

Family, Adult and Community Learning

FACL

Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Learner Documentations	N/a	Learner Data	Manual/ Electronic	N	Destroy		15 years	15 years	Learner training documentation and the retention of this is dictated by the training funder, the Skills Funding Agency. They stipulate that learner data should be retained for 15 years	✓