



# **Document Storage and Retention Policy**

Full Name:	Domain Institute of Professional Studies
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## **Welcome to Domino Institute of Professional Studies**

As a leading provider of professional education in Pakistan, we are pleased to welcome you to our academic community. This document storage and retention policy reflects our institutional commitment to delivering high-quality education, safeguarding student welfare, and maintaining the professional standards that are the hallmark of the Domino Institute. DIPS is a nationally recognized academic institution, committed to enhancing educational accessibility through the implementation of contemporary pedagogical practices. In alignment with global educational trends and the increasing demand for flexible learning pathways, DIPS has developed a comprehensive and scalable distance learning model to complement its traditional on-campus delivery. This policy establishes a structured framework for ensuring the consistent delivery of high standards in distance education. It reaffirms the Institute's dedication to academic excellence, comprehensive student support, regulatory compliance, and the ongoing enhancement of its technological infrastructure. All provisions within this policy are aligned with the requirements set forth by OTHM, Ofqual standards, and the broader expectations of Pakistan's higher education sector.



## **1. Purpose**

The purpose of this policy is to ensure that all records, data, and documents related to learners, staff, assessments, and institutional operations at Domain Institute of Professional Studies (DIPS) are stored securely and retained for a defined period, in line with OTHM, Ofqual, and GDPR expectations, while also respecting Pakistan's legal context.

## **2. Scope**

This policy applies to:

- Academic records (student assessments, feedback, transcripts)
- Administrative records (admissions, financial, HR)
- Quality assurance documents (internal verification, audits, moderation)
- Digital and physical records

It is relevant to all:

- Staff and faculty
- Administrative and IT teams
- Assessors and verifiers



### 3. Regulatory Framework

DIPS follows the document retention guidance as required by:

- OTHM Centre Handbook
- Ofqual General Conditions of Recognition
- UK GDPR principles for personal data

### 4. Retention Periods

Document Type	Retention Period	Notes
Learner registration records	6 years	From date of course completion
Assessment records	3 years	As per OTHM requirement
Internal verification/moderation logs	3 years	Post final assessment
Certification/Result submissions	6 years	Aligns with OTHM QA
Appeals, complaints, misconduct files	3 years	Post resolution
Staff personnel files	6 years	Post termination
Financial records (invoices, payroll)	6 years	As per FBR Pakistan law
Attendance sheets & registers	2 years	For reference
Meeting minutes (Academic/QC Boards)	6 years	Electronic + print backup
Emails related to academic decisions	2 years	Subject to relevance
Marketing materials, consent forms	3 years	After last use
Archived digital backups	Reviewed annually	Auto-delete rule (if applicable)



- Local laws applicable under Pakistan’s regulatory standards such as the Income Tax Ordinance (for financial records), PECA 2016, and internal FBR obligations.

## **5. Storage Procedures**

### **Physical Records:**

- Stored in lockable filing cabinets in a secure, access-controlled environment.
- Access limited to authorized admin and QA staff.
- Paper documents scanned and digitized after the active academic year, where possible.

### **Digital Records:**

- Stored on secured institutional servers and/or LMS with access logs.
- Password protection and role-based access controls.
- Cloud services (if used) must be compliant with UK GDPR and have data security certifications.

## **6. Data Disposal**

At the end of the retention period:

- Paper documents are shredded or incinerated.
- Digital data is securely deleted or overwritten using appropriate software.
- Records disposal is logged by the Data Protection Officer (DPO) or designated compliance officer.



## **7. Security & Confidentiality**

- All stored documents are treated as confidential.
- Staff must not store documents on personal USBs or personal cloud accounts.
- Access is only granted based on operational need, overseen by the Head of Quality or DPO.

## **8. Audit and Review**

- The document storage system is reviewed annually during internal quality audits.
- Spot-checks may be carried out to ensure compliance.
- Retention timelines may be amended due to changes in regulation, OTHM requirements, or local legal developments.



## 9. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Head of Centre	Ensures policy implementation across departments
Data Protection Officer (DPO)	Oversees secure handling, retention, and disposal of records
Quality Assurance Lead	Maintains assessment and IV/EV documentation
IT Administrator	Secures digital storage infrastructure and backups
Admin Staff	Ensure proper labeling and archiving of physical records

## Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:

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**Signed:**

Director, Domino Institute of Professional Studies