

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D12.01	Alumni Data Administration			
D12.01.01	Records containing personal data on individual alumni	Permanent	Institutional Business Requirement	Retention must comply with the provisions of 2018 c12
D12.01.02	Summary (anonymised) statistical records of alumni	Current year + 10 years	Institutional Business Requirement	Review for archival value
D12.02	Alumni Communication Management			
D12.02.01	The design, planning and production of official alumni communications: including final versions	Issue of communication + 1 year	Institutional Business Requirement	Review for archival value
D12.02.02	Enquiries from alumni and the responses provided	Last action on enquiry + 1 year	Institutional Business Requirement	
D12.02.03	Unsolicited feedback from alumni, the internal handling of this feedback and the responses provided	Last action on feedback + 3 years	Institutional Business Requirement	
D12.02.04	The design and conduct of alumni surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
D12.02.05	Results of alumni surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
D12.02.06	Results of alumni surveys: summaries and analyses of responses	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
D12.02.07	Complaints from alumni, the internal handling of these complaints and the responses provided	Last action on complaint + 6 years	Limitation Act 1980 c58	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D12.03	Alumni Relations Event Management			
D12.03.01	The planning and impact/results of institutional events for alumni	Completion of event + 3 years	Institutional Business Requirement	Review for archival value
D12.03.02	The organisation and administration of institutional events for alumni	Completion of event + 1 year	Institutional Business Requirement	Review for archival value
D12.03.03	The administration of financial and other support given to individual alumni organisations	Current financial year + 1 year	Institutional Business Requirement	
D12.04	Alumni Support			
D12.04.01	Requests from alumni associations for financial or other support, the internal handling of these requests and the responses provided	Last action on request + 1 year	Institutional Business Requirement	
D12.04.02	The administration of financial and other support to alumni organisations	Current financial year + 1 year	Institutional Business Requirement	
D12.04.03	Requests for contact details for alumni, action taken and the responses provided	Last action on request + 1 year	Institutional Business Requirement	