



**GLOBAL ACADEMY**  
**MAKEUP • HAIR • PRODUCTIONS**

# **DOCUMENT RETENTION POLICY**

## Policy Statement

The retention of documents meets the conditions and requirements as stipulated by the European Commission. Keeping orderly and comprehensive records will make it easier to assess the project status and progress. GLOBAL will retain records to substantiate claims and meet ESF EC Regulations.

Company documentation will be kept in line with government recommendations in a secure and safe environment. The records will show:

- Personal Application
- Personal documentation and referral information
- Copies of any correspondence with leading organisation
- Copies of any agreed changes to the company
- Copies of all claim forms.
- Working papers showing how the claims were calculated.

GLOBAL will also keep records of:

- Evidence of all company expenditure, including:
  - invoices and bank statements or equivalent to show that the payments were made
  - evidence of how overheads costs and salaries have been apportioned to the project, including the methodology for calculating these costs
- Records of beneficiaries supported including application forms, attendance registers and records of achievement
- Evidence of open and fair procurement of goods and services. As a minimum, GLOBAL will keep records of contract notices, quotations or tenders received, and of the scoring methodology used for selecting the successful candidate.
- Compliance with publicity requirements. Copies of all publicity material will be retained to demonstrate the correct use.
- Compliance with equal opportunities and environmental sustainability requirements.
- Documentary evidence substantiating the outputs and results declared in contracts

## Forms of Documentation

All documentation will be stored securely, some documentation will be kept as paper copies and filed away in a secure place, online documents will be stored on an external drive and in Global's secure Drop box. These are supported also with Cyber Essentials. Each copy will be certified as conforming to the original document.

<b>Reviewed by</b>	Compliance & Quality Assurance Administrator
<b>Reviewed</b>	Annually, before start of a new academic year
<b>Last Review</b>	04/06/2025
<b>Review Date</b>	30/08/2026

**Reviewed: Signed:** B Levy..... **Date:** 04/06/25

**Benjamin Levy**  
**Compliance & Quality Assurance Administrator**