

The purpose of this document is to provide guidance on the retention and disposal of documents (including “personal data” under the General Data Protection Regulation 2016/679 ("GDPR"), and the Data Protection Act 2018 (subject to royal assent, the “DPA”)) (together the "Data Protection Laws"). “Documents” in this context means all documents held or controlled by us in any format or media that are located in the UK.

As a matter of law, our documents (including books, records and financial reports) must accurately reflect the underlying transactions and represent the true state of the business. They are an essential part of doing business correctly, honestly and openly and protect us, our customers and those we work with. We must ensure that the record keeping of our documents is accurate, that we store them safely and for the time periods prescribed by the law and that we do not destroy or alter any information or data that must be kept for litigation, an investigation or other legal reasons. Equally, we must not retain documentation where the limitation period has expired and there is no legal justification for retention.

The retention schedule sets out the recommended retention periods for Quality Assurance records. The retention schedule is intended to enable users of this document to simply refer to the relevant type of document that they are interested in and then determine the relevant retention period from that schedule. If a document is not covered by any retention schedule, reference can be made to the items listed in the General Guidance section within the Records Management Policy in determining an appropriate retention period.

SBU/functions should refer to these retention schedules and the general guidance below in reviewing their current existing document retention and disposal practices.

The DPO within the SBU/function has the responsibility for establishing and implementing effective practices and procedures across it to give effect to this document.

Quality assurance documentation

Record description	Retention period	Form in which to be kept	Reason and comments
Audit and assessment records	Permanently or until construction is demolished	Any	-
Project specific manuals, systems, calibration records	Permanently or until construction is demolished	Any	-
Non specific project records	6 years from completion of project	Any	-
Information, records or correspondence required under or for claims under the Building Safety Act 2022 (BSA), Fire Safety (England) Regulations 2022 or Defective Premises Act 1972 including without limitation, building safety information or records, plans, reports, assessments or certificates safety cases and prescribed information under BSA golden thread requirements	For projects under which claims have accrued before 28 June 2022 - 30 years from completion of project For projects to be completed or which claims have accrued after 28 June 2022 -15 years from completion of project	Physical original hard copy and digital copy. Format to meet BSA 'golden thread' requirements once available.	the Building Safety Act 2022 (BSA), Fire Safety (England) Regulations 2022 and Defective Premises Act 1972 as amended.