# Records Retention Schedule

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| **Document** | BFS-POL-13 · Records Retention Schedule |
| **Edition** | 1.0 (interim) |
| **Issued** | 19 November 2026 |
| **Owner** | Governing Board |
| **Review** | Every 3 years, or sooner if requirements change |

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

## Schedule

| Record | Retention |
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| Applications, eligibility evidence, examination results and certification decisions | Duration of certification plus 6 years |
| Public register entry (name, ID, scheme, status, dates) | Kept while certified and for 6 years after expiry or withdrawal, then archived |
| Examination scripts and practical score sheets | 1 year after the result, or until any appeal is closed |
| Item bank and item statistics | While in use, plus 6 years after retirement |
| Complaints, appeals and disciplinary files | 6 years after closure |
| CPD declarations and audit evidence | 6 years |
| Provider applications and approvals | Approval period plus 6 years |
| Conflict of interest declarations and confidentiality undertakings | 6 years after the person leaves the role |
| Committee minutes and policy editions | Permanently |
| JTA survey responses (anonymised analysis) | Raw responses 3 years after the JTA report; anonymised results permanently |
| Nominations for committee seats | 2 years after the decision, unless appointed |

## Disposal

Records are securely deleted or shredded at the end of the period. Records relevant to an open complaint, appeal or legal matter are kept until it is closed.