

Local Training Initiatives – ETB TQAS Records Retention Log

Retention times take account of ESF funding regulations and the following records should be retained as outlined below.

Record Reference	Form / Document Title	Retention Time	Location
TQAS-8b-F14	Annual Training Monitoring Schedule	16 years	Local Office File
TQAS-8b-F15	Training Monitoring Report	16 years	Local Office File
TQAS-8b-F17	Trainer Criteria Checklist for External Trainers	16 years	Project File
TQAS-8b-F20	Local Training Specification Community Based Training	16 years	Local Office File
TQAS-8b-F21	Training Review Report	16 years	Local Office File
TQAS-8c-F01	Application / Renewal Form	16 years	Local / ETB Office File
TQAS-8c-F02	Application / Renewal Appraisal Form	16 years	Local / ETB Office File
TQAS-8c-F05	Bank Authorisation Form	16 years	Local / ETB Office File
TQAS-8c-F06	LTI Agreement to Collaborate	16 years	Local / ETB Office File
TQAS-8c-F07	LTI Agreement to Collaborate Checklist	16 years	Local Office File
TQAS-8c-F08	Advance Claim Form	16 years	Local / ETB Office File
TQAS-8c-F09	Coordinator and Assistant Coordinator Salary Reimbursement Claim Form	16 years	Local / ETB Office File
TQAS-8c-F11	Project Visit Report	16 years	Local Office File
TQAS-8c-F12	Revision to Expected Finish Date	16 years	Local / ETB Office File
TQAS-8c-F13	Financial Monitoring Checklist & Procedures	16 years	Local Office File
TQAS-8c-F14	Financial Monitoring Programme Checklist	16 years	Local Office File
TQAS-8c-F15	Monthly Co-ordinator Course Report	16 years	Local Office File
TQAS-8c-F16	Learner Mid Course Feedback Report	16 years	Local Office File
TQAS-8c-F17	Learner End of Course Feedback Report	16 years	Local Office File
TQAS-8c-F18	Learner Completion / Late Placement Form	16 years	Local / ETB Office File
TQAS-8c-F19	LTI Monthly Claim Form	16 years	Local / ETB Office File
TQAS-8c-F20	End of Agreement to Collaborate Income & Expenditure Statement	16 years	Local / ETB Office File

Record Reference	Form / Document Title	Retention Time	Location
TQAS-8c-F21	Calculation of Final Claim Form	16 years	Local / ETB Office File
TQAS-8c-F22	LTI Weekly Summary Attendance Sheet	16 years	Local / ETB Office File
TQAS-8c-F23	LTI Monthly Bank Reconciliation Form	16 years	Local / ETB Office File
TQAS-8c-F24	LTI Travel and Subsistence Form	16 years	Local / ETB Office File
TQAS-8c-F25	LTI Statistical Returns Monthly Report Form	16 years	Local File
TQAS-8c-F26	LTI Statistical Returns Verification Form	16 years	Local File
TQAS-8c-F27	LTI Review Form	16 years	Local / ETB Office File
TQAS-8c-F28	LTI Learner Training Induction Checklist	16 years	Local File
TQAS-6c-F03	Learner Request for Assessment Support and Approval Form	16 years	Local / Training Standards Office
TQAS-6c-F11	Notification of Assessment Event / Assessment Request	16 years	Local / Training Standards Office
-	Assessment Appeals Application Form	16 years	Training Standards Office
TQAS-8b-L07	Agreement to Collaborate Cover Letter	16 years	Local Office File
TQAS-8b-L08	Notification of Training Monitoring Letter	16 years	Local Office File
TQAS-8b-L09	Training Monitoring Visit Outcome Letter	16 years	Local Office File
TQAS-8b-L10	Notification of Financial Monitoring Letter	16 years	Local Office File
TQAS-8b-L11	Financial Monitoring Follow up Letter	16 years	Local Office File
TQAS-8c-L01	Initial Training Proposal Enquiry Letter	16 years	Local Office File
TQAS-8c-L03	Application Acknowledgement Letter	16 years	Local Office File
TQAS-8c-L04	Application Outcome Letter	16 years	Local / ETB Office File
TQAS-8c-L05	Contracts Agreement Letter	16 years	Local / ETB Office File