

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D11.01	Community Relations Management Communication Management			
D11.01.01	Enquiries from members of the local community and the responses provided	Last action on enquiry + 1 year	Institutional Business Requirement	
D11.01.02	Unsolicited feedback from members of the local community, the internal handling of this feedback and the responses provided	Last action on feedback + 3 years	Institutional Business Requirement	
D11.01.03	The design and conduct of community surveys	Completion of survey + 3 years	Institutional Business Requirement	
D11.01.04	Results of community surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
D11.01.05	Results of community surveys: summaries and analyses of responses	Completion of survey + 5 years	Institutional Business Requirement	Review for archival value
D11.01.06	Complaints from members of the local community, the internal handling of these complaints and the responses provided	Last action on complaint + 6 years	Institutional Business Requirement	
D11.02	Community Relations Event Management			
D11.02.01	The planning and impact/results of local community events	Completion of event + 3 years	Institutional Business Requirement	Review for archival value
D11.02.02	The organisation and administration of local community events	Completion of event + 1 year	Institutional Business Requirement	Review for archival value

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D11.03	Community Volunteers Volunteering Opportunities			
D11.03.01	The volunteering opportunities available	While current	Institutional Business Requirement	
D11.04	Community Volunteers Registration			
D11.04.01	The handling of registration forms: those who go on to volunteer	Termination of volunteer relationship + 6 years	Limitation Act 1980 c58	
D11.04.02	The handling of registration forms: those who do not go on to volunteer	Current academic year + 1 year	Institutional Business Requirement	
D11.05	Community Volunteers Induction			
D11.05.01	The development, delivery and assessment of induction programmes for new volunteers	Completion of induction programme + 5 years	Institutional Business Requirement	Review for archival value For individual employees induction programmes, see Employee Contract Management
D11.05.02	The administration of induction programmes for new volunteers	Current academic year + 1 year	Institutional Business Requirement	
D11.06	Community Volunteers Management of Volunteers			
D11.06.01	The placement of individual volunteers	Termination of volunteer relationship + 6 years	Limitation Act 1980 c58	
D11.06.02	Induction programmes and events attended by individual volunteers	Completion of induction/event + 1 year	Institutional Business Requirement	
D11.06.03	Disclosure and barring service (dbs - formerly crb) checks carried out on volunteers	6 months	Institutional Business Requirement	For successful checks keep number issued permanently on each individuals record

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D11.06	Community Volunteers Management of Volunteers			
D11.06.04	A volunteers placement specific training needs and the action taken to meet these needs	Completion of action + 5 years	Institutional Business Requirement	
D11.06.05	The number of hours committed to volunteering by individual volunteers	Date of record + 2 years	Institutional Business Requirement	
D11.06.06	Records containing a volunteers basic personal details [e.g. address, next of kin, emergency contacts]	Termination of volunteer relationship + 6 years	Limitation Act 1980 c58	Maximum Retention must comply with the provisions of 2018 c12
D11.06.07	A volunteers personal development plan and the evaluation of their achievement against this plan	Current academic year + 5 years	Institutional Business Requirement	
D11.06.08	References provided in confidence in support of a volunteers application for employment	Provision of reference + 2 years	Institutional Business Requirement	Detailed references should only be provided for a maximum of 3 years
D11.06.09	The award of certificates and individual notifications of the award	Current academic year + 1 year	Institutional Business Requirement	
D11.07	Community Volunteers Community Projects and Fundraising			
D11.07.01	The development and evaluation of a proposal for a new volunteering project or fundraising opportunity: where a decision is made to proceed	Life of project + 5 years	Institutional Business Requirement	Review for archival value
D11.07.02	The development and evaluation of a proposal for a new volunteering project or fundraising opportunity: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value

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D11.08	Community Volunteers External Organisation/Partnership Management			
D11.08.01	The identification and exploration of opportunities that result in a new volunteering collaboration or partnership	Termination of relationship + 5 years	Institutional Business Requirement	Review for archival value
D11.08.02	The identification and exploration of opportunities that do not result in a new volunteering collaboration or partnership	Last action on opportunity + 5 years	Institutional Business Requirement	Review for archival value
D11.08.03	The operation, management and development of a volunteering collaboration or partnership	Termination of relationship + 5 years	Institutional Business Requirement	Review for archival value
D11.09	Community Representation			
D11.09.01	The institutions membership of local community organisations	Termination of membership + 1 year	Institutional Business Requirement	
D11.09.02	The institutions participation in the activities of local community organisations (including committees)	Termination of involvement + 1 year	Institutional Business Requirement	