	Director, Policy and Public Affairs	8 years
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	Permanent
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	16 years
3.5	Stakeholder engagement						
3.5.1	General enquiries	Last action	2 years	Destroy	Business need	College-wide	4 years
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	1 Year (Immediate)
3.5.5	Surveys: returns and anonymised analysis	Superseded	3 years	Destroy	Business need	College-wide	4 years
3.5.6	Surveys: responses containing identifiable data	Completion of analysis	Immediate	Destroy	NHS Records Management Code of Practice 2021	College-wide	1 Year (Immediate)
3.5.7	Surveys: final report	Publication	10 years	Review	NHS Records Management Code of Practice 2021	College-wide	16 Years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
4.1	Curricula, frameworks and course content						
4.1.1	Curriculum development	Last action	5 years	Review	Business need	Director, Education	8 Years
4.1.2	Final curricula approved by GMC	Publication	Permanent	Archive	Business need	Director, Education	Permanent
4.1.3	Curriculum and content evaluation	Last action	3 years	Destroy	Business need	Director, Education	4 Years
4.1.4	RCOG Learning course content	Creation	Permanent	Archive	Business need	Director, Education	Permanent
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	
4.2	Trainee and user management						
4.2.1	e-Portfolio user account registration records	Last user activity	3 years	Destroy	Business need	Director, Education	4 Years
4.2.2	Training e-Portfolio user account activity records	End of training	7 years	Destroy	Business need	Director, Education	8 Years
4.2.3	CPD e-Portfolio user account activity records	Last user activity	7 years	Destroy	Business need	Director, Education	
4.2.4	Trainee files, including module registration, OOP, records of assessments, certification (CCT and Portfolio Pathway) and recommendations to GMC	Completion of training	7 years	Destroy	Business need	Director, Education	

4.2.5	MTI Scheme: successful applications and trainee records	Completion of training	7 years	Destroy	Business need	Director, Education	
4.2.6	MTI Scheme: unsuccessful applications	Last action	2 years	Destroy	Business need	Director, Education	4 Years
4.2.7	Guidance documents and user manuals	Publication	Permanent	Archive	Business need	Director, Education	Permanent
4.2.8	Specialist certification recommendations to GMC	Submission to GMC	2 years	Destroy	Business need	Director, Education	4 Years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
5.1	Assessment						
5.1.1	Assessment development	Last action	1 year	Review	Business need	Director, Examinations	1 Year (Immediate)
5.1.2	Examination papers	Creation	Permanent	Archive	Business need	Director, Examinations	Permanent
5.1.3	Examination results and pass lists	Publication	Permanent	Archive	Business need	Director, Examinations	
5.2	Candidate management						
5.2.1	Eligibility applications and expressions of interest	Last action	1 year	Destroy	Business need	Director, Examinations	1 Year (Immediate)
5.2.2	Candidate confidentiality agreements (MRCOG Part 3)	Last action	1 year	Destroy	Business need	Director, Examinations	
5.2.3	Bookings	Last action	1 year	Destroy	Business need	Director, Examinations	
5.2.4	Circuit allocations and registers	Creation	1 year	Destroy	Business need	Director, Examinations	
5.2.5	Reasonable adjustments	Completion of MRCOG Part 3	1 year	Destroy	Business need	Director, Examinations	
5.2.6	Extenuating circumstances	Completion of assessment	1 year	Destroy	Business need	Director, Examinations	
5.2.7	Complaints	Closure of case	1 year	Destroy	Business need	Director, Examinations	
5.2.8	Appeals	Panel decision	1 year	Destroy	Business need	Director, Examinations	
5.2.9	Candidate misconduct and malpractice	Closure of case	40 years	Review	Business need	Director, Examinations	40 Years
5.2.10	Incident logs	Last action	3 years	Review	Business need	Director, Examinations	4 Years
5.2.11	Additional attempts and currency extensions	Completion of MRCOG Part 3	1 year	Review	Business need	Director, Examinations	1 Year (Immediate)
5.3	Examiner management						
5.3.1	Examiner recruitment and training	Termination of appointment	5 years	Destroy	Business need	Director, Examinations	8 Years
5.3.2	Examiner comments and marking	Publication of results	5 years	Review	Business need	Director, Examinations	

5.3.3	Examiner lists and registers	Creation	5 years	Destroy	Business need	Director, Examinations	
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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	Trigger	Retention	Action	Authority	IAO	Retention Labels
6.1	Ceremonies and official visits						
6.1.1	Event programmes	Event completed	Archive	Permanent	Business need	Director, Membership	Permanent
6.1.2	Organisation and administration of official visits and public events	Event completed	3 years	Review	Business need	Director, Communications	4 Years
6.2	Courses and conferences						
6.2.1	Abstracts	Event completed	3 years	Destroy	Business need	Director, Events	4 Years
6.2.2	Course material	Publication	Permanent	Archive	Business need	Director, Events	Permanent
6.2.3	Certificates of attendance	Event completed	10 years	Destroy	Business need	Director, Events	16 Years
6.2.4	Delegate lists / Event registration	Event completed	1 year	Destroy	ICO	Director, Events	1 Year (Immediate)
6.2.5	Feedback	Event completed	4 years	Review	Business need	Director, Events	4 Years
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	1 Year (Immediate)
6.2.8	Franchise courses - host centre applications, approvals, and programming	Event completed	2 years	Review	Business need	Director, Events	4 Years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
7.1	Accounting						
7.1.1	Sales ledger including invoices	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance	8 Years
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	Permanent
7.1.4	Pension valuation	End of financial year	6 years	Destroy	Companies Act 2006	Director, Finance	8 Years
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	1 Year (Immediate)
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	8 Years
7.2	Audit and reporting						
7.2.1	Final annual account reports	Publication	Permanent	Archive	Companies Act 2006	Director, Finance	Permanent
7.2.2	Audit records	End of financial year	6 years	Review	Companies Act 2006	Director, Finance	8 Years
7.2.3	Audited accounts and financial statement	Publication	Permanent	Archive	Companies Act 2006	Director, Finance	Permanent

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
8.1	Assurance and risk						
8.1.1	Board Assurance Framework	Superseded	3 years	Review	Business need	Director, Corporate Governance	4 Years
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 Years
8.1.5	Risk registers	End of financial year	6 years	Destroy	Limitation Act 1980	College-wide	
8.2	Corporate governance						

8.2.1	Royal Charter	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Director, Corporate Governance	Permanent
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 Years
8.2.5	Formal Committee Terms of Reference, Agenda, Final Minutes and supporting documents	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Director, Corporate Governance	Permanent
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	8 Years
8.3	Executive						
8.3.1	Chief Executive records and correspondence	Last action	Permanent	Archive	NHS Records Management Code of Practice 2021	Chief Executive	Permanent
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	4 Years
8.3.4	President and Officer records and correspondence	Termination of appointment	6 years	Review	Business need	Chief Executive	8 Years
8.4	Information rights and compliance						
8.4.1	Consent forms for use of images and recordings	Consent obtained	Life of media	Review	Data Protection Act 2018	College-wide	100 Years
8.4.2	Copyright requests and authorisations	End of licence term	6 years	Destroy	Business need	Director, Corporate Governance	8 Years
8.4.3	Intellectual property registration records	Last action	Permanent	Review	Business need	Director, Digital Transformation	Permanent

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	4 Years
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 (DPIAs)	Completion of project/activity	6 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance	8 Years
8.4.8	Data Security and Protection Incidents	Date of incident	10 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance	16 Years
8.5	Legal and complaints						
8.5.1	Complaints case files and correspondence	Closure of case	10 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance	16 Years
8.5.2	Confidentiality and Non-Disclosure Agreements	Last action	3 years	Review	Business need	Director, Corporate Governance	4 Years
8.5.3	Information Sharing Agreements, Service Level Agreements, Memoranda of Understanding	Expiry of agreement	6 years	Review	Business need	Director, Corporate Governance	8 Years
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	16 Years
8.6	Policies, strategies and operating procedures						
8.6.1	Draft policies and procedures	Last action	12 months	Review	Business need	College-wide	1 Year (Immediate)

8.6.2	Final policies and procedures	Superseded	6 years	Review	Business need	College-wide	4 Years
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	Permanent
8.6.5	Strategic performance indicators and analysis	End of financial year	6 years	Destroy	Business need	Director, Corporate Governance	8 Years
8.7	Procurement						
8.7.1	Successful tenders	End of contract	6 years	Review	Limitation Act 1980	College-wide	8 Years
8.7.2	Unsuccessful tenders	Last action	2 years	Destroy	Limitation Act 1980	College-wide	4 Years
8.7.3	Contracts	End of contract	6 years	Review	Limitation Act 1980	College-wide	8 Years
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	Trigger	Retention	Action	Authority	IAO	Retention Label
9.1	Information systems and technology						
9.1.1	Hardware and software asset management	Life of asset	1 year	Destroy	Business need	Director, IM&T	1 Year (Immediate)
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	
9.2	Digital media						
9.2.1	Photos of College events and activities	Media obtained	20 years	Review	NHS Records Management Code of Practice 2021	Director, Digital Transformation	24 Years
9.2.2	Audio-visual content created for RCOG projects	Creation	10 years	Review	Business need	Director, Digital Transformation	16 Years
9.3	Library, museum and archive services						

9.3.1	Collection documentation, including records of accession, conservation and disposal	Last action	Permanent	Archive	Business need	Director, Corporate Governance	Permanent
9.3.2	Document delivery and inter-library loans	Request fulfilled	6 years	Destroy	Business need	Director, Corporate Governance	8 Years
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	Permanent
9.3.5	Use of collections, including access and photography requests	Last action	3 years	Destroy	Business need	Director, Corporate Governance	4 Years
9.4	Records management						
9.4.1	Authorisations of destruction	Last action	20 years	Destroy	NHS Records Management Code of Practice 2021	Director, Corporate Governance	24 Years
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	Trigger	Retention	Action	Authority	IAO	Retention Labels
10.1	Account management (see Appendix 1 for definitions of Core account records and Pseudonymise/Anonymise)						
10.1.1	Full College Members (MRCOG and FRCOG) – Core account records	Last user activity	10 years	Pseudonymise	Business need	Director, Membership	16 Years
10.1.2	Diplomates (DRCOG), Associates and Affiliates – Core account records	Last user activity	7 years	Pseudonymise	Business need	Director, Membership	8 Years

10.1.3	UK Trainee Members (RCOG Trainees Register) - Core account records	Withdrawal from programme	7 years	Pseudonymise	Business need	Director, Education	
		Completion of MRCOG Part 3	Refer to 10.1.1				
10.1.4	Registered users – Core account records	Last user activity	5 years	Pseudonymise	Business need	Director, Membership	
10.1.5	RCOG Officers - Core account records	Last action	Permanent	Archive	Business need	Director, Membership	Permanent
10.1.6	Honorary Fellows - Core account records	Date of award	Permanent	Archive	Business need	Director, Membership	Permanent
10.1.7	Lifetime Members - Core account records	Notification of death	1 year	Anonymise	Business need	Director, Membership	1 Year (Immediate)
10.1.8	Deceased member/user account records	Notification of death	1 year	Anonymise	Business need	Director, Membership	
10.1.9	Pseudonymised and anonymised account records	Last action	Permanent	Archive	Business need	Director, Membership	Permanent
10.2	Membership services						
10.2.1	Awards, grants and prizes	Date of award	5 years	Review	Business need	Director, Membership	8 Years
10.2.2	Certification	Date of issue	3 years	Destroy	Business need	Director, Membership	4 Years
10.2.3	Notices of death	Publication	1 year	Destroy	Business need	Director, Membership	1 Year (Immediate)
10.2.4	Obituaries and memorials	Publication	2 years	Review	Business need	Director, Membership	4 years
10.2.5	Public Register of Fellows and Members	Superseded	Immediate	Destroy	Business need	Director, Membership	1 Year (Immediate)
10.2.6	Verification requests	Completion	3 years	Destroy	Business need	Director, Membership	4 Years
10.3	Membership administration						
10.3.1	Fellowship applications	Decision	5 years	Destroy	Business need	Director, Membership	8 years

10.3.2	Honorary fellowship (ad eundem and honoris causa) - nominations and assessment	Decision	5 years	Destroy	Business need	Director, Membership	
10.3.3	Member registration and declaration forms, including concession requests	Account updated	1 year	Destroy	Business need	Director, Membership	1 Year (Immediate)
10.3.4	Associate applications	Decision	3 years	Destroy	Business need	Director, Membership	4 Years
10.4	Workforce						
10.4.1	Workforce reports	Publication	Permanent	Archive	Business need	Director, Membership	Permanent
10.4.2	Toolkits and resources	Superseded	Permanent	Archive	Business need	Director, Membership	Permanent
10.4.3	Peer to Peer Support - case management	Closure of case	3 years	Destroy	Business need	Director, Membership	4 Years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
11.1	Recruitment						
11.1.1	Job description and person specification	End of employment	6 years	Destroy	Business need	Director, People and OD	8 Years
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	1 Year (Immediate)
11.2	Workplace management						
11.2.1	Staff presentations and guidance	Superseded	6 years	Review	Business need	Director, People and OD	8 Years

11.2.2	Staff engagement and awards, exit interviews	Creation	6 years	Review	Business need	Director, People and OD	
11.2.3	Equality and diversity monitoring and reporting	Last action	10 years	Destroy	Business need	Director, People and OD	16 Years
11.2.4	Workstation assessments	Last action	40 years	Destroy	Health & Safety at Work Act 1974	Director, Buildings and Guest Services	40 Years
11.2.5	Accident and incident report forms	Last action	3 years	Destroy	Health & Safety at Work Act 1974	Director, Buildings and Guest Services	4 Years
11.3	Employee files						
11.3.1	Annual leave records	End of employment	6 years	Destroy	Business need	Director, People and OD	8 Years
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	4 Years
11.3.7	Non-member volunteer placement records	End of placement	3 years	Destroy	Business need	Director, People and OD	

11.4	Payroll and pension administration						
11.4.1	Records of payments and deductions	End of financial year	6 years	Destroy	HMRC	Director, People and OD	8 Years
11.4.2	Pension enrolment forms and records of contributions	Employee D.O.B	100 years	Destroy	The National Archives	Director, People and OD	100 Years
11.4.3	Redundancy and termination reasons	End of employment	6 years	Destroy	CIPD; Business need	Director, People and OD	8 Years

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	Trigger	Retention	Action	Authority	IAO	Retention Labels
12.1	Audit and research						
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	4 Years
12.1.3	Datasets containing identifiable patient information	Completion of analysis	Immediate	Destroy	Data Protection Act 2018	Director, Clinical Quality	1 Year (Immediate)
12.1.4	Ethical approval applications and outcomes	End of research	5 years	Review	NHS Records Management Code of Practice 2021	Director, Clinical Quality	8 Years
12.1.5	Focus groups and interviews: recordings	Transcription	Immediate	Destroy	Data Protection Act 2018	College-wide	1 Year (Immediate)
12.1.6	Focus groups and interviews: transcripts	End of project	2 years	Destroy	Data Protection Act 2018	College-wide	4 Years

12.1.7	Reports and final project outputs	Publication	Permanent	Archive	Business need	Director, Clinical Quality	Permanent
12.1.8	Successful applications for data from third parties	End of project	6 years	Destroy	Business need	Director, Clinical Quality	8 Years
12.1.9	Unsuccessful applications for data from third parties	Last action	2 years	Destroy	Business need	Director, Clinical Quality	4 Years
12.1.10	Successful applications for research funding and administration of grants	End of grant term	6 years	Destroy	Business need	Director, Clinical Quality	8 Years
12.1.11	Unsuccessful applications for research funding	Last action	2 years	Destroy	Business need	Director, Clinical Quality	4 Years
12.2	Guidelines and evidence-based standards						
12.2.1	Major drafts	Publication	3 years	Review	Business need	Director, Clinical Quality	4 Years
12.2.2	Published guidelines, impact papers, patient information and reports	Publication	Permanent	Archive	Business need	Director, Clinical Quality	Permanent
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	4 Years
12.2.4	Literature searches	Last action	6 months	Review	Business need	Director, Clinical Quality	1 Year (Immediate)
12.3	International programmes						
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	4 Years
12.3.2	Best Practice Papers	Publication	Permanent	Archive	Business need	Director, Centre for Women's Global Health	Permanent
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	8 Years