

Classification and Retention of University Records

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Reference	Description	Retention Period	Citation	Notes
001.01	Policy Development			
001.01.01	The development and establishment of the institutions academic policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
001.01.02	The development and establishment of the institutions corporate policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
001.01.03	The development and establishment of the institutions departmental policies: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded

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Reference	Description	Retention Period	Citation	Notes
002.01	Procedure Development			
002.01.01	The development and establishment of the institutions academic procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
002.01.02	The development and establishment of the institutions corporate procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded
002.01.03	The development and establishment of the institutions departmental procedures: including master (final) copies	Permanent	Institutional Business Requirement	Move to archive when superseded

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Reference	Description	Retention Period	Citation	Notes
003.01	Institutional Strategy Development			
003.01.01	The development of the institutions overall strategy	Superseded + 10 years	Institutional Business Requirement	Review for archival value
003.02	Institutional Strategic Planning			
003.02.01	The development of the institutions overall strategic plan: including plans for implementation of the strategy	Superseded + 10 years	Institutional Business Requirement	Review for archival value
003.03	Institutional Strategic Performance Management			
003.03.01	Records containing data on, and analyses of, the institutions performance against its strategic plan	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.03.02	The conduct and results of audits and reviews of the strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04	Academic Strategy and Planning			
003.04.01	The development of the institutions academic strategies	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.02	The development of the institutions academic strategic plans: including plans for implementation of the strategy	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.03	Records containing data on, and analyses of, the institutions academic performance against its academic strategic plans	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.04.04	The conduct and results of audits and reviews of the academic strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
003.05	Departmental Strategy and Planning			
003.05.01	The development of the institutions departmental strategies	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.02	The development of the institutions departmental strategic plans: including plans for implementation of the strategy	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.03	Records containing data on, and analyses of, the institutions departmental performance against its departmental strategic plans	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.05.04	The conduct and results of audits and reviews of the departmental strategic planning and performance management function, and responses to the results: including performance reports	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
003.06	Annual Reviews			
003.06.01	The conduct and results of annual programme reviews	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.06.02	The conduct and results of annual field reviews	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.07	Employability Data			
003.07.01	The design and conduct of early destinations of leavers surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
003.07.02	Results of early destinations of leavers surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
003.07.03	Results of early destinations of leavers surveys: summaries and analyses of responses	Permanent	Institutional Business Requirement	
003.07.04	The longitudinal results of destinations of leavers surveys	Permanent	Institutional Business Requirement	Move to archive after 2yrs

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Reference	Description	Retention Period	Citation	Notes
003.08	External Information and Analysis			
003.08.01	Documentation showing details of the university's performance in nationally published league tables	Current academic year + 10 years	Institutional Business Requirement	
003.08.02	Documentation showing details of the university's higher education statistics agency (mesa) performance indicators	Current academic year + 10 years	Institutional Business Requirement	
003.09	Student Experience Data			
003.09.01	The design and conduct of student experience surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
003.09.02	Results of student experience surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
003.09.03	Results of student experience surveys: summaries and analyses of responses	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.10	Student Statistics			
003.10.01	The compilation and production of student statistical information: including final reports	Permanent	Institutional Business Requirement	Move to archive after 2yrs
003.11	Meeting Minutes			
003.11.01	Minutes from meetings relating to Academic, Corporate and Departmental development	Permanent	Institutional Business Requirement	Move to archive after 2yrs

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Reference	Description	Retention Period	Citation	Notes
A01.01	The development of the institutions informal internal quality assurance processes			
A01.01.01	The development of the institutions informal internal quality assurance processes	While current	Institutional Business Requirement	Review for archival value
A01.01.02	The conduct and results of external and formal internal reviews and audits of teaching quality and standards, and responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A01.02	The design and conduct of student experience surveys			
A01.02.01	The development of the institutions taught curriculum	Permanent	Institutional Business Requirement	
A01.02.02	The monitoring of external developments and trends to inform the development of the institutions taught curriculum	Current academic year + 5 years	Institutional Business Requirement	
A01.03	Routine and ad hoc feedback on the institutions taught curriculum from staff, external examiners and others			
A01.03.01	Routine and ad hoc feedback on the institutions taught curriculum from staff, external examiners and others	Current academic year + 5 years	Institutional Business Requirement	
A01.03.02	The conduct and results of formal reviews of the institutions taught curriculum, and the responses to the results	Current academic year + 10 years	Institutional Business Requirement	Review for archival value
A01.04	The development of the institutions taught programmes			
A01.04.01	The development of the institutions taught programmes	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.04.02	The monitoring of external developments and trends to inform the development of the institutions taught programmes: includes the monitoring of developments in other he institutions	Current academic year + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
A01.05	Taught Programme Approval and Accreditation			
A01.05.01	The process of obtaining approval and/or accreditation for taught programmes from professional, statutory or other accreditation bodies	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.06	Taught Programme Review			
A01.06.01	Records containing data on, and analyses of, student numbers and other taught programme statistics	Current academic year + 5 years	Institutional Business Requirement	
A01.06.02	Routine solicited feedback on taught programmes from staff and examiners: individual feedback	Current academic year + 5 years	Institutional Business Requirement	or Life of course + 1 year
A01.06.03	Routine solicited feedback on taught programmes from students: individual feedback	Completion of analysis of feedback	Institutional Business Requirement	
A01.06.04	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students	Current academic year + 5 Years	Institutional Business Requirement	or Life of course + 1 year
A01.06.05	Reports of routine internal, reviews of taught programmes, and documentation of formal independent reviews of taught programmes and the responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A01.07	Taught Module Development			
A01.07.01	The development of the institutions taught modules	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A01.07.02	The monitoring of external developments and trends to inform the development of the institutions taught modules: includes the monitoring of developments in other he institutions	Current academic year + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
A01.08	Taught Module Preparation and Delivery			
A01.08.01	The development of taught module materials: including final versions of taught module materials	Life of module	Institutional Business Requirement	Review for archival value
A01.08.02	Working papers documenting the planning and conduct of teaching events	Current academic year + 1 year	Institutional Business Requirement	
A01.09	Taught Module Review			
A01.09.01	Records containing data on, and analyses of, student numbers and other taught module statistics	Current academic year + 5 years	Institutional Business Requirement	
A01.09.02	Routine solicited feedback on taught modules from staff and examiners: individual feedback	Current academic year + 5 years	Institutional Business Requirement	
A01.09.03	Routine solicited feedback on taught modules from students: individual feedback	Completion of analysis of feedback	Institutional Business Requirement	
A01.09.04	Records containing (anonymised) summaries and analyses of routine solicited feedback on taught modules from staff, examiners and students	Current academic year + 5 years	Institutional Business Requirement	
A01.09.05	The conduct and results of routine internal reviews and formal independent reviews of taught modules, and the responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
A01.10	Taught Module Assessment			
A01.10.01	The development of taught module assessments: including final versions	Life of module	Institutional Business Requirement	Review for archival value
A01.10.02	Taught module students submitted/completed assessments: undergraduate	Final exam board + 1 year	Institutional Business Requirement	Can be securely destroyed after 3 months if an appropriate risk assessment has been undertaken by the school or department
A01.10.03	Taught module students submitted/completed assessments: postgraduate	Completion of student's programme + 3 years	Institutional Business Requirement	
A01.10.04	Marks awarded to submitted/completed assessments, including reviews in response to notifications of mitigating circumstances and academic appeals	Permanent	Limitation Act 1980 c58 s 5	
A01.10.05	Awards and classifications	Permanent	Limitation Act 1980 c58 s 6	
A01.11	Taught Student Academic Support			
A01.11.01	Feedback on academic progress, and general academic guidance and support, given to individual taught students	Completion of student's programme + 6 years	Limitation Act 1980 c58 s 5	
A01.11.02	Guidance provided for students on entering placements	Superseded + 5 years	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
A01.12	Validation and Review Meetings			
A01.12.01	Meetings held in preparation for programme validations	Permanent	Institutional Business Requirement	
A01.12.02	Meetings held in preparation for programme reviews	Permanent	Institutional Business Requirement	
A01.13	Fitness to Practice (excluded students)			
A01.13.01	Record of decision to fail a student due to their failure to meet fitness to practice requirements	Permanent	Protocol for sharing information on students found unfit to practice on courses leading to a registered profession.	The protocol set out that The Medical Schools Council, Dental Schools Council, Pharmacy Schools Council, Veterinary Schools Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.
A01.13.02	Documents supporting procedure to declare a student unfit to practice on courses leading to entry to a registered profession	Completion of procedure letter, issued + 1 month	Protocol for sharing information on students found unfit to practice on courses leading to a registered profession.	The protocol set out that The Medical Schools Council, Dental Schools Council, Pharmacy Schools Council, Veterinary Schools Council and participating schools will not use the data supplied for any purpose other than that set out in the protocol.

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Reference	Description	Retention Period	Citation	Notes
A02.01	Research Quality and Standards Management			
A02.01.01	The development of the institutions internal quality assurance processes	While current	Institutional Business Requirement	Review for archival value
A02.01.02	Conduct and results of formal internal and external reviews of research quality, and responses to the results	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A02.02	Research Business Development			
A02.02.01	Liaison with research sponsors to monitor their research policies and to promote the institutions capabilities	Current academic year + 5 years	Institutional Business Requirement	
A02.02.02	The identification and exploration of new research opportunities which lead to research projects	Completion of project	Institutional Business Requirement	Review for archival value
A02.02.03	The identification and exploration of new research opportunities which do not lead to research projects	Last action + 5 years	Institutional Business Requirement	
A02.02.04	The formation and management of partnerships and other collaborative arrangements to undertake research	Life of partnership/arrangement + 6 years	Limitation Act 1980 c58 s 5	Review for archival value
A02.03	Research Project Development			
A02.03.01	The design and planning of research projects which are undertaken: key records	Completion of project + 10 years	Institutional Business Requirement	This recommended retention period is in line with the retention period for the conduct of research. Review for archival value
A02.03.02	The design and planning of research projects which are not undertaken	Abandonment of plans + 1 year	Institutional Business Requirement	Retention for a longer period may be advisable, depending on the reasons for abandoning the project. Review for archival value
A02.03.03	The design and planning of European union (EU) funded research projects which are undertaken : key records	Minimum retention: Date of last funding payment + 10 years	Interreg Europe Programme Manual/ 19 December 2018 (version 6)	Page 28 of Interreg Europe Programme Manual, 19 December 2018 (version 6) suggests 10 years to demonstrate state aid (or lack of), however this may vary according to the National Archiving laws (see page 105). See ERDF website and individual project agreements with funding bodies

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Reference	Description	Retention Period	Citation	Notes
A02.04	Research Project Conduct			
A02.04.01	Retention requirements for research data and records should be determined on a project by project basis, or at least for clearly defined categories of projects, taking account of: - the legal and regulatory framework for particular types of research; - the terms and conditions imposed by external research sponsors; - the commercial, political or ethical sensitivity of particular types of research, or any research for particular external sponsors		Institutional Business Requirement	
A02.04.02	Final reports of all research projects	Permanent	Institutional Business Requirement	Move to archive after 2yrs
A02.04.03	The conduct of research funded by the medical research council, except where other requirements are specified (see citations)	Completion of project + 10 years	Medical Research Council/ Good Research Practice/ section 52	Minimum requirement The Medical Research Council requirement is specifically for primary research data However, retaining full records of research studies is recommended
A02.04.04	The conduct of clinical or public health studies funded by the medical research council, except specific categories of records in studies for which consent was obtained	Completion of project + 20 years	Medical Research Council/ Good Research Practice/ section 52 and Personal Information in Medical Research/ section 712	The Medical Research Council requires full records of these studies to be retained for this minimum period and advises that retention for a longer period may be required where studies were of historical importance, where novel clinical interventions were first used, where studies have proved controversial or where research is ongoing
A02.04.05	The protocol, the consent procedure, the participants and adverse effects in all studies (for which consent was obtained) funded by the medical research council	Completion of project + 30 years	Medical Research Council/ Personal Information in Medical Research/ section 712	
A02.04.06	The conduct of all other research funded by all other organisations	Completion of project + 10 years (date of last funding payment + 10 years for projects funded by the European Union)	Institutional Business Requirement	Guidance on Managing Research Records, Jisr (2007)A shorter or longer retention period may be appropriate, depending on the discipline and the characteristics of the project, or may be required by a research sponsor

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Reference	Description	Retention Period	Citation	Notes
A02.05	Research Project Management			
A02.05.01	The management of internally-funded research projects	Completion of project + 3 years	Institutional Business Requirement	Common Internal Audit Requirement
A02.05.02	The management of externally-funded research projects	Completion of project + 6 years unless a longer period is required by the sponsor contract	Limitation Act 1980 c58 s 5	A longer retention period for these records may be required by a research sponsor. Review for archival value
A02.05.03	The management of European union (EU) funded research projects	Date of last funding payment + 10 years	Interreg Europe Programme Manual/ 19 December 2018 (version 6)	Page 28 of Interreg Europe Programme Manual, 19 December 2018 (version 6) suggests 10 years to demonstrate state aid (or lack of), however this may vary according to the National Archiving laws (see page 105). See ERDF website and individual project agreements with funding bodies
A02.06	Research Dissemination			
A02.06.01	Announcements of research results other than in publications or through the media	Issue of announcement + 1 year	Institutional Business Requirement	
A02.06.02	Working papers for the preparation of publications, audio-visual presentations etc to disseminate research results (not interim or final research reports)	Publication/delivery + 1 year	Institutional Business Requirement	This category does not include interim or final reports of research studies, which are covered by Research - Research Conduct
A02.06.03	Final versions of publications and presentations made to disseminate research results (not interim or final research reports)	Publication/ delivery + 3 years	Institutional Business Requirement	This category does not include interim or final reports of research studies, which are covered by Research - Research Conduct. For Research Student PhDs see A02.10.01 - Review for archival value
A02.07	Research Exploitation			
A02.07.01	The identification of new intellectual property and liaison with specialists regarding applications for patents etc	Last action on issue + 5 years	Institutional Business Requirement	Review for archival value
A02.07.02	The identification of opportunities for commercial exploitation of research results and liaison with specialist staff regarding formation of spin-out companies to develop commercial products	Last action on issue + 5 years	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
A02.08	Research Programme Development			
A02.08.01	The development of the institutions research programmes	Life of programme + 10 years	Institutional Business Requirement	Review for archival value
A02.08.02	Routine monitoring of external developments and trends to inform the development of the institutions research programmes	Current academic year + 1 year	Institutional Business Requirement	
A02.09	Research Programme Review			
A02.09.01	Records containing data on, and analyses of, student numbers and other programme statistics	Current academic year + 5 years	Institutional Business Requirement	
A02.09.02	Reports of routine internal and independent reviews of research programmes	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
A02.10	Research Student Assessment			
A02.10.01	The conduct of formal assessments of work undertaken by research students	Completion of student's programme + 6 years	Limitation Act 1980 c58	Review for archival value
A02.10.02	Awards and classifications, including reviews in response to notifications of mitigating circumstances or academic appeals	Current academic year + 6 years	Limitation Act 1980 c58 s 5	
A02.11	Research Student Academic Supervision and Support			
A02.11.01	The appointment of supervisors for research students	Termination of appointment + 1 year	Institutional Business Requirement	
A02.11.02	Academic advice and guidance to individual students on the selection of research subjects and on the progress and standard of their work	Completion of student's programme + 6 years	Limitation Act 1980 c58 s 5	
A02.11.03	The development and delivery of training in research-related skills	Current academic year + 5 years	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.01	Student Recruitment			
B03.01.01	The design, conduct, organisation, and summary results of student recruitment schemes and campaigns	Current academic year + 5 years or Termination of scheme/campaign + 5 years	Institutional Business Requirement	Review for archival value
B03.01.02	The design, operation and summary results of student recruitment schemes	Completion of event + 5 years	Institutional Business Requirement	Review for archival value
B03.01.03	The issue of student recruitment materials in bulk to schools and other organisations	Current academic year	Institutional Business Requirement	If any personal data is involved this should not be kept longer than is needed to administer the event. Data can be anonymised afterwards in order to provide summaries. Review for archival value
B03.01.04	The handling of enquiries from prospective students (subsequently registered as student)	Current academic year + 5 years	Competitive Market Authority	Where students did not subsequently enrol at the institution the records can be retained Current academic year + 1 year
B03.01.05	Summaries and analyses of enquiry, recruitment and retention data	Current academic year + 5 years	Institutional Business Requirement	
B03.02	Student Admission			
B03.02.01	The development and establishment of the institutions admission criteria and policies	Superseded + 10 years	Institutional Business Requirement	Review for archival value
B03.02.02	The handling of applications for admission: successful applications	End of student relationship + 6 years	Limitation Act 1980 c58 s 5	
B03.02.03	The handling of applications for admission: unsuccessful applications	Current academic year + 1 year	The Equality Act 2010	Minimum: Actions under discrimination legislation must usually be brought within 6 months
B03.02.04	The administration of the clearing process	Current academic year + 1 year	Institutional Business Requirement	
B03.02.05	Records containing data on overall student numbers	Current academic year + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.03	Student Registration			
B03.03.01	The registration of individual students on programmes	Termination of student relationship + 6 years	Limitation Act 1980 c58 s 5	
B03.03.02	Records containing summaries and analyses of data on registration of students on programmes	Current academic year + 5 years	Institutional Business Requirement	
B03.04	Student Induction			
B03.04.01	The design, conduct and review of induction programmes for new students	Completion of programme + 5 years	Institutional Business Requirement	Review for archival value
B03.04.02	The administration of induction programmes and events for new students	Current academic year + 1 year	Institutional Business Requirement	
B03.05	Student Records Administration			
B03.05.01	Records containing personal data on individual students	Permanent	Limitation Act 1980 c58	Retention must comply with the provisions of 1998 c29
B03.05.02	Disclosure and barring service (dbs - formerly crb) checks carried out on students	6 months	Institutional Business Requirement	For successful checks keep number issued on each individuals record
B03.05.03	Records containing standard analyses of data from individual student records	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B03.05.04	The handling of requests for ad hoc analyses of data from individual students records	Last action on request + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.05	Student Records Administration continued...			
B03.05.05	The handling of individual students/employers requests for statements of results/transcripts and requests for confirmation of individual students awards, attendance or conduct from employers and other educational institutions	Last action on request + 1 year	Institutional Business Requirement	Detailed references should only be provided for a maximum of 3 years
B03.05.06	The design and conduct of graduate outcomes surveys and (anonymised) summaries and analyses of the results of first destination surveys	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B03.05.07	Graduate outcomes surveys: individual responses	Completion of analysis of responses	Institutional Business Requirement	These should not be kept longer than necessary and this should be stated in the Privacy Notice when the data was collected. After this period responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.
B03.05.08	Counselling and Mental Health Client Notes	Last contact + 6 years	Limitation Act 1980 c58	
B03.06	Student Progress Administration			
B03.06.01	The academic progress of individual students and formal action taken by the institution to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c58 s 5	
B03.07	Student Disciplinary Case Handling			
B03.07.01	The conduct and results of disciplinary proceedings against individual students	Last action on case + 6 years	Limitation Act 1980 c58	
B03.08	Student Academic Appeal Handling			
B03.08.01	The handling and results of academic appeals by individual students	Last action on case + 6 years	Limitation Act 1980 c58	
B03.09	Student Complaint Handling			
B03.09.01	The handling of formal complaints made by individual students against the institution	Last action on case + 6 years	Limitation Act 1980 c58	
B03.09.02	The handling of complaints by individual students where the formal complaints procedure is not initiated	Last action on complaint + 3 years	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.10	Course Administration			
B03.10.01	The timetabling of teaching and management of teaching space	Current academic year	Institutional Business Requirement	
B03.10.02	Class / tutorial lists	Current academic year	Institutional Business Requirement	
B03.10.03	Schedules for submission, marking and return of coursework	Current academic year	Institutional Business Requirement	
B03.10.04	Individual students submission of coursework	Current academic year + 1 year	Institutional Business Requirement	Absolute maximum retention period - 2 years
B03.10.05	Individual students attendance	Current academic year + 1 year	Institutional Business Requirement	
B03.10.06	The organisation of students work placements	Completion of work placement + 2 years	Institutional Business Requirement	
B03.10.07	The handling of individual students/employers' requests for statements of results/transcripts and requests for confirmation of individual students awards, attendance or conduct from employers and other educational institutions	Last action on request + 1 year	Institutional Business Requirements	
B03.11	Assessment Administration			
B03.11.01	The development and establishment of the institutions assessment and examination rules and procedures	Superseded + 10 years	Institutional Business Requirement	Review for archival value
B03.11.02	The selection and appointment of external examiners	Termination of appointment + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.11	Assessment Administration continued...			
B03.11.03	Liaison with external examiners on administrative matters	Current academic year + 1 year	Institutional Business Requirement	
B03.11.04	The selection and appointment of examination invigilators	Current academic year + 1 year	Institutional Business Requirement	
B03.11.05	The design and delivery of training for examination invigilators	Current academic year + 1 year	Institutional Business Requirement	
B03.11.06	The control of examination papers and examination scripts	Final exam board + 1 year	Institutional Business Requirement	Can be securely destroyed after 3 months if an appropriate risk assessment has been undertaken by the school or department - Year 2 records may be retained if appropriate for up to 1 year after the student has graduated
B03.11.07	The timetabling of examinations	Current academic year + 1 year	Institutional Business Requirement	
B03.11.08	The organisation of examination facilities, including special arrangements for students with special needs	Current academic year + 7 years	Equality Act 2010 c15	
B03.11.09	Individual students attendance at examinations, and the handling of reports of mitigating circumstances	Current academic year + 1 year	Institutional Business Requirement	Minimum
B03.11.10	The collation of examination results and compilation of pass lists and individual notifications of results	Current academic year + 1 year	Institutional Business Requirement	
B03.11.11	Individual students submission of assessed work and handling of reports of mitigating circumstances	Current academic year + 1 year	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
B03.11	Assessment Administration continued...			
B03.11.12	The issue of awards lists and individual notifications of awards	Current academic year + 1 year	Institutional Business Requirement	
B03.11.13	Qualification lists/pass lists/awards lists	Permanent	Institutional Business Requirement	Consider Implications of Limitations Act 1998 c29
B03.12	Award Ceremony Administration			
B03.12.01	The organisation of award ceremonies	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.02	The production of award certificates	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.03	The mailing of award certificates to students who do not attend ceremonies	Completion of ceremony + 2 years	Institutional Business Requirement	
B03.12.04	Planning and Branding Templates	Permanent	Institutional Business Requirement	
B03.13	Student Relations Management			
B03.13.01	The establishment and operation of staff-student liaison committees	Life of committee + 3 years	Institutional Business Requirement	Review for archival value
B03.13.02	The operation of staff-student liaison committees	Current academic year + 3 years	Institutional Business Requirement	Review for archival value
B03.13.03	The appointment/election/designation of members of governing body and committees, training undertaken by individual members of a statutory committee and register of interests of members of the institutions governing body	Termination of appointment + 6 years	Institutional Business Requirement	
B03.13.04	The design, development and delivery of training for elected student representatives	Superseded + 1 year	Institutional Business Requirement	
B03.13.05	The design and conduct of student surveys	Completion of survey + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
B03.13	Student Relations Management continued...			
B03.13.06	Results of student surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
B03.13.07	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	Institutional Business Requirement	Review for archival value
B03.13.08	The design of, and overall response to, student suggestion schemes	Closure of scheme + 5 years	Institutional Business Requirement	Review for archival value
B03.13.09	The handling of suggestions from individual students	Last action on suggestion + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
B04.01	Student Support Services Proposal Development			
B04.01.01	The development and evaluation of a proposal to set up a student support service: where a decision is made to proceed	Permanent	Institutional Business Requirement	Move to archive after 2yrs
B04.01.02	The development and evaluation of a proposal to set up a student support service: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value
B04.02	Student Support Service Planning			
B04.02.01	The planning of a student support service	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B04.03	Student Support Service Performance Management			
B04.03.01	Performance indicators for a student support service	While current	Institutional Business Requirement	
B04.03.02	Records containing data on, and analyses of, service performance against plans	Current academic year + 1 year	Institutional Business Requirement	
B04.03.03	The conduct and results of formal audits and reviews of a student support service, and responses to the results: includes performance reports	Current academic year + 5 years	Institutional Business Requirement	Review for archival value
B04.04	Student Support Service Quality Management			
B04.04.01	The development and establishment of service standards for a student support service	Permanent	Institutional Business Requirement	Move to archive after 2yrs
B04.04.02	Records containing data on, and analyses of, the quality of service delivered against the established service standards	Current year + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
B04.04	Student Support Service Quality Management continued...			
B04.04.03	The conduct and results of independent reviews of service quality, and the responses to the results: includes service quality reports	Current year + 5 years	Institutional Business Requirement	Review for archival value
B04.05	Student Support Service Promotion			
B04.05.01	The promotion of a student support service	While current	Institutional Business Requirement	Review for archival value
B04.06	Student Support Service Delivery			
B04.06.01	Retention requirements for records generated by individual student support services should be decided on a case by case basis, taking account of:- the type of service being provided; - the legal and regulatory framework for providing particular types of services; - the need to manage personal data on individual students in accordance with the provisions of the data protection act 1998		Institutional Business Requirement	
B04.06.02	Academic inclusion reports (airs)	Termination of relationship with student + 3 years	Institutional Business Requirement	
B04.07	The design and conduct of user/customer surveys for a student support service			
B04.07.01	Student Support Service Customer Relations Management	Design and conduct of user/customer surveys for a student support service	The design and conduct of user/customer surveys for a student support service	Completion of survey + 3 years
B04.07.02	Student Support Service Customer Relations Management	Results of user/customer surveys: individual responses	Results of user/customer surveys: individual responses	Completion of analysis of survey responses
B04.07.03	Student Support Service Customer Relations Management	Results of student surveys: summaries and analyses of responses	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years
B04.07.04	Student Support Service Customer Relations Management	Handling of user/customer complaints about a student support service	The handling of user/customer complaints about a student support service	Last action on complaint + 6 years

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
C05.01	Related Company Proposal Development			
C05.01.01	The development and evaluation of a proposal to form a related company: where a decision is made to proceed	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.01.02	The development and evaluation of proposals for the formation of a related company: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value
C05.02	Related Company Formation			
C05.02.01	The formation of a related company	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.03	Related Company Management			
C05.03.01	Action by the institution to ensure that a related company is conducting business in line with established agreements and company law	Current year + 5 years	Institutional Business Requirement	Review for archival value
C05.04	Related Company Review			
C05.04.01	The conduct and results of regular reviews of a related companys performance against plans, including budgets	Current year + 5 years	Institutional Business Requirement	
C05.04.02	Records containing reports of the results of internal and external audits of a related company	Current year + 5 years	Institutional Business Requirement	
C05.04.03	Action taken by the institution to ensure that a related company has proper operating procedures in place, and that they are being implemented	Current year + 5 years	Institutional Business Requirement	
C05.04.04	Annual report and accounts of related companies	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C05.05	Related Company Disposal			
C05.05.01	The disposal of a related company (or the institutions interest in it) by winding-up or sale	Permanent	Institutional Business Requirement	Move to archive after 2yrs

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
C06.01	Commercial/Internal Service Proposal Development			
C06.01.01	The development and evaluation of a proposal to set up a commercial service: where a decision is made to proceed	Permanent	Institutional Business Requirement	Move to archive after 2yrs
C06.01.02	The development and evaluation of a proposal to set up a commercial service: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value
C06.02	Commercial/Internal Service Planning			
C06.02.01	The planning of the operation, management and development of a commercial service	Current year + 5 years	Institutional Business Requirement	Review for archival value
C06.03	Commercial/Internal Service Performance Management			
C06.03.01	Records containing data on, and analyses of, the performance of a commercial service	Current year + 1 year	Institutional Business Requirement	
C06.03.02	The conduct and results of audits and reviews of a commercial service, and the responses to the results: includes performance reports	Current year + 5 years	Institutional Business Requirement	Review for archival value
C06.04	Commercial/Internal Service Quality Management			
C06.04.01	The development and establishment of service standards for a commercial service	Superseded + 3 years	Institutional Business Requirement	Review for archival value
C06.04.02	Records containing data on, and analyses of, the quality of service delivered against the established service standards	Current year + 1 year	Institutional Business Requirement	
C06.04.03	The conduct and results of independent reviews of service quality, and the responses to the results: includes service quality reports	Current year + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
C06.05	Commercial/Internal Service Promotion			
C06.05.01	The development and assessment of promotional campaigns and materials for a commercial service	Superseded + 1 year	Institutional Business Requirement	Review for archival value
C06.05.02	Promotional materials	While current	Institutional Business Requirement	Review for archival value
C06.06	Commercial/Internal Service Delivery			
C06.06.01	Service proposals for prospective customers: where the proposal is accepted	Termination of contract + 6 years	Limitation Act 1980 c58	Review for archival value
C06.06.02	Service proposals for prospective customers: where the proposal is not accepted	Rejection of proposal + 5 years	Institutional Business Requirement	
C06.06.03	Service agreements/contracts with customers	Termination of contract + 6 years	Limitation Act 1980 c58	Review for archival value
C06.07	Commercial/Internal Service Customer Relations Management			
C06.07.01	The design and conduct of customer surveys	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
C06.07.02	Results of customer surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
C06.07.03	Results of customer surveys: summaries and analyses of responses	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
C06.07.04	Unsolicited customer feedback on the service, the internal handling of this feedback and the responses provided	Last action on feedback + 3 years	Institutional Business Requirement	
C06.07.05	Customer complaints about the service, 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
C07.01	Retail Outlet Proposal Development			
C07.01.01	The development and evaluation of a proposal to set up a retail outlet: where a decision is made to proceed	Permanent	Institutional Business Requirement	
C07.01.02	The development and evaluation of a proposal to set up a retail outlet: where a decision is made not to proceed	Last action on proposal + 5 years	Institutional Business Requirement	Review for archival value
C07.02	Retail Outlet Planning			
C07.02.01	The planning of the management and operation of a retail outlet	Current year + 3 years	Institutional Business Requirement	Review for archival value
C07.03	Retail Outlet Performance Management			
C07.03.01	Records containing data on, and analyses of, the performance of a retail outlet	Current year + 1 year	Institutional Business Requirement	
C07.03.02	The conduct and results of audits and reviews of a retail outlet, and the responses to the results: includes performance reports	Current year + 5 years	Institutional Business Requirement	Review for archival value
C07.04	Retail Outlet Promotion			
C07.04.01	The development of promotional campaigns and materials for a retail outlet	Superseded + 1 year	Institutional Business Requirement	Review for archival value
C07.04.02	Promotional materials	While current	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
C07.05	Retail Outlet Operation			
C07.05.01	With the exception of the records detailed below, retention requirements for records of retail sales should be determined on a case by case basis, taking account of:- the type of service; - the legal and regulatory framework for sales of particular types of products;- the need to manage personal data on retail customers in accordance with the provisions of the data protection act 1998		Institutional Business Requirement	
C07.05.02	Retail sales transactions	Current financial year + 6 years	Limitation Act 1980 c58 HMCE700/21	
C07.06	Retail Outlet Customer Services Management			
C07.06.01	The design and conduct of customer surveys	Completion of survey +3 years	Institutional Business Requirement	Review for archival value
C07.06.02	Results of customer surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
C07.06.03	Results of customer surveys: summaries and analyses of responses	Completion of survey +5 years	Institutional Business Requirement	Review for archival value
C07.06.04	Customer complaints about the retail outlet, the internal handling of these complaints and the responses provided	Last action on complaint + 6 years	Limitation Act 1980 c58	
C07.06.05	Unsolicited customer feedback on the retail outlet, the internal handling of this feedback and the responses provided	Last action on feedback + 3 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D08.01	Public Relations Communication Management			
D08.01.01	Enquiries from members of the public and the responses provided	Last action on enquiry + 1 year	Institutional Business Requirement	
D08.01.02	Unsolicited feedback from members of the public, the internal handling of this feedback and the responses provided	Last action on feedback + 3 years	Institutional Business Requirement	
D08.01.03	The design and conduct of surveys of the public to assess public attitudes towards the institution	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
D08.01.04	Results of public surveys: individual responses	Completion of analysis of survey responses	Institutional Business Requirement	
D08.01.05	Results of public surveys: summaries and analyses of responses	Completion of survey + 3 years	Institutional Business Requirement	Review for archival value
D08.01.06	Complaints from members of the public, the internal handling of these complaints and the responses provided	Last action on complaint + 6 years	Institutional Business Requirement	
D08.02	Public Relations Event Management			
D08.02.01	The planning and impact/results of public events	Completion of event + 3 years	Institutional Business Requirement	Review for archival value
D08.02.02	The organisation and administration of public events	Completion of event + 1 year	Institutional Business Requirement	Review for archival value
D08.02.03	The planning, organisation and administration of events promoting the faculties and departments of the institution	Completion of event + 2 years	Institutional Business Requirement	Review for archival value
D08.02.04	The organisation and administration of official visits	Completion of visit + 1 year	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D08.03	Corporate Identity and Brand Management			
D08.03.01	The design of the institutions corporate identity marks (logos etc) and the development of corporate style guides	Superseded	Institutional Business Requirement	Review for archival value
D08.04	Sponsorship Management			
D08.04.01	The arrangements for corporate sponsorship of public events by the institution	Termination of sponsorship + 6 years	Limitation Act 1980 c58 s 5	Review for archival value
D08.05	Donation Management			
D08.05.01	The management of the institutions relationship with donors to the institution (other than in response to fundraising campaigns)	Duration of relationship + 6 years	Limitation Act 1980 c58 s 5	Review for archival value
D08.05.02	The process of making donations to third parties	Last action on donation + 6 years	Limitation Act 1980 c58 s 5	Review for archival value
D08.06	Honorary Award Management			
D08.06.01	The process of inviting, receiving and considering nominations for honorary awards	Conferral of award + 1 year	Institutional Business Requirement	Review for archival value
D08.06.02	The organisation of honorary awards ceremonies	Completion of ceremony + 1 year	Institutional Business Requirement	
D08.07	Market Research			
D08.07.01	The design and development of market research tools	Completion of research + 5 years	Institutional Business Requirement	The institution may wish to transfer these records to the archive once the are no longer in active use
D08.07.02	Market research: data relating to identifiable individuals	Completion of analysis of data	Institutional Business Requirement	The institution may wish to transfer these records to the archive once the are no longer in active use
D08.07.03	Market research: aggregated data and analyses	Completion of research + 5 years	Institutional Business Requirement	The institution may wish to transfer these records to the archive once the are no longer in active use

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D08.08	Marketing Campaign Management			
D08.08.01	The design, implementation and review of marketing campaigns	Completion of campaign + 3 years	Institutional Business Requirement	The institution may wish to transfer these records to the archive once the are no longer in active use
D08.09	Advertising Management			
D08.09.01	The development, placement and impact of advertisements	Current year + 5 years	Institutional Business Requirement	The institution may wish to transfer these records to the archive once the are no longer in active use

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D09.01	Media Relations Communication Management			
D09.01.01	The institutions media contacts	Superseded	Institutional Business Requirement	
D09.01.02	The planning and organisation of media briefings	Date of briefing + 1 year	Institutional Business Requirement	
D09.01.03	Transcripts of media briefings	Date of briefing + 5 year	Institutional Business Requirement	
D09.01.04	The planning and organisation of media interviews	Date of interview + 1 year	Institutional Business Requirement	
D09.01.05	Press releases	Current year + 5 years	Institutional Business Requirement	Review for archival value
D09.01.06	Media enquiries, the internal handling of these enquiries and responses provided	Last action on enquiry + 3 years	Institutional Business Requirement	
D09.01.07	The monitoring and analysis of media coverage of the institution	Current year + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D10.01	HE Sector Communication Management			
D10.01.01	General communications with other he/fe institutions, other educational institutions, professional associations and learned bodies	Current year + 5 years	Institutional Business Requirement	Review for archival value
D10.01.02	The institutions general communications with further education institutions	Current year + 5 years	Institutional Business Requirement	Review for archival value
D10.01.03	The production of publications specifically intended for the he sector	Publication + 1 year	Institutional Business Requirement	
D10.01.04	Publications	While current + 1 year	Institutional Business Requirement	
D10.01.05	General enquiries from institutions and other bodies in the sector, the internal handling of these enquiries and the responses given	Last action on enquiry + 1 year	Institutional Business Requirement	
D10.02	HE Sector Relations Even Management			
D10.02.01	The planning and impact/results of events for the he sector	Completion of event + 3 years	Institutional Business Requirement	Review for archival value
D10.02.02	The organisation and administration of events for the he sector	Completion of event + 1 year	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D10.03	HE Sector Organisations Membership Administration			
D10.03.01	Establishment and maintenance of institutionally funded membership of professional and other associations in the he sector	Renewal/ termination of membership + 1 year	Institutional Business Requirement	
D10.03.02	The institutions official response to surveys and consultations conducted by professional and other organisations in the he sector	Completion of response + 1 year	Institutional Business Requirement	Review for archival value
D10.03.03	The institutions official representation on committees of professional and other organisations in the sector	Termination of membership of organisation	Institutional Business Requirement	Review for archival value
D10.04	HE/FE Sector consultations management			
D10.04.01	The preparation of the institutions formal responses to consultations conducted by he/fe sector organisations (including records of internal consultation processes)	Last action on consultation + 1 year	Institutional Business Requirement	
D10.04.02	The institutions formal response to consultations conducted by he/fe sector organisations	Last action on consultation + 3 years	Institutional Business Requirement	Review for archival value
D10.05	HE/FE Sector Reporting			
D10.05.01	The preparation and submission of reports to he/fe regulatory bodies	Submission of report + 3 years	Institutional Business Requirement	
D10.06	HE/FE Sector collaboration			
D10.06.01	The establishment of formal contractual relationships between the institution and other he/fe institutions	Termination of contractual relationship + 6 years	Limitation Act 1980 c58 s 5	

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

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
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

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
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

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
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	

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	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D13.01	Fundraising Campaign Management			
D13.01.01	Contact details of non-Alumni donors	Review no longer active + 5 years, Destroy + 10 Years	Institutional Business Requirement	
D13.01.02	Contact details of Alumni and Alumni donors	Review no longer active + 10 years, Destroy + 20 Years	Institutional Business Requirement	
D13.01.03	Business details of non-Alumni	Permanent	Institutional Business Requirement	
D13.01.04	Business details of Alumni	Permanent	Institutional Business Requirement	
D13.01.05	Donation information of non-Alumni donors	No longer Active + 7 years	Institutional Business Requirement	
D13.01.06	Donation information of Alumni	No longer Active + 7 years	Institutional Business Requirement	
D13.01.07	Fundraising Event Attendance information for non-Alumni	Current year + 3 years	Institutional Business Requirement	
D13.01.08	Fundraising Event Attendance information for Alumni	Current year + 3 years	Institutional Business Requirement	
D13.01.09	Financial Information of Alumni – wage grade	12 Months	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D13.01	Fundraising Campaign Management continued...			
D13.01.10	Financial Information of non-Alumni – wage grade	12 Months	Institutional Business Requirement	
D13.01.11	Fundraising correspondence for non-alumni donors and supporters	Current year + 7 years	Institutional Business Requirement	
D13.01.12	Fundraising correspondence for alumni	Current year + 7 years	Institutional Business Requirement	
D13.01.13	The design, conduct and summary results of fundraising campaigns	Last action on campaign + 5 years	Institutional Business Requirement	Review for archival value
D13.01.14	Individual responses to fundraising campaigns	Completion of analysis of data	Institutional Business Requirement	
D13.02	Donations Management			
D13.02.01	The handling of enquiries about making donations to the institution	Last action on enquiry + 1 year	Institutional Business Requirement	
D13.02.02	Financial transactions relating to donations	Current year + 5 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D14.01	Publication Management			
D14.01.01	The design, commissioning, editing and production of publications	Issue of publication + 1 year	Institutional Business Requirement	Note - The final copy of all publications should be reviewed for archival value
D14.01.02	The allocation or issue of isbn's (log of isbn's)	Permanent	Institutional Business Requirement	
D14.01.03	The development of marketing plans for publications	Life of Publication	Institutional Business Requirement	Review for archival value
D14.01.04	The distribution of publications: internally and externally	Current year + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E16.01	Legal Framework Development			
E16.01.01	The establishment and development of the institutions legal framework	Permanent	Institutional Business Requirement	Review for archival value(Retain in secure archive)
E16.02	Governance Structure Development			
E16.02.01	The establishment and development of the institutions governance structure and rules	Permanent	Institutional Business Requirement	Review for archival value(Retain in secure archive)
E16.03	Governing Body Management			
E16.03.01	The appointment/election/designation of members of a committee, training undertaken by individual members of a statutory committee and register of interests of members of the institutions governing body	Termination of appointment + 6 years	Limitation Act 1980 c58	Review for archival value
E16.03.02	The provision of training and development for members of the institutions governing body	Current year + 3 years	Institutional Business Requirement	
E16.04	Executive (Senate) Committee Management			
E16.04.01	The development and establishment of terms of reference for the institutions executive (senate) committees	Permanent	Institutional Business Requirement	Review for archival value after 2years
E16.04.02	The appointment of members of the institutions executive (senate) committees	Termination of appointment + 5 years	Institutional Business Requirement	Review for archival value
E16.04.03	The provision of training and development for members of the institutions executive (senate) committees	Current year + 3 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E16.05	Senior Officers Appointments Management			
E16.05.01	The appointment/ election/designation of the institutions senior officers	Termination of appointment + 6 years	Institutional Business Requirement	Review for archival value
E16.06	Governing Council Committees			
E16.06.01	The conduct and proceedings of meetings of the institutions governing body	Permanent	Institutional Business Requirement	Review for archival value after 2 years (Retain in secure archive)
E16.07	Executive (Senate) Committees			
E16.07.01	The conduct and proceedings of meetings of the institutions executive (senate) committees	Permanent	Institutional Business Requirement	Review for archival value after 2 years (Retain in secure archive)

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E17.01	Risk Identification and Assessment			
E17.01.01	Identified risks to the institution and assessments of those risks	Superseded + 1 year	Institutional Business Requirement	
E17.02.01	The formulation, testing and maintenance of disaster response and recovery plans	Superseded + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E18.01	Quality Audit			
E18.01.01	The conduct and results of quality audits, and action taken to address issues raised	Completion of audit + 3 years	Institutional Business Requirement	Review for archival value
E18.02.01	The attainment and maintenance of the institutions accreditation under established independent quality management schemes	Termination of accreditation + 1 year	Institutional Business Requirement	Review for archival value
E18.03.01	The conduct and results of audits, and action taken to address issues raised	Completion of audit + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E20.01	Contracts and Agreements Management			
E20.01.01	The negotiation, establishment and review of contracts and agreements between the institution and third parties: agreements and contracts under seal (by deed)	Termination of contract + 12 years	Limitation Act 1980 c58	Review for archival value
E20.01.02	The negotiation, establishment and review of contracts and agreements between the institution and third parties: other contracts and agreements	Termination of contract + 6 years	Limitation Act 1980 c58	Review for archival value
E20.01.03	Financial agreements	Permanent	Institutional Business Requirement	Move to archive after 2yrs
E20.02	Legal Claims Management			
E20.02.01	The provision of legal support and representation for the institution in dealing with claims by or against the institution which do not proceed to litigation or settlement by an agreement	Settlement of claim + 6 years or Withdrawal of claim + 6 years	Limitation Act 1980 c58 ss 2 and 5	Review for archival value
E20.03	Litigation Management			
E20.03.01	Litigation between the institution and third parties where legal precedents are set	Permanent	Limitation Act 1980 c58	Move to archive after 2yrs
E20.03.02	Litigation between the institution and third parties which does not set legal precedents	Permanent	Limitation Act 1980 c58 ss 2 and 5	Review for archival value
E20.04	Legal Interpretation and Advice Provision			
E20.04.01	Legal advice requested by, and provided to, the institution concerning: interpretation of legislation affecting the institutions legal framework, governance, responsibilities or operations; proposals for new legislation affecting the institutions legal framework, governance, responsibilities or operations; the institutions relationships with government bodies and he regulators; industrial relations issues; health, safety and environmental issues	Permanent	Institutional Business Requirement	Move to archive after 2yrs
E20.04.02	Legal advice on other matters requested by, and provided to, the institution	Permanent	Institutional Business Requirement	Move to archive after 2yrs

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E20.05	Data Protection Act 2018 and the General Data Protection Regulation (GDPR) EU 2016/679 Compliance Management			
E20.05.01	Notification of data controller details to the office of the information commissioner	Expiry of notification + 4 years	Data Protection Act 2018 and the General Data Protection Regulation (GDPR) EU 2016/679	
E20.05.02	The handling of requests for access to personal information held by the institution under the data protection act 2018 and the general data protection regulation (gdpr) EU 2016/679	Last action on request + 6 years	General Data Protection Regulation (GDPR) EU 2016/679 Article 15	
E20.05.03	The handling of requests for the removal of personal information held by the institution under the data protection act 2018 and the general data protection regulation (gdpr) EU 2016/679	Permanent	Limitation Act 1980 c58	Move to archive after 2yrs
E20.05.04	The use of personal images by the university: permissions granted	Permanent	Data Protection Act 2018 and the General Data Protection Regulation (GDPR) EU 2016/679	Move to archive after 2yrs Records must be linked to any subsequent revocation of permissions
E20.05.05	The use of personal images by the university: permissions revoked	Permanent	Data Protection Act 2018 and the General Data Protection Regulation (GDPR) EU 2016/679	Move to archive after 2yrs
E20.05.06	(anonymised) statistics, analyses and reports of requests for access to personal information held by the institution under current data protection laws (the data protection act 2018 and general data protection regulation (gdpr) (EU) 2016/679)	Current year + 10 years	Data Protection Act 2018 and the General Data Protection Regulation (GDPR) EU 2016/679	
E20.05.07	Privacy notices	Conclusion of the activity to which the Privacy Notice relates + 6 years	Limitation Act 1980 c58; EU 2016/679 5(1)(e)	
E20.05.08	Data protection training: user guides presentations handouts provision of local knowledge base	Superseded + 6 years	Institutional Business Requirement	Review for archival value
E20.05.09	Handling of Privacy Impact Assessments (PIA/DPIA)	Termination of Process +10 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E20.05	DPA GDPR continued...			
E20.05.10	Advice provided by DPO and team	last correspondence +2 yrs	Institutional Business Requirement	
E20.05.11	Handling of Data Breaches - Major	Last Action +6 yrs	Institutional Business Requirement	
E20.05.12	Handling of Data Breaches - Minor	Last Action +2 yrs	Institutional Business Requirement	
E20.05.13	Handling of Data Breaches Reported to the ICO - Major and Minor	Last Action on case + 6yrs	Institutional Business Requirement	
E20.05.14	Data protection audits	Permanent	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E20.06	Freedom of Information Act (FoI) and Environmental Information Regulations (EIR) Compliance			
E20.06.01	The development and maintenance of the publication scheme as required by the freedom of information act 2000 and the freedom of information (Scotland) act 2002	Completion of revision of Publication Scheme + 5 years	2000 c36; asp 13	See: 'Model Publication Scheme Freedom of Information Act', 2015 (ICO); 'Definition document for universities and other higher education institution and 'Definition document for colleges of further education' ICO (2013)
E20.06.02	The handling of requests for access to information held by the institution, made under the freedom of information act 2000, the freedom of information (Scotland) act 2002, the environmental information regulations 2004 or the environmental information (Scotland) regulations 2004	Completion of request handling process + 3 years	2000 c36; asp 13; SI 2004/3391; SSI 2004/520	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000' (The National Archives). Records (or information extracted from them) relating to cases which set legal precedents, or which establish principles for handling requests for certain types of information should be kept for longer, possibly as part of policy development records.
E20.06.03	(anonymised) management statistics, analyses and reports of requests for information held by the institution, made under the freedom of information act 2000, the freedom of information (Scotland) act 2002, the environmental information regulations 2004 or the environmental information (Scotland) regulations 2004	Current year + 10 years	Institutional Business Requirement 2000 c36; asp 13; SI 2004/3391; SSI 2004/520	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000' (The National Archives). See: 'Model Publication Scheme Freedom of Information Act', 2015 (ICO); 'Definition document for universities and other higher education institution and 'Definition document for colleges of further education' ICO (2013)
E20.06.04	Freedom of information and eir training: user guides presentations and handouts	Superseded + 1 year	Institutional Business Requirement	Review for archival value
E20.07	Copyright Compliance Management			
E20.07.01	Applications for permission to copy from published works which are not covered by copyright licensing agency licences: where permission is not granted	Last action on application + 1 year	Institutional Business Requirement	
E20.07.02	Applications for permission to copy from published works which are not covered by copyright licensing agency licences: where permission is granted	Period for which permission is granted + 6 years	Limitation Act 1980 c58 s 5	
E20.07.03	The compilation of statistical and other data required by the copyright licensing agency and the submission of this data to the agency	Current year + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E20.07	Copyright Compliance Management continued...			
E20.07.04	The institutions participation in surveys/audits undertaken by the copyright licensing agency	Completion of survey/audit	Institutional Business Requirement	
E20.07.05	The institutions participation in inspections undertaken by copyright owners or their representatives to check the institutions compliance with legal and contractual requirements	Last action on case + 1 year	Institutional Business Requirement	
E20.08	Intellectual Property Rights (IPR) Protection			
E20.08.01	The institutions applications for patents and patent certificates	Life of patent + 50 years	Legal opinion	
E20.08.02	The institutions applications for other forms of ipr protection (registered trade marks, registered designs) and certificates of registration	End of registration + 6 years	Limitation Act 1980 c58 s 5	
E20.08.03	Applications for renewal of ipr protection, up to the maximum period permitted	Life of patent/End of registration	Institutional Business Requirement	
E20.08.04	Routine monitoring of third party activity to detect infringements of the institutions ipr	Current year + 5 years	Institutional Business Requirement	
E20.08.05	Identified infringements of the institutions ipr, and action taken other than litigation	Last action on case + 6 years	Limitation Act 1980 c58 s 5	Review for archival value
E20.09	Intellectual Property Rights (IPR) Assignment			
E20.09.01	The negotiation and completion of ipr assignments to third parties	Life of IPR + 6 years	Limitation Act 1980 c58 s 5	
E20.10	Intellectual Property Rights (IPR) Licensing			
E20.10.01	The negotiation and completion of ipr licence agreements to third parties	Termination of licence + 6 years	Limitation Act 1980 c58 s 5	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E21.01	Parliamentary Communication Management			
E21.01.01	General correspondence with parliamentary bodies	Current year + 5 years	Institutional Business Requirements	
E21.01.02	Requests for information from parliamentary bodies, the consideration of the requests, preparation of responses and the responses provided	Last action on request + 5 years	Institutional Business Requirement	
E21.02	Parliamentary Consultations Management			
E21.02.01	The consideration and preparation of the institutions formal responses to consultations conducted by parliamentary bodies (including records of internal consultation processes)	Last action on consultation + 1 year	Institutional Business Requirement	
E21.02.02	The institutions formal responses to consultations conducted by parliamentary bodies	Last action on consultation + 3 years	Institutional Business Requirement	
E21.03	Parliamentary Inquiries/Investigations Management			
E21.03.01	The institutions participation in formal parliamentary inquiries	Last action on inquiry + 10 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E22.01	HE Regulator Communication Management			
E22.01.01	Requests for information from HE regulators, the internal handling of those requests and the responses provided	Last action of request + 1 year	Institutional Business Requirement	Move to archive after 2 years
E22.01.02	The institutions formal response to surveys and consultations carried out by HE regulators	Completion of response + 1 year	Institutional Business Requirement	Review for archival value, Move to archive after 2 years
E22.01.03	The institutions participation in the conduct of formal reviews of the institution by HE regulators, and its formal response to the results of such reviews	Last action on review + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E23.01	Student Union Oversight			
E23.01.01	The development and establishment of the institutions code of practice on the oversight of the operations and finances of its students union, as required by section 22(3) of the education act 1994	Issue of revised Code of Practice + 1 year	1994 c30	
E23.01.02	Code of practice required by section 22(3) of the education act 1994	Superseded + 10 years	1994 c30	Review for archival value
E23.02	Student Union Funding			
E23.02.01	The process of reviewing the students unions constitution, as required by s 22(2) of the Education Act 1994	Issue of revised constitution + 1 year	1994 c30	The governing bodys formal review and approval of the students unions constitution will be recorded in the minutes of the appropriate meetings of the governing body These records will be retained with the records of the governing body
E23.03	Student Union Financial Monitoring			
E23.03.01	Process of negotiating and agreeing funding to be provided by the institution to its students union	Current financial year + 1 year	Institutional Business Requirement	
E23.04	Student Union Financial Monitoring			
E23.04.01	Process of reviewing the students unions budgets, as required by s 22(2) of the Education Act 1994	Current financial year + 1 year	1994 c30	
E23.04.02	Monitoring of the students unions financial affairs, as required by s 22(2) of the Education Act 1994	Current financial year + 1 year	1994 c30	
E23.05	Student Union Operations Monitoring			
E23.05.01	Monitoring of elections to major offices in the institutions students union, as required by s 22(2) of the Education Act 1994 (1994 c 30)	Current year + 2 years	1994 c30	Formal reports on the conduct of the students unions elections will be retained in the papers of the institutions governing body
E23.05.02	Monitoring of students union affiliations, as required by s 22(2) of the Education Act 1994 (1994 c 30)	Current year + 2 years	1994 c30	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E23.05	Student Union Operations Monitoring continued...			
E23.05.03	The monitoring of complaints against the students union and the handling of these complaints by the union	Last action on complaint + 6 years	Limitations Act 1980 c58	Review for archival value
E23.05.04	The investigation and reporting on complaints against the students union by independent investigators appointed by the institutions governing body	Settlement of complaint + 6 years	1994 c30; Limitations Act 1980 c58	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E24.01	Organisational Structure			
E24.01.01	The organisation of the workforce in the departments and schools of the institution	Superseded	Institutional Business Requirement	Review for archival value
E24.01.02	The management of individual organisational restructuring processes	Completion of process + 5 years	Institutional Business Requirement	Review for archival value
E24.02.01	Proposals for collaborative agreements with international education institutions	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
E24.02	Collaboration with other Education Providers			
E24.02.01	Proposals for collaborative agreements with international education institutions	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
E24.02.02	Proposals for co-operative agreements with fe institutions	Life of agreement + 6 years	Institutional Business Requirement	
E24.02.03	Agreements (including drafts) for co-operative and collaborative arrangements with other education providers	Life of agreement + 6 years	Institutional Business Requirement	Review for archival value
E24.02.04	Curriculum development and curriculum documentation for co-operative and collaborative agreements with other education providers	Superseded + 10 years	Institutional Business Requirement	Review for archival value
E24.02.05	The due diligence process carried out by the organisation for co-operative and collaborative agreements with other education providers	Life of agreement + 6 years	1974 c37	Review for archival value
E24.02.06	Academic partnerships handbooks for co-operative and collaborative agreements with other education providers	Superseded + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996/1513) does not prescribe a retention period for these records
E24.02.07	Operational handbooks for co-operative and collaborative agreements with other education providers	Superseded + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996/1513) does not prescribe a retention period for these records

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.01	Health and Safety Audit			
E25.01.01	The conduct and results of health and safety audits, and action taken to address issues raised	Completion of audit + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.01.02	The provision of time off, and other facilities and assistance, for safety representatives appointed under the safety representatives and safety committees regulations 1977	Current year + 5 years	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02	Health and Safety Consultation			
E25.02.01	Notifications of appointments of safety representatives by trade unions under regulation 3 of the safety representatives and safety committees regulations 1977	Termination of appointment + 1 year	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records. Minimum retention Current year + 50 years
E25.02.02	The establishment of a safety committee to fulfil the institutions duty under s 2(7) of the health and safety at work etc act 1974 (c37) and in accordance with regulation 9 of the safety representatives and safety committees regulations 1977 (si 1977/500) includes the objectives, role, functions, composition and administration of the committee	Permanent	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records. The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02.03	The election of representatives of employee safety under the health and safety (consultation with employees) regulations 1996	Termination of membership + 1 year	Institutional Business Requirement	The Safety Representatives and Safety Committees Regulations (SI 1977/500) does not prescribe a retention period for these records The Health and Safety (Consultation with Employees) Regulations (SI 1996 /1513) does not prescribe a retention period for these records
E25.02.04	Consultations and other communications with representatives of employee safety elected under the health and safety (consultation with employees) regulations 1996 (si 1996/1513), or with all employees directly	Permanent	Institutional Business Requirement	The following regulations require information, instruction and training to be provided but do not prescribe retention periods for records relating to this activity: The Electricity at Work Regulations SI 1989/635; Health and Safety Information for Employees Regulations SI 1990/606; The Health and Safety (Display Screen Equipment) Regulations SI 1992/2792; The Manual Handling Operations Regulations SI 1992/2793; The Health and Safety (Safety Signs and Signals) Regulations SI 1996/341; The Provision and Use of Work Equipment Regulations SI 1998/2306; The Management of Health and Safety at Work Regulations SI 1999/3242
E25.02.05	The provision of training (specifically related to their functions as representatives) for representatives of employee safety elected under the health and safety (consultation with employees) regulations 1996	Current year + 5 years	1957 c31; 1974 c37; SI 1999/3242	
E25.02.06	The provision of time off, and other facilities and assistance, for representatives of employee safety appointed under the health and safety (consultation with employees) regulations 1996 (si 1996/1513)	Current year + 5 years	SI 1989/1790; SI 1992/2792; SI 1999/3242	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.03	Health and Safety Information, Instruction and Training Provision			
E25.03.01	The provision of information, instruction and training for employees, students and others, on health and safety except where specified elsewhere in this records retention schedule	Current year + 5 years or Superseded + 5 years	SI 1999/3242	
E25.03.02	The content of information and instruction on health and safety matters provided for members of the public and others who have legitimate access to the premises, and the methods of delivery	Superseded + 5 years	Institutional Business Requirement	The Management of Health and Safety at Work Regulations (SI 1999/3242) does not prescribe a retention period for these records. As a minimum risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.04	Health and Safety Hazard Identification and Risk Assessment			
E25.04.01	The identification of general health and safety hazards to the institutions employees, and others on its premises, and the conduct and results of risk assessments in relation to plant, equipment, machinery and processes	Elimination of risk + 5 years or Updating of risk assessment + 5 years	SI 2002/2677	Minimum retention: Updated + 40 years
E25.04.02	The institutions health and safety arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures (as required by the regulations)	Review of arrangements + 5 years	SI 2002/2677 Regulation 7(10) and Schedule 3/ para 4(3)	Minimum retention Last entry + 40 years - Move to Archive after 5 years
E25.04.03	The conduct, review and revision of risk assessments made to fulfil the institutions duties under regulation 3 of the management of health and safety at work regulations 1999 except where specified elsewhere in this records retention schedule	Superseded + 5 years	Regulation 6 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.05	Hazardous Substance Exposure Control - Hazardous substances			
E25.05.01	Hazardous substances present or in use	Permanent	SI 2002/2677 Regulation 9(4)	
E25.05.02	List of employees exposed to group 3 or group 4 biological agents, and records of exposures, accidents and incidents involving these agents, required by control of substances hazardous to health regulations 2002, regulation 7 and schedule 3, para 4	Permanent	SI 2002/2677 Regulation 10(5)(b)	
E25.05.03	The conduct, review and revision of assessments of the risks to health created by work with substances hazardous to health, to fulfil the institutions duties under regulation 6 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	SI 2002/2677 Regulation 10(5)(a)	Minimum retention: Date of last entry on record + 40 years - Move to Archive after 5 years
E25.05.04	The maintenance of equipment provided to control exposure to substances hazardous to health, to fulfil the institutions duties under regulation 9 of the control of substances hazardous to health regulations 2002	Date of examination, test or repair + 5 years	SI 2002/2677 Regulation 11(3)	Minimum retention: Date of last entry on record + 40 years - Move to Archive after 5 years
E25.05.05	The conduct and results of monitoring employees general exposure to substances hazardous to health, to fulfil the institutions duties under regulation 10 of the control of substances hazardous to health regulations 2002	Last entry + 5 years	Regulation 12 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures
E25.05.06	The conduct and results of monitoring the personal exposure of individual employees to substances hazardous to health, to fulfil the institutions duties under regulation 10 of the control of substances hazardous to health regulations 2002	Permanent	Regulation 13 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.05.07	Health surveillance of identifiable individual employees who are exposed to substances hazardous to health, to fulfil the institutions duties under regulation 11 of the control of substances hazardous to health regulations 2002	Permanent	Regulation 13 of the control of substances hazardous to health Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2677) does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures
E25.05.08	The provision of information, instruction and training for employees who are exposed to substances hazardous to health, to fulfil the institutions duties under regulation 12 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	Ec Directives 2013/35; Ec and ICNIRP Guidelines	

Classification and Retention of University Records

E25.05.09	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health, to fulfil the institutions duties under regulation 13 of the control of substances hazardous to health regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) Regulation 5 implies that the records should be retained until the risk assessment is superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures
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Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.05	Hazardous Substance Exposure Control - Hazardous substances continued...			
E25.05.10	The institutions response to accidents, incidents and emergencies involving substances hazardous to health, to fulfil the institutions duties under regulation 13 of the control of substances hazardous to health regulations 2002	Last action on event + 10 years	SI 2002/2676 Regulation 8(4)	
E25.06	Hazardous Substance Exposure Control - Non-ionising radiation			
E25.06.01	Controlling and investigating exposure, assessing the risks to health, providing and maintaining equipment to control exposure following icnirp guidelines, providing information, instruction and training for employees who are exposed to non-ionising radiation, monitoring levels of non-ionising radiation, testing to detect leakage from articles or equipment transmitting non-ionising radiations	Date of inspection, test, repair or training + 5 years	SI 2002/2676 Regulation 10(5)	Minimum retention: Date of last entry on record + 40 years
E25.07	Hazardous Substance Exposure Control - Lead			
E25.07.01	The conduct, review and revision of assessments of the risks to health created by work involving lead, to fulfil the institutions duties under regulation 5 of the control of lead at work regulations 2002	Superseded + 10 years	SI 2002/2676 Regulation 9(4)	
E25.07.02	The maintenance of equipment provided to control exposure to lead, to fulfil the institutions duties under regulation 8 of the control of lead at work regulations 2002	Date of examination/test/repair + 5 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.07.03	The medical surveillance of individual employees who are exposed to lead, to fulfil the institutions duties under regulation 10 of the control of lead at work regulations 2002	Permanent	Regulation 12 of the control of lead at work Regulations 2002	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.07.04	The conduct and results of monitoring employees general exposure to lead (in air), to fulfil the institutions duties under regulation 9 of the control of lead at work regulations 2002	Last entry + 5 years	Institutional Business Requirement	The Control of Substances Hazardous to Health Regulations (SI 2002/2676) does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.07.05	The provision of information, instruction and training for employees who are exposed to lead, to fulfil the institutions duties under regulation 11 of the control of lead at work regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) does not prescribe a retention period for these records. Retaining assessments provides evidence of effective management of risks over time.
E25.07.06	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of lead, to fulfil the institutions duties under regulation 12 of the control of lead at work regulations 2002	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.07	Hazardous Substance Exposure Control - Lead continued...			
E25.07.07	The institutions response to accidents, incidents and emergencies involving lead, to fulfil the institutions duties under regulation 12 of the control of lead at work regulations 2002	Last action on event + 10 years	SI2002/2675	
E25.08	Hazardous Substance Exposure Control - Asbestos			
E25.08.01	Assessments of the presence and condition of asbestos, as required by regulation 5 of the control of asbestos regulations 2012	Completion of work to which the assessment relates + 10 years	Institutional Business Requirement	Control of Asbestos Regulations (SI 2012/632) Regulation 9 does not prescribe retention period for these records. Retaining assessments provides evidence of effective management of risks associated with works carried out.
E25.08.02	The conduct review and revision of assessments of the risks to health created by exposure to asbestos as required by regulation 6 of the control of asbestos regulations 2012	Superseded + 10 years	SI 2012/632 Regulation 13(3)	
E25.08.03	Plans of work for undertaking work with asbestos, as required by regulation 7 of the control of asbestos regulations 2012	Completion of work to which plan relates (+5years)	SI 2012/632 Regulation 13(3)	
E25.08.04	Notifications to enforcing authorities of proposed work with asbestos, to fulfil the institutions duties under regulation 9 of the control of asbestos regulations 2012	Duration of work + 10 years	Regulation 15 of the control of asbestos Regulations 2012	The Control of Asbestos Regulations (SI 2012/632) Regulation 15 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.08.05	The provision of information, instruction and training for employees who are exposed to asbestos, to fulfil the institutions duties under regulation 10 of the control of asbestos regulations 2012	Superseded + 10 years	Institutional Business Requirement	The Control of Asbestos Regulations (SI 2012/632) Regulation 15 does not prescribe a retention period for these records. Retaining records for a long period provides evidence of effective management of emergency situations. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.08.06	The maintenance of equipment provided to control exposure to asbestos, to fulfil the institutions duties under regulation 13 of the control of asbestos regulations 2012	Date of examination, test or repair + 5 years	SI 2012/632 Regulation 19(4)(b)	
E25.08.07	The development of plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, to fulfil the institutions duties under regulation 15 of the control of asbestos regulations 2012	Superseded + 10 years	SI 2012/632 Regulation 22(1)(b)	Minimum retention: Date of last entry on record + 40 years

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.08	Hazardous Substance Exposure Control - Asbestos continued...			
E25.08.08	The institutions response to accidents, incidents and emergencies involving asbestos, to fulfil the institutions duties under regulation 15 of the control of asbestos regulations 2012	Last action on event +10 years	SI 2012/632 Regulation 22(4)	In practice, these are likely to be retained as part of the health records required by Regulation 22 of SI 2012/632.
E25.08.09	The conduct and results of monitoring employee general exposure to asbestos, to fulfil the institutions duties under regulation 19 of the control of asbestos regulations 2012	Date of monitoring + 5 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) Regulation 7 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.08.10	The medical surveillance of individual employees who are exposed to asbestos, to fulfil the institutions duties under regulation 22 of the control of asbestos regulations 2012	Permanent	SI 2017/1075 Regulation 10(2)	
E25.08.11	Employers copies of certificates of medical examinations of identifiable employees who are exposed to asbestos, as required by regulation 22 of the control of asbestos regulations 2012	Date of certificate + 4 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
E25.09	Hazardous Substance Exposure Control - Ionising Radiation			
E25.09.01	The conduct, review and revision of assessments of the risks to health created by work with ionising radiation, to fulfil the institutions duties under regulation 7 of the ionising radiations regulations 2017	Permanent	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
E25.09.02	The maintenance of personal protective equipment provided to control exposure to ionising radiation, to fulfil the institutions duties under regulation 10 of the ionising radiations regulations 2017	Date of examination, test or repair +2 years	Institutional Business Requirement	Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time. A longer retention period may be appropriate if there have been potentially dangerous exposures.
E25.09.03	The maintenance of other equipment provided to control exposure to ionising radiation, to fulfil the institutions duties under regulation 10 of the ionising radiations regulations 2017	Date of examination, test or repair + 5 years	SI 2017/1075 Regulation 19(4)(c)	
E25.09.04	The preparation of contingency plans to deal with radiation accidents, to fulfil the institutions duties under regulation 12 of the ionising radiations regulations 2017	Superseded	SI 2017/1075 Regulation 19(4)(c)	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.09	Hazardous Substance Exposure Control - Ionising Radiation continued...			
E25.09.05	The provision of information, instruction and training for employees who are exposed to ionising radiation, to fulfil the institutions duties under regulation 14 of the ionising radiation regulations 2017	Superseded + 10 years	SI 2017/1075 Regulation 21(3)(a)	Dose records are usually made and maintained by a dosimetry service on behalf of an employer. A dosimetry service provides summaries of dose records to an employer on whose behalf it makes and maintains the records.
E25.09.06	The maintenance and testing of equipment for monitoring levels of ionising radiation, to fulfil the institutions duties under regulation 19 of the ionising radiations regulations 2017	Date of maintenance or testing + 2 years	SI 2017/1075 Regulation 21(7)	
E25.09.07	The monitoring of levels of ionising radiation in designated controlled areas, to fulfil the institutions duties under regulation 19 of the ionising radiations regulations 2017	Date of monitoring + 2 years	SI 2017/2075 Regulation 22(4)	
E25.09.08	The assessments of doses of ionising radiation received by 'classified person which are likely to be significant, to fulfil the institutions duties under regulation 21 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 23(2)(b)	
E25.09.09	Summaries of dose records, as required by regulation 21 of the ionising radiations regulations 2017	Current year + 2 years	SI 2017/1075 Regulation 24(3)	
E25.09.10	Investigations into the exposure of 'classified person to ionising radiation, to fulfil the institutions duties under regulation 22 of the ionising radiations regulations 2017	Date of report of investigation + 2 years	SI 2017/1075 Regulation 25(2)(a)	
E25.09.11	The assessments of individual doses of ionising radiation received as a result of a radiation accident, to fulfil the institutions duties under regulation 23 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 25(2)(b)	
E25.09.12	The medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance, to fulfil the institutions duties under regulation 24 of the ionising radiations regulations 2017	Permanent	SI 2017/1075 Regulation 27(3)	
E25.09.13	Reports of immediate investigations into possible overexposure to ionising radiation, to fulfil the institutions duties under regulation 25 of the ionising radiations regulations 2017	Date of report of investigation + 2 years	SI 2017/1075 Regulation 28	
E25.09.14	Reports of investigations into occurrences of overexposure to ionising radiation, to fulfil the institutions duties under regulation 25 of the ionising radiations regulations 2017	Permanent	Regulation 2 of the health and safety (display screen) equipment Regulations 1992	The Health and Safety (Display Screen) Equipment Regulations (SI 1992/2792) does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.09	Hazardous Substance Exposure Control - Ionising Radiation continued...			
E25.09.15	Records of tests to detect leakage from articles containing or embodying radioactive substances, to fulfil the institutions duties under regulation 27 of the ionising radiations regulations 2017	Completion of subsequent test on article or disposal of article + 2 years	Institutional Business Requirement	The Health and Safety (Display Screen) Equipment Regulations (SI 1992/2792) does not prescribe a retention period for these records.
E25.09.16	The quantity and location of radioactive substances, to fulfil the institutions duties under regulation 28 of the ionising radiations regulations 2017	Disposal of radioactive substance +2 years or date of record (whichever is the longer)	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. As a minimum, risk assessments should be retained until they are superseded. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.10	Hazardous Substance Exposure Control - Display screen equipment			
E25.10.01	The conduct, review and revision of assessments of risks to health and safety created by using workstation, to fulfil the institutions duties under regulation 2 of the health and safety (display screen) equipment regulations 1992	Superseded + 10 years	Common audit requirement	A record of the issue of personal protective equipment should be included in an employees staff record - See Human Resources Management - Employee Contract Management
E25.10.02	The provision of training and information for employees using workstations, to fulfil the institutions duties under regulations 6 and 7 of the health and safety (display screen) equipment regulations 1992	Superseded + 5 years	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.11	Hazardous Substance Exposure Control - Noise			
E25.11.01	The conduct, review and revision of assessments of risks to health and safety created by exposure to noise, to fulfil the institutions duties under regulation 5 of the control of noise at work regulations 2005	Superseded + 10 years	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records.
E25.11.02	The provision of personal protective equipment to employees, to fulfil the institutions duties under regulation 7 of the control of noise at work regulations 2005	Return of issued equipment +1 year	Institutional Business Requirement	The Control of Noise at Work Regulations (SI 2005/1643) does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.11.03	The maintenance of equipment provided to control exposure to noise, to fulfil the institutions duties under regulation 8 of the control of noise at work regulations 2005	Date of examination, test or repair + 5 years	SI 2013/1471 Regulation 7(3)/ SI 1993/2113 Regulation 2	The contents of records to be kept are specified in Schedule 4 of SI 2013/1471
E25.11.04	The health surveillance of employees who are exposed to noise, carried out to fulfil the institutions duties under regulation 9 of the control of noise at work regulations 2005	Permanent	Limitation Act 1980 c58 s 11	Minimum retention: Closure of investigation + 40 years. Potential long term liability - Move to Archive after 5 years

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.11	Hazardous Substance Exposure Control - Noise continued...			
E25.11.05	The provision of information, instruction and training for employees who are exposed to noise, to fulfil the institutions duties under regulation 10 of the control of noise at work regulations 2005	Superseded + 10 years	2013/1471 Regulation 7(3)	
E25.12	Health and Safety Incident Recording, Reporting and Investigation			
E25.12.01	The recording of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions premises, to fulfil the institutions duties under regulation 7 of the reporting of injuries, diseases and dangerous occurrences regulations 2013	Date of recording + 3 years	SI 2017/1075 Regulation 30	
E25.12.02	The investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institutions premises	Permanent	SI 2012/1075 Regulation 30	
E25.12.03	The notification and reporting (to the relevant reporting authorities) of reportable accidents, dangerous occurrences and outbreaks of notifiable diseases to enforcing authorities	Date of notification + 3 years	Institutional Business Requirement	Neither SI 2005/1541 nor 2005 asp 5 prescribes a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.12.04	Records of immediate investigations into possible accidental release or theft of radioactive substances, where no release or theft was found to have occurred, to fulfil the institutions duties under regulation 30 of the ionising radiations regulations 2012	Date of report + 2 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of health and safety over time.
E25.12.05	Records of immediate investigations into possible accidental release or theft of radioactive substances, where accidental release or theft was found to have occurred, to fulfil the institutions duties under regulation 30 of the ionising radiations regulations 2012	Date of report + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retention of these records must comply with the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016, 2016/679. 'Competent person in this context are often referred to as 'fire warden or similar.

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.13	Health and Safety Incident Management			
E25.13.01	The conduct, review and revision of fire safety risk assessments to fulfil the institutions duties under article 9 of the regulatory reform (fire safety) order 2005 or section 53 and/or section 54 of the fire (Scotland) act 2005	Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. 'Competent person in this context are often referred to as 'fire warden or similar.
E25.13.02	Fire safety arrangements made to fulfil the institutions duties under article 11 of the regulatory reform (fire safety) order 2005	Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.
E25.13.03	The nomination of competent persons to implement fire-fighting measures to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Termination of status as 'competent person'	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous assessments provides evidence of compliance and effective management of health and safety over time.
E25.13.04	The appointment of 'competent person to assist in implementing fire-safety measures to fulfil the institutions duties under article 18 of the regulatory reform (fire safety) order 2005	Termination of status as 'competent person'	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.
E25.13.05	The provision of role-specific training for 'competent person to implement fire-fighting measures in the institutions premises to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: Estate Management - Premises Maintenance; Facilities Management - Facilities Maintenance; Equipment and Consumables Management - Equipment Maintenance
E25.13.06	The conduct, review and revision of assessments of requirements for fire-fighting equipment and for fire detectors and alarms to fulfil the institutions duties under article 13 of the regulatory reform (fire safety) order 2005	Review of assessment + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining maintenance history provides evidence of compliance and effective management of health and safety over time. Also see: Estate Management - Premises Maintenance; Facilities Management - Facilities Maintenance; Equipment and Consumables Management - Equipment Maintenance
E25.13.07	Arrangements with external emergency services for the provision of first-aid, emergency medical care, fire-fighting and rescue services (including the provision of information on the institutions emergency procedures and arrangements) to fulfil the institutions duties under article 16 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.
E25.13.08	The maintenance of premises, facilities and equipment provided for the use by, or the protection of, fire-fighter, to fulfil the institutions duties under article 38 of the regulatory reform (fire safety) order 2005	Current year + 5 years	Institutional Business Requirement	SI 2005/1541 does not prescribe a retention period for these records. Retaining information about previous drills etc provides evidence of compliance and effective management of health and safety over time.

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E25.13.09	The maintenance of premises, facilities and equipment to fulfil the institutions duties under article 17 of the regulatory reform (fire safety) order 2005	Current year + 5 years	Institutional Business Requirement	
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Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E25.13	Health and Safety Incident Management continued...			
E25.13.10	The provision of fire safety training to employees to fulfil the institutions duties under article 21 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 1981/917 does not prescribe a retention period for these records. Retaining information about previous training provides evidence of compliance and effective management of health and safety over time.
E25.13.11	The conduct and review of safety drills, to fulfil the institutions duties under article 15 of the regulatory reform (fire safety) order 2005	Current year + 5 years OR Superseded + 5 years	Institutional Business Requirement	SI 1981/917 does not prescribe a retention period for these records. Retaining information about previous arrangements provides evidence of compliance and effective management of health and safety over time.
E25.13.12	The appointment of first aiders	Termination of appointment	Institutional Business Requirement	SI 1981/917 does not prescribe a retention period for these records. Retaining previous information provides evidence of compliance and effective management of health and safety over time.
E25.13.13	The provision of approved training for first aiders to fulfil the institutions duties under regulation 3 of the health and safety (first aid) regulations 1981	Current year + 3 years OR Superseded + 3 years	Institutional Business Requirement	
E25.13.14	The conduct, review and revision of assessments of requirements for first aid facilities, equipment and trained personnel to fulfil the institutions duties under regulation 3 of the health and safety (first aid) regulations 1981	Superseded + 3 years	Institutional Business Requirement	
E25.13.15	The provision of information about first aid arrangements to employees, to fulfil the institutions duties under regulation 4 of the health and safety (first aid) regulations 1981	Superseded + 3 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E26.01	Environmental Hazard Identification and Risk Assessment			
E26.01.01	The conduct and results of environmental audits, and actions taken to address issues raised	Completion of audit + 5 years	Institutional Business Requirement	
E26.02	Environmental Management Scheme Accreditation Management			
E26.02.01	Identified environmental hazards to the institution, or created by its operations, and the conduct and results of risk assessments	Elimination of risk + 5 years or Updating of risk assessment + 5 years	Institutional Business Requirement	
E26.03	Environmental Awareness Promotion			
E26.03.01	The attainment and maintenance of the institutions accreditation under established environmental management schemes	Termination of accreditation + 1 year	Institutional Business Requirement	
E26.04	Environmental Incident Recording, Reporting and Investigation			
E26.04.01	Action taken by the institution to raise awareness of environmental issues among its employees, other staff and students	Current year + 5 years	Institutional Business Requirement	
E26.05	Environmental Incident Recording, Reporting and Investigation			
E26.05.01	The recording of environmental incidents on the institutions premises or caused by its operations	Last action on incident + 40 years	Institutional Business Requirement	
E26.05.02	The investigation of environmental incidents on the institutions premises or caused by its operations	Closure of investigation + 40 years	Institutional Business Requirement	
E26.05.03	Notification and reporting of reportable environmental incidents to enforcing authorities	Date of notification + 5 years	SI1991/2839	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
E26.06	Energy Management			
E26.06.01	Routine monitoring of the institutions use and consumption of energy	Current year + 5 years	SI 2005/894 Regulation 51(4); SI 1996/972 Regulation 15(4); SI 2005/894 Regulation 49(3); SI 2005/894 Regulation 49(1)	The Special Waste Regulations (SI 1996/972) Regulation 15(4)The Hazardous Waste (England and Wales) Regulations (SI 2005/894) repealed SI 1996/972 but SI 2005/894 Regulation 51(4) requires registers made under SI 1996/972 Regulation 15(4) to be retained for the period specified here. SI 2005/894 Regulation 49(3)The Hazardous Waste (England and Wales) Regulations (SI 2005/894) Regulation 49(1) specifies the content of these records
E26.06.02	The conduct and results of formal reviews of the institutions use and consumption of energy, and action taken to address issues raised	Completion of review + 5 years	2018 c12; EU 2016/679	Retention of these records must comply with the provisions of current Data Protection laws
E26.07	Waste Management			
E26.07.01	The classification, collection and storage of 'controlled waste prior to removal from the premises for disposal	Removal of waste consignment + 2 years	Institutional Business Requirement	
E26.07.02	Waste removed from the premises for disposal by registered/licensed contractors	Removal of waste + 3 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F27.01	Consultancy Promotion			
F27.01.01	Directories of expertise	While current	Limitation Act 1980 c58 s 5	
F27.02	Consultancy Prospect Management			
F27.02.01	The handling of enquiries about consultancy where no further action is taken	Last action on enquiry + 1 year	Limitation Act 1980 c58 s 5	
F27.02.02	The preparation and submission of consultancy proposals/tenders, where the proposal/tender is unsuccessful (i.e. does not result in contract)	Receipt of notification that proposal/tender was unsuccessful + 1 year	Institutional Business Requirement	
F27.02.03	The preparation and submission of consultancy proposals/tenders, where the proposal/tender is successful (i.e. results in contract): key records	Termination of contract + 6 years	Common Audit Requirement	
F27.03	Consultancy Contract Management			
F27.03.01	The negotiation and agreement of contracts, and subsequent variations to contracts: key records	Termination of contract + 6 years	Institutional Business Requirement	
F27.03.02	The negotiation and agreement of contracts, and subsequent variations to contracts: working papers	Agreement of contract	Common Audit Requirement	Information/records provided by clients may be returned to them at the end of projects

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F27.04	Consultancy Project Management			
F27.04.01	The management of consultancy projects: key records	Termination of contract + 3 years	Limitation Act 1980 c58 s 5	
F27.05	Consultancy Project Management and Delivery			
F27.05.01	The management of consultancy projects, scheduling of meetings, interviews, deliverables/outcomes, draft versions and other project work: working papers	Termination of contract	Limitation Act 1980 c58 s 5	
F27.06	Consultancy Project Delivery			
F27.06.01	Records of substantive project work	Termination of contract + 3 years	1970 c9; Limitation Act 1980 c58; 1994 c23; HMCE 700/21	
F27.06.02	Project deliverables/outcomes: final versions and confirmations of client acceptance	Termination of contract + 6 years	1970 c9; Limitation Act 1980 c58; 1994 c23; HMCE 700/21	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.01	Financial Audit			
F28.01.01	Conduct and results of financial audits, and action taken to address issues raised	Last action on audit + 6 years	1970 c9; Limitation Act 1980 c58	
F28.02	Financial Accounting			
F28.02.01	Issue of sales invoices and the processing of incoming payments	Current financial year + 6 years	1970 c9	
F28.02.02	Receipt and payment of purchase invoices	Current financial year + 6 years	1970 c9; Limitation Act 1980 c58	
F28.02.03	Payment and/or reimbursement of employees expenses	Current financial year + 6 years	1970 c9; Limitation Act 1980 c58	
F28.02.04	Payment of honoraria to third parties	Current financial year + 6 years	Limitation Act 1980 c58; 1994 c23; HMCE 700/21	
F28.02.05	Payment of expenses to third parties (eg honorary appointees)	Current financial year + 6 years	1970 c9; Limitation Act 1980 c58	
F28.02.06	Payment and/or reimbursement of volunteers expenses	Current financial year + 6 years	1970 c9; Limitation Act 1980 c58	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.02	Financial Accounting continued...			
F28.02.07	Handling of petty cash	Current financial year + 6 years	1970 c9; Limitation Act 1980 c58	
F28.02.08	Receipt and processing of students fees	Current financial year + 6 years	Institutional Business Requirement	
F28.02.09	Preparation of annual and statutory accounts	Current financial year + 6 years	Institutional Business Requirement	
F28.02.10	Annual and statutory accounts	Current financial year + 6 years	Institutional Business Requirement	
F28.03	Management Accounting			
F28.03.01	Analyses of the internal deployment of the institutions financial resources	Current financial year + 1 year	Institutional Business Requirement	
F28.04	Internal Accounting			
F28.04.01	Processing of internal accounting transactions between operating units (ie cross-charges)	Current financial year + 1 year	Limitation Act 1980 c58	
F28.04.02	Negotiation and administration of formal contracts between operating units (eg for the provision of services)	Termination of contract + 1 year	Limitation Act 1980 c58	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.05	Funding Administration			
F28.05.01	Administration of annual funding allocations from the appropriate statutory funding body	Current financial year + 10 years	Institutional Business Requirement	For funding from European bodies please check retention period with the Records Management Office
F28.05.02	Administration of research grants provided by research councils or corporate sponsors	Termination of grant + 6 years	Institutional Business Requirement	
F28.05.03	Administration of scholarship funds	Current financial year + 6 years	Institutional Business Requirement	
F28.05.04	Support for and the administration of bids for external funding	Current financial year + 6 years	Limitation Act 1980 c58; HMCE 700/21	
F28.06	Purchasing Administration			
F28.06.01	Purchasing authorisation limits	Superseded + 1 year	Limitation Act 1980 c58; HMCE 700/21 para 52	
F28.06.02	Internal authorisation for procurement	Current financial year + 1 year	Institutional Business Requirement	
F28.06.03	Purchase Orders	Current financial year + 6 years	Institutional Business Requirement	
F28.06.04	Goods Received Notes and Goods Inwards Notes	Current financial year + 6 years	Limitation Act 1980 c58	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.07	Budget Management			
F28.07.01	Preparation of annual operating budgets	Current financial year + 1 year	SI1993/744; SI1999/584	
F28.07.02	Monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances	Current financial year + 1 year	SI1982/894	
F28.08	Payroll Administration			
F28.08.01	Employees authorisation for non-statutory payroll deductions	Current tax year + 6 years	SI1986/1960; SI2006/2014	
F28.08.02	Calculation and payment of payroll to employees	Current tax year + 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s15 (SI 1995/3103)	
F28.08.03	Operation of the Statutory Sick Pay scheme	Current tax year + 3 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s15 (SI 1995/3103)	
F28.08.04	Statutory Maternity Pay, Paternity Pay and other parental leave payments	Current tax year + 3 years	1970 c9	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.09	Pension Contribution Administration			
F28.09.01	Payments of the institutions employers contributions to pensions schemes for its employees	Termination of employment + 75 years	Limitation Act 1980 c58	
F28.09.02	Payments of the institutions employees contributions to pension schemes	Termination of employment + 75 years	Limitation Act 1980 c58	
F28.10	Tax Management			
F28.10.01	Preparation and filing of the institutions tax returns	Current tax year + 6 years	1970 c9; Limitation Act 1980 c58	
F28.11	Cash Management			
F28.11.01	Opening, closure and routine administration of bank accounts	Closure of account + 6 years	Limitation Act 1980 c58 s5	
F28.11.02	Standing orders, direct debits etc	Life of instruction + 6 years	1970 c9 s 34	
F28.11.03	Routine bank account deposits, withdrawals, transfers (paying-in slips, transfer instructions, bank statements etc)	Life of instruction + 6 years	1970 c9 s 34	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F28.12	Investment Management			
F28.12.01	Overall management of the institutions financial investment portfolio	Divestment + 6 years	1970 c9 s 34 Limitation Act 1980 c58	
F28.12.02	The purchase and sale of investments	Current financial year (of transaction) + 6 years	Limitation Act 1980 c58	For example possible redundancy information regarding business needs Review for archival value
F28.13	Asset Management			
F28.13.01	Value of the institutions capital assets	Current financial year + 6 years	Institutional Business Requirement	Review for archival value
F28.13.02	Decisions (and authorisations) to dispose of capital assets	Current financial year (of disposal) + 6 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.01	Workforce Planning			
F29.01.01	Assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements	Current year + 3 years	Institutional Business Requirement	Hold in recruitment if HRRA not approved If post appointed to, hold HRRA on successful candidates file for 2 years then shred
F29.01.02	Management succession plans	Superseded + 5 years	Limitation Act 1980 c58	
F29.01.03	The development and evaluation of job specifications	Superseded + 5 years	2006 c13; Limitation Act 1980 c58; Equality Act 2010 c15; Employment Practices Code/ Section 1.7.1 (Information Commissioners Office/ 2011)	A recruitment process is completed when an offer of employment has been made and has been accepted, AND when all unsuccessful applicants have been notified.
F29.02	Workforce Recruitment			
F29.02.01	The internal authorisation for recruitment	Current year + 1 year (2 years from HRRA coming in to HR)	Institutional Business Requirement	A recruitment process is completed when an offer of employment has been made and has been accepted, AND when all unsuccessful applicants have been notified.
F29.02.02	Job evaluation information	While employment continues and up to 7 years after employment ceases	Limitation Act 1980 c58	
F29.02.03	The advertising of vacancies including screenshots of adverts and any further particulars taken on first day advertised by hr showing URL and date	Completion of recruitment process + 9 months unless post holder recruited is a Tier 2 visa holder, in which case the life of the sponsorship + 1 year (7 years maximum)	Equality Act 2010 c15; Employment Practices Code/ Section 1.7 (Information Commissioners Office/ 2011)	Actions under discrimination legislation must generally be brought within 6 months. The Chartered Institute of Personnel and Development recommends '1 year'. See the fact sheet 'Retention of personnel and other related record (2006). Anonymised data may be held for a longer period (e.g. for equality monitoring purposes).
F29.02.04	Enquiries about vacancies and requests for application forms	Completion of recruitment process	Limitation Act 1980 c58 s 5; Employment Practices Code/ Section 1.7 (Information Commissioners Office/ 2011);	Recommended: retain for lifetime of employees file, For employment records see Human Resources Management - Employee Contract Management.
F29.02.05	Records of application forms (for all appointed applicants)	While employment continues and up to 7 years after employment ceases	Institutional Business Requirement	
F29.02.06	The handling of applications for vacancies: unsuccessful applications	Completion of recruitment process + 1 year	Information Commissioner: Employment Practice Code/ Part 1: Recruitment and Selection (1.7.5)	
F29.02.07	The handling of applications for vacancies: successful applications	Termination of employment + 6 years (As part of employee contract records) except information which is not relevant to the ongoing employment relationship.	Limitation Act 1980 c58	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.02	Workforce Recruitment continued...			
F29.02.08	Copies of unsuccessful candidate right to work documents and qualifications taken at interview stage	Completion of the interview process	Information Commissioner: Employment Practice Code/ Part 1: Recruitment and Selection (1.7.5)	
F29.02.09	Application forms for unsuccessful applicants where no tier 2 sponsored person was appointed	6 months after notifying unsuccessful candidates	Limitation Act 1980 c58	
F29.02.10	Application forms for unsuccessful applicants in the medium received where a tier 2 sponsored person was appointed	For the life of the sponsorship + 1 year (up to 7 years maximum)	Information Commissioner: Employment Practice Code/ Part 1: Recruitment and Selection (1.7.5)	
F29.02.11	Shortlisting information where no tier 2 sponsored person was appointed	6 months after the offer has been accepted by the successful candidate	Limitation Act 1980 c58	
F29.02.12	Shortlisting information where a tier 2 sponsored person was appointed	For the life of the sponsorship + 1 year (up to 7 years maximum)	Limitation Act 1980 c58	
F29.02.13	Interview notes, interview summary outcomes and any tests for all interviewed candidates (appointee and unsuccessful interviewees) where no tier 2 sponsored person was appointed	6 months	Institutional Business Requirement	
F29.02.14	Interview notes, interview summary outcomes and any tests for all interviewed candidates (appointee and unsuccessful interviewees) where a tier 2 sponsored person was appointed	For the life of the sponsorship + 1 year (up to 7 years maximum)	Institutional Business Requirement	
F29.02.15	Copy of job description and person specification for a role where a tier 2 sponsored person was appointed	For the life of the sponsorship + 1 year (up to 7 years maximum)	Employment Practices Code/ Section 1.7 (Information Commissioners Office/ 2011)	See Section 1.7 of the Employment Practices Code (Information Commissioners Office, 2011)
F29.02.16	Any references obtained for unsuccessful candidates	6 months after the offer has been accepted by the successful candidate	Institutional Business Requirement	For individual employees induction programmes see F299
F29.02.17	References provided in confidence in support of the employees application(s) for employment by another organisation	Provision of reference + 1 year	Institutional Business Requirement	
F29.02.18	The handling of unsolicited applications for employment	Receipt of application + 1 year	Institutional Business Requirement	For individual employees training and development needs see F299

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.03	Workforce Induction			
F29.03.01	The development, overall delivery and assessment of induction programmes for new employees for individual employees induction programmes, see employee contract management	Current year + 6 years	Institutional Business Requirement	
F29.03.02	The administration of induction programmes	Completion of programme + 1 year or Termination of programme + 1 year	Institutional Business Requirement	
F29.04	Workforce Training and Development			
F29.04.01	Summary information on workforce training and development needs for individual employees training and development needs, see employee contract management	Current year + 6 years	Institutional Business Requirement	
F29.04.02	Individual feedback on training and development programmes	Completion of analysis of feedback	Institutional Business Requirement	
F29.04.03	(anonymised) workforce feedback on training and development programmes	Current year + 5 years	Institutional Business Requirement	For example some of the Pay Framework documentation Review for archival value
F29.04.04	Management analyses of the impact of training and development programmes	Current year + 5 years	Institutional Business Requirement	
F29.04.05	The development of training and development programmes to meet defined needs	Completion of programme + 5 years	Institutional Business Requirement	
F29.05	Workforce Performance Management			
F29.05.01	The development of workforce performance assessment systems	Life of system + 5 years	Institutional Business Requirement	For example some of the Pay Framework documentation Review for archival value
F29.05.02	Summary (anonymised) results of employees performance assessments	Current year + 5 years	Institutional Business Requirement	
F29.05.03	Management analyses of the impact of workforce performance assessment systems	Current year + 5 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.06	Workforce Remuneration and Reward Management			
F29.06.01	The development of the institutions remuneration structure	Current year + 10 years	Institutional Business Requirement	
F29.06.02	Pay reviews carried out by the institution	Current year + 5 years	Institutional Business Requirement	Review for archival value
F29.06.03	Special reward schemes e.g. merit reviews	Termination of scheme + 5 years	SI1998/1833	
F29.06.04	Equal pay claims	Closure of case + 7 years	SI 1998/1833 Regulations 5 and 9	
F29.07	Workforce Welfare Management			
F29.07.01	The development of workforce welfare schemes and services e.g. counselling services	Current year + 5 years	Institutional Business Requirement	Review for archival value
F29.07.02	The hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the working time regulations 1998 (si 1998/1833)	Date of record + 2 years	Institutional Business Requirement	
F29.07.03	Health assessments for night workers, and the results of assessments, as required by the working time regulations 1998	Date of record + 2 years	Institutional Business Requirement	Review for archival value
F29.08	Workforce Relations Management			
F29.08.01	The design of workforce surveys and consultations	Completion of survey/consultation + 5 years	Limitation Act 1980 c58	
F29.08.02	Records containing (identifiable) individual responses to workforce surveys and consultations	Completion of analysis of responses	Limitation Act 1980 c58 s 5; Employment Practices Code Section 1.7 (Information Commissioners Office/ 2011)	
F29.08.03	Summary (anonymised) results of workforce surveys and consultations	Completion of survey + 5 years	Institutional Business Requirement	Monitoring to ensure fair treatment in the recruitment to posts of existing staff
F29.08.04	Grievances raised by staff (which do not relate directly to their own contracts of employment), the institutions response, action taken and the outcome	Last action on case + 6 years	Limitation Act 1980 c58 s 5	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.09	Employee Contract Management			
F29.09.01	An employees initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, disclosure and barring service (dbs) checks)	Termination of employment + 6 years	Limitation Act 1980 c58 s 5	
F29.09.02	Employees subsequent successful applications for other jobs within the institution: including professorial panels	Permanent	Institutional Business Requirement	If possible weed out previous job descriptions after member of staff has held a new post for 1 year
F29.09.03	An employees contract(s) of employment with the institution	Permanent	Institutional Business Requirement	
F29.09.04	Changes to an employees terms and conditions of employment	Termination of employment + 6 years	Institutional Business Requirement	
F29.09.05	Job descriptions of positions held by an employee within the institution	Permanent	Limitation Act 1980 c58 s 5	
F29.09.06	Induction programmes attended by an employee	Completion of induction + 1 year	Institutional Business Requirement	
F29.09.07	An employees identified training and development needs, and the actions taken to meet these needs	Completion of actions + 5 years	Common HR practice	Chartered Institute of Personnel and Development recommends '6 years after employment cease. See Retention of personnel and other related records (Chartered Institute of Personnel and Development, 2018)
F29.09.08	Job specific statutory or regulatory training requirements for an employee, and the training provided to meet those requirements	Expiry of certification + 6 years or Superseded + 6 years	Common HR practice	Chartered Institute of Personnel and Development recommends '6 years after employment cease. See Retention of personnel and other related records (Chartered Institute of Personnel and Development, 2018)
F29.09.09	Routine assessments/reviews of an employees performance, and any consequent action taken	Superseded + 3 years	Limitation Act 1980 c58 s 5; Minimum: SI 2003/2682 Regulation 97(8); SI 2015/621 Part 7; Recommended: 1970 c9 s 34	For payroll records see Finance Management - Payroll Administration. If possible weed expired records from the files of long serving staff
F29.09.10	Disciplinary proceedings against an employee where employment continues	Closure of case + 6 years	Institutional Business Requirement	If possible weed expired records out from the files of long serving staff

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.09	Employee Contract Management continued...			
F29.09.11	Grievances raised by an employee which relate directly to his or her contract of employment, the institutions response, action taken, and the outcome	Closure of case + 6 years	SI 2014/55; Limitation Act 1980 c58 s 5	SI 2014/55 abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep the records for at least 3 months after the end of a period of sick leave in case of a disability discrimination claim. However, if there were to be a contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases.
F29.09.12	An employees remuneration and rewards including change of grade; increments; bonuses; merit awards; long service awards; honorariums,	Minimum: Current tax year + 3 years Recommended: Current tax year + 6 years	Institutional Business Requirement	If possible weed expired records out from the files of long serving staff
F29.09.13	Records relating to the administration of an employees contractual holiday entitlement	Current year + 1 year	SI 1999/3312	
F29.09.14	An employees absence due to sickness	End of employment + 6 years	SI 1986/1960 Regulation 26	If possible weed expired records out from the files of long serving staff
F29.09.15	The authorisation and administration of special leave e.g. compassionate leave, study leave	Current year + 1 year	Institutional Business Requirement	Retention of these records must comply with the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) (EU) 2016, 2016/679 If possible weed out records superseded by data verification
F29.09.16	The authorisation and administration of statutory leave entitlements, e.g. parental leave	Completion of entitlement + 6 years	Limitation Act 1980 c58 s 5	
F29.09.17	Entitlements to, and calculations of, statutory maternity and paternity pay	Current tax year + 3 years	Institutional Business Requirement	Recommended: detailed references should only be provided for maximum of 3 years
F29.09.18	Records containing an employees basic personal details (e.g. address, next of kin, emergency contacts)	Superseded	SI 2006/13; Limitation Act 1980 c58	
F29.09.19	An employees termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal	Termination of employment + 6 years	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F29.09	Employee Contract Management continued...			
F29.09.20	References provided in confidence in support of an employees application for employment by another organisation	Provision of reference + 2 years	Limitation Act 1980 c58	CIPD (Chartered Institute of Personnel and Development) Retention of personnel and other related records (2018) - review for archival value
F29.09.21	Right to work and immigration information	2 years after the termination of employment	Institutional Business Requirement	Review for archival value
F29.10	Industrial Relations Management			
F29.10.01	Institutional recognition or de-recognition of trades unions	Permanent	Institutional Business Requirement	
F29.10.02	Agreements with trade unions	Termination of agreement + 10 years	Institutional Business Requirement	See also Finance Management - Pension Contributions Administration
F29.10.03	Routine communications with trade union representatives, including minutes of meetings(e.g. policy development meetings)	Current year + 20 years	Institutional Business Requirement	See also Finance Management - Pension Contributions Administration For administration of individual employees relationships with the pension schemes use Human Resource (Personnel) Management - Employee Contract Management
F29.10.04	Consultations and negotiations with trade unions on specific issues	Last action on issue + 20 years	Institutional Business Requirement	
F29.11	Pension Schemes Administration			
F29.11.01	The institutions relationships with pension schemes to which all or part of its workforce belongs	Termination of relationship + 5 years	Institutional Business Requirement	
F29.11.02	Routine communications with the pension schemes	Current year + 5 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F30.01	Records Management			
F30.01.01	Final versions of records retention schedule	Permanent	Institutional Business Requirement	
F30.01.02	Records documenting the carrying out of records surveys and audits	Superseded	Institutional Business Requirement	
F30.01.03	The monitoring and control of the storage of records	Current year + 1 year	Institutional Business Requirement	
F30.01.04	Documenting the movements of records from and to storage	Return of records + 1 year	Institutional Business Requirement	
F30.01.05	The determination of retention periods for records	Superseded + 6 years	Limitation Act 1980 c58	
F30.01.06	The review of individual records to determine requirements for ongoing retention	Life of records + 6 years	Limitation Act 1980 c58	
F30.01.07	Records documenting conservation work undertaken on records	Permanent	Institutional Business Requirement	
F30.01.08	The authorisation for the disposal of redundant business records	Disposal of records + 6 years	Limitation Act 1980 c58	
F30.01.09	Records documenting the transfer of records to archives where this is required by established records retention schedules	Completion of transfer + 1 year	Institutional Business Requirement	
F30.01.10	Records Management training: User guides presentations and handouts	Superseded + 1 year	Institutional Business Requirement	Review for archival value
F30.01.11	Classification and indexing schemes for records	Superseded + 5 year	Institutional Business Requirement	
F30.01.12	Advice given to staff by records management team	Last Action + 2yrs	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F30.02	Archives Management			
F30.02.01	The development and establishment of the selection criteria for records to be preserved as archives	Life of Archives	Institutional Business Requirement	
F30.02.02	The appraisal, selection, acquisition of records for preservation as archives	Life of records	Institutional Business Requirement	
F30.02.03	The institutions schemes of arrangement for its archives	Life of records arranged according to the scheme	Institutional Business Requirement	
F30.02.04	The development of the institutions standard descriptive model for its archives	Life of records described using the model	Institutional Business Requirement	
F30.02.05	Records containing the descriptions of the records held as archives	Life of Records	Institutional Business Requirement	
F30.02.06	The monitoring and control of the storage of archives	Current year + 1 year	Institutional Business Requirement	
F30.02.07	Conservation work undertaken on items in the archives	Life of Records	Institutional Business Requirement	Review for archival value
F30.02.08	Requests for access to archives	Last archive access + 1 year	Institutional Business Requirement	Review for archival value
F30.02.09	The movement of archives from and to storage	Return to storage + 1 year	Institutional Business Requirement	Note: Key information from substantive enquiries may be extracted and indexed to avoid repetitive research
F30.02.10	The development and maintenance of specialised finding aids to promote and facilitate access to (items in) the archives	Superseded	Institutional Business Requirement	Review for archival value

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F30.02	Archives Management continued..			
F30.02.11	The design and distribution of promotional materials to raise awareness and encourage use of (items in) the archives	Superseded	Institutional Business Requirement	Review for archival value
F30.02.12	Enquiries about (items in) the archives and the responses provided	Last action on enquiry + 1 year	Limitation Act 1980 c58	
F30.02.13	The selection and use of items from the archives by institutional staff (e.g. for teaching events, publications, exhibitions)	Current year + 5 years	Institutional Business Requirement	
F30.02.14	The selection and use of items from the archives by third parties (e.g. for exhibitions, publications, television programmes)	Last action on project + 5 years	Institutional Business Requirement	Review for archival value
F30.02.15	Loans of items from the archives to third parties	Termination of loan + 6 years	Institutional Business Requirement	
F30.02.16	Authorisation for the disposal of de-accessioned records	Permanent	Institutional Business Requirement	Review for archival value Select significant materials for permanent retention
F30.02.17	The accessioning of records acquired for preservation as institutional archives	Life of Archives	Institutional Business Requirement	Select key records of significant events for permanent retention
F30.02.18	The administration of and the correspondence relating to volunteers working in the archive	Termination of relationship + 6 years	Institutional Business Requirement	Key information from substantive enquiries may be extracted and indexed to avoid repetitive research
F30.02.19	Rules Regulations & Copyright for archives	Permanent	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F30.03	Library Collections Management (including Special Collections) - Collections Promotion			
F30.03.01	The design and development of promotional materials	While materials are current	Institutional Business Requirement	Review for archival value
F30.03.02	The design and implementation of promotional events	Last action on event + 5 years	Institutional Business Requirement	Review for archival value
F30.03.03	Enquiries about collections and the responses given	Last action on enquiry + 1 year	Institutional Business Requirement	Information about actions which have a direct impact on the condition of objects should be recorded in the objects catalogue record
F30.04	Library Collections Management (including Special Collections) - Collections Use			
F30.04.01	The receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are rejected	Last action on request / proposal + 1 year	Institutional Business Requirement	SPECTRUM : Object entry records
F30.04.02	The receipt and evaluation of requests / proposals for use of collections or objects, where the requests / proposals are authorised	Completion of use + 5 years	SPECTRUM: Loan in records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 6 https://collectionstrust.org.uk/wp-content/uploads/2016/09/Loans-in-spectrum-factsheet-2015.pdf
F30.04.03	The authorised use of collections or objects, and actions taken to facilitate, monitor or control use (e.g. checking environmental conditions; handling / operating objects; taking samples from objects)	Completion of use + 5 years	SPECTRUM: Accession records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf
F30.05	Library Collections Management (including Special Collections) - Object Receipt			
F30.05.01	The receipt of objects which are not currently part of the institutions collections	Current year + 10 years	SPECTRUM : Location and movement records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf
F30.06	Library Collections Management (including Special Collections) - Object Borrowing			
F30.06.01	Loans of objects to the institution by other organisations or by individuals	Permanent	SPECTRUM : Catalogue records	Spectrum Advice, Collections Trust, Version 4.0, Jan 2015, Section 4 https://collectionstrust.org.uk/wp-content/uploads/2016/11/Acquisition-spectrum-factsheet-2015.pdf
F30.07	Library Collections Management (including Special Collections) - Object Acquisition			
F30.07.01	The acquisition of objects for the institutions collections	Permanent	SPECTRUM : Object exit records - Institutional Business Requirements	
F30.08	Library Collections Management (including Special Collections) - Object location and movement control			

Classification and Retention of University Records

F30.08.01	The location and movement of objects within the institutions premises	Permanent	Institutional Business Requirement	Review for archival value
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Reference	Description	Retention Period	Citation	Notes
F30.09	Library Collections Management (including Special Collections) - Object Cataloguing			
F30.09.01	Key information about objects in the institutions collections	Permanent	Institutional Business Requirement	
F30.10	Library Collections Management (including Special Collections) - Object Dispatch			
F30.10.01	Objects which have left the institutions premises	Return of item + 10 years	Institutional Business Requirement	Review for archival value

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Reference	Description	Retention Period	Citation	Notes
F32.01	ICT Systems Development			
F32.01.01	The initial development of ict systems which are not implemented	Decommissioning of system + 5 years	Institutional Business Requirement	
F32.01.02	The initial development of ict systems which are not implemented	Last action on development + 5 years	Institutional Business Requirement	
F32.01.03	The management of ict systems development projects i.e. project management records	Termination of project + 5 years	Institutional Business Requirement	
F32.02	ICT Systems Operation Management			
F32.02.01	The routine monitoring and testing of the operation of ict systems, and action taken to rectify problems and optimise performance, to ensure compliance with legal requirements and institutional policies	Current year + 1 year	Institutional Business Requirement	
F32.02.02	Faults reported by users of ict systems and action taken to investigate and resolve the problem	Last action on fault + 1 year	Institutional Business Requirement	
F32.02.03	Action taken to repair the it equipment during and after system outages	Last action on fault + 3 years	Institutional Business Requirement	
F32.02.04	The management of system data storage including the operation of routine data backup, archiving and deletion routines	Current year + 1 year	Institutional Business Requirement	
F32.02.05	User requests to recover data from backup or archive stores, and action taken	Last action on request + 3 months	Institutional Business Requirement	
F32.02.06	The maintenance of appropriate software licences for live ict systems	Issue of new licence	Institutional Business Requirement	
F32.02.07	Coding manuals	Superseded + 1 year	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F32.03	ICT Systems Security Management			
F32.03.01	The security arrangements for ict systems	Decommissioning of system + 5 years	Institutional Business Requirement	
F32.03.02	The opening, maintenance and closure of user accounts for ict systems	Closure of account + 1 year	Institutional Business Requirement	
F32.03.03	Routine monitoring of the use of ict systems to ensure compliance with legal requirements and institutional policies	Current year + 1 year	Institutional Business Requirement	
F32.03.04	Attempted or actual security breaches of ict systems and action taken	Last action on incident + 6 years	Institutional Business Requirement	
F32.03.05	Requests for, and authorisation of, connections of third-party equipment to the institutions networks, either on institutional premises or via dial-up communications links	Termination of connection + 1 year	Institutional Business Requirement	
F32.03.06	The removal/return of mobile ict systems hardware and software from/to the institutions premises	Return of equipment + 3 months	Institutional Business Requirement	
F32.03.07	Arrangements for the sanitisation of institutional ict equipment prior to disposal	Disposal of equipment + 1 year	Institutional Business Requirement	
F32.04	ICT Systems User Support			
F32.04.01	The development of technical and application training for ict system users	Superseded + 1 year	Institutional Business Requirement	
F32.04.02	User requests for technical and application support and the assistance provided	Last action on request + 1 year	Institutional Business Requirement	
F32.04.03	The development of technical and application training for ict system users, user guides, presentations, fact sheets and handouts	Superseded + 1 year	Limitation Act 1980 c58	
F32.04.04	Requests for new access points and records relating to their installation	Current year + 1 year	Institutional Business Requirement	
F32.04.05	The meetings of ict systems user-groups	Current year + 3 years	Institutional Business Requirement	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F33.01	The Development of Specifications			
F33.01.01	The development of specifications for, and the selection of, equipment and consumables: major items	Life of item + 6 years	Institutional Business Requirement	
F33.01.02	The development of specifications for, and the selection of, equipment and consumables: items which are safety critical or associated with hazardous operations	Permanent	Institutional Business Requirement	
F33.01.03	The development of specifications for, and the selection of, equipment and consumables: other items	Life of item	Institutional Business Requirement	
F33.02	Equipment and Consumables Storage			
F33.02.01	The monitoring of the condition of stored equipment and consumables	Current year + 1 year	Institutional Business Requirement	
F33.02.02	The stock inventory for equipment and consumables	Superseded	Limitation Act 1980 c58SI1998/2306	
F33.02.03	Routine stocktaking and stock checking	Current year + 1 year	Limitation Act 1980 c58SI1998/2306	Potential long term liability
F33.02.04	The movement of stock into and from storage	Current year + 1 year	SI1998/2306	
F33.03	Equipment and Consumables Installation and Commissioning			
F33.03.01	The installation of equipment and consumables: major items	Decommissioning or removal + 6 years	SI 1998/2307 Regulation 11(2)(a)(i) and 11(2)(a)(iii)	
F33.03.02	The installation of equipment and consumables: items which are safety critical or associated with hazardous operations	Permanent	SI 1998/2307 Regulation 11(2)(a)(ii)	
F33.03.03	The installation of equipment and consumables: other items	Decommissioning or removal + 1 year	SI1998/2307	

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F33.03.04	Reports of pre-commissioning examinations of lifting equipment, as required by regulation 9(1) and 9(2) of the lifting operations and lifting equipment regulations 1998 (si 1998/2307)	Decommissioning	SI 1994/3140 Regulation 2; SI 2015/51	Construction (Design and Management) Regulations 2015 (pdf) does not prescribe a retention period for these records but implies that the Health and Safety file for a structure should be retained for the life of the structure. A Health and Safety file is transferred to the new owner when a structure is sold.
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Reference	Description	Retention Period	Citation	Notes
F33.03	Equipment and Consumables Installation and Commissioning continued...			
F33.03.05	Reports of pre-commissioning examinations of accessories for lifting, as required regulation 9(1) of the lifting operations and lifting equipment regulations 1998 (SI 1998/2307)	Date of report + 2 years	Institutional Business Requirement	
F33.03.06	Reports of post-installation examinations of lifting equipment, as required by the regulations cited	Decommissioning	Limitation Act 1980 c58 s 5	
F33.03.07	Health and safety file for fixed plant which is a structure' as defined in regulation 2 of the construction (design and management) regulations 1994	Decommissioning/removal of plant	Limitation Act 1980 c58 s 14	The Fire Precautions (Workplace) Regulations (SI 1997/1840) Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity. Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time
F33.04	Equipment Inspection, Testing and Maintenance			
F33.04.01	The inspection, testing and maintenance of equipment, except as specified elsewhere	Disposal of item + 1 year	SI 2002/2677 Regulation 9(4)	
F33.04.02	The inspection, testing and maintenance of equipment: major items other than those specified elsewhere	Decommissioning or removal + 6 years	SI 2012/632 Regulation 13(3)	
F33.04.03	The inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations	Decommissioning/Disposal + 15 years	SI 2002/2676 Regulation 8(4)	
F33.04.04	The examination, testing and repair of plant and equipment provided to control exposure to substances hazardous to health, as required by regulation 9 of the control of substances hazardous to health regulations 2002	Date of examination/test/repair + 5 years	SI 2017/1075 Regulation 11(2)(b)	
F33.04.05	The examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by regulation 13 of the control of asbestos regulations 2006	Date of examination/test/repair + 5 years	SI 2017/1075	The Ionising Radiations Regulations (SI 2017/1075) does not prescribe a retention period for these records.
F33.04.06	The examination, testing and repair of plant and equipment provided to control exposure to lead, as required by regulation 8 of the control of lead at work regulations 2002	Date of examination/test/repair + 5 years	SI 1999/3232 Regulation (19)(4)(c)	
F33.04.07	The examination, testing and repair of personal protective equipment provided to control exposure to ionising radiation, as required by regulation 10(2) of the ionising radiations regulations 1999	Date of examination/test/repair + 2 years	SI 1998/2307 Regulation 11(2)(a)(iv)	

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Reference	Description	Retention Period	Citation	Notes
F33.04	Equipment Inspection, Testing and Maintenance continued...			
F33.04.08	The examination, testing and repair of other equipment provided to control exposure to ionising radiation, as required by regulation 10(1) of the ionising radiations regulations 1999	Date of examination/test/repair + 5 years	SI 1998/2306 Regulation 5(2); Limitation Act 1980 c58 s 5	
F33.04.09	The maintenance and testing of equipment for monitoring levels of ionising radiation, as required by regulation 19 of the ionising radiations regulations 1999	Date of maintenance/testing + 2 years	SI 1998/2306 Regulation 6(3)	
F33.04.10	Reports of inspection and thorough examination of lifting equipment, as required by regulation 9 of the lifting operations and lifting equipment regulations 1998	Date of subsequent report OR Date of report + 2 years, whichever is the later	Limitation Act 1980 c58 s 5	
F33.04.11	Maintenance logs for equipment	Life of equipment + 6 years	Limitation Act 1980 c58 s 14	The Fire Precautions (Workplace) Regulations (SI 1997/1840) Regulation 6 requires the maintenance of fire detection and fire-fighting equipment but does not prescribe a retention period for records in relation to this activity Retaining a maintenance history provides evidence of compliance and effective management of health and safety over time
F33.04.12	Inspections of equipment made under regulation 6 of the provision and use of work equipment regulations 1998	Completion of subsequent inspection	SI 2012/632 Regulation 13(3)	
F33.05	Equipment and Consumables Maintenance			
F33.05.01	The inspection, testing and maintenance of equipment: major items other than those specified elsewhere	Decommissioning/Removal + 6 years	Institutional Business Requirements	
F33.05.02	The inspection, testing and maintenance of equipment: items which are safety critical or are associated with hazardous operations	Decommissioning/Disposal + 15 years	Limitation Act 1980 c58 s 14	
F33.05.03	The examination, testing and repair of plant and equipment provided to control exposure to asbestos, as required by regulation 13 of the control of asbestos regulations 2006 (si 2006/2739)	Date of examination/test/repair + 5 years	Limitation Act 1980 c58 s 5	

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Reference	Description	Retention Period	Citation	Notes
F33.06	Equipment and Consumables Disposal			
F33.06.01	Authorisation for the disposal of equipment/consumables, and the evaluation of alternative methods of disposal	Disposal of item + 1 year	Institutional Business Requirements	
F33.06.02	The cleaning/sanitisation of equipment/consumables prior to disposal: items used in connection with operations involving substances hazardous to health	Disposal of item + 15 years	Limitation Act 1980 c58 s 5	
F33.06.03	The cleaning/sanitisation of equipment/consumables prior to disposal: other items	Disposal if item + 6 year	Limitation Act 1980 c58	
F33.06.04	The transfer of ownership of equipment/consumables	Disposal of item + 1 year	Limitation Act 1980 c58	

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Reference	Description	Retention Period	Citation	Notes
F34.01	Insurance Policy Management			
F34.01.01	The arrangement and renewal of insurance policies	Expiry of policy + 6 years	SI 1998/2573 Regulation 4(4)	
F34.01.02	The arrangement and renewal of insurance policies: all other insurance	Expiry of policy + 6 years	Institutional Business Requirement	
F34.01.03	Claims, and the outcomes of claims, against insurance policies	Settlement of claim + 6 years	Institutional Business Requirement	
F34.01.04	Employer liability insurance certificates	Commencement/renewal of policy + 40 years	Institutional Business Requirement	

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Reference	Description	Retention Period	Citation	Notes
F35.01	Supplier Approval			
F35.01.01	Supplier evaluation criteria	Superseded + 5 years	Institutional Business Requirement	
F35.01.02	Records demonstrating the review of competence of potential contractors	End of review + 3 years	Institutional Business Requirement	
F35.01.03	Invitations to prospective suppliers to apply for approval	Expiry of invitation OR Rejection of application + 18 months OR Completion of approval	Institutional Business Requirement	
F35.01.04	The evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers	Termination of approval	Institutional Business Requirement	
F35.01.05	The evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers	Rejection + 1 year	Limitation Act 1980 s5	
F35.01.06	Supplier database	While current	Institutional Business Requirement	
F35.02	Supply Contract Tendering			
F35.02.01	The process of inviting and evaluating pre-qualification submissions from prospective suppliers	Award of supply contract + 1 year	Institutional Business Requirement	
F35.02.02	Invitations to tender and tender evaluation criteria	Termination of supply contract awarded + 6 years	Limitation Act 1980 s5	
F35.02.03	The issue of invitations to tender and the handling of incoming tenders	Award of supply contract + 1 year	Limitation Act 1980 c58 s 5; SI 2015/102; SSI 2015/446	The Public Contracts Regulations (SI 2015/102) does not prescribe a retention period for these records. SSI 2001/1 does not prescribe a retention period for these records.
F35.02.04	The evaluation of tenders, the conduct of negotiations with those tendering and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	SI1991/2680SI1993/3228SI1995/201	

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Reference	Description	Retention Period	Citation	Notes
F35.02	Supply Contract Tendering continued...			
F35.02.05	The evaluation of tenders, the conduct of negotiations with those tendering and the notification of the results of the tender evaluation process: accepted tenders	Termination of supply contract awarded + 6 years	Limitation Act 1980 c58 s 5; SI 2015/102; SSI 2015/446	The Public Contracts Regulations (SI 2015/102) does not prescribe a retention period for these records. The Public Contracts (Scotland) Regulations (SI 2015/446) states that 'documentation must be kept for a period of at least 3 years from the date of award of the contract'. These are summary records of each contract and retention of these for a longer period than the complete contract 'file provides evidence of effective and compliant procurement practice over time.
F35.02.06	Contract award notices sent to the official journal, as required by regulation 31 of the public contracts regulations 2015 (si 2015/102) or by regulation 31 of the public contracts (Scotland) regulations 2015 (ssi 2015/446)	Termination of contract + 6 years	Limitation Act 1980 c58	
F35.02.07	Statistical and other reports on contracts awarded prepared for the office of government commerce, as required by regulation 40 of the public contracts regulations 2015 (si 2015/102) or for the Scottish ministers, as required by the public contracts (Scotland) regulations 2015 (ssi 2015/446)	Current year + 3 years	Limitation Act 1980 c58	
F35.02.08	Contracts awarded containing the information specified in regulation 23(14) of the public contracts regulations 2015 or by regulation 32(14) of the public contracts (Scotland) regulations 2015	Termination of contract + 10 years	Limitation Act 1980	
F35.02.05	Supply Contract Management			
F35.03.01	Variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Institutional business requirements	
F35.03.02	The monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Limitation Act 1980	

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Reference	Description	Retention Period	Citation	Notes
F38.01	Accommodation contracts			
F38.01.01	The establishment of formal contractual relationship between institutional accommodation and students	Termination of contract + 6 years	Institutional business requirements	
F38.03	Allocation plan and policy			
F38.02.01	The development and establishment of the institution's accommodation allocation plan and policy for the corresponding year	Superseded + 10 years	Institutional business requirements	
F38.03	Accommodation application			
F38.03.01	The student's application to accommodation provided by institution's accommodation: successful applications	Superseded by the contract if accepted (see contracts)	Institutional business requirements	
F38.03.02	The student's application to accommodation provided by institution's accommodation: unsuccessful applications	Start of current academic year + 1 year	Limitation Act 1980	
F38.03.03	The students application to accommodation provided by institution's accommodation: specific requirements – supporting evidence	Last action + 1 year	Institutional business requirements	Retaining previous versions provides evidence of compliance and effective management of equality over time
F38.04	Accommodation enquires			
F38.04.01	The handling of enquiries from prospective and current students	Current academic year + 2 years	Institutional business requirements	The Equality Act 2010 does not prescribe a retention period for these records Retaining previous versions provides evidence of compliance and effective management of equality over time
F38.05	Inventories			
F38.05.01	Inventories	Room facilities associated with the contracted room and common areas	The room facilities associated with the contracted room and common areas	End of academic year + 6years
F38.06	Rents			
F38.06.01	The development and establishment of institution's accommodation rents for the corresponding year	Superseded + 10 years	Institutional business requirements	
F38.07	Students lists			

Classification and Retention of University Records

F38.07.01	The collation of students in list format for information purposes: business need	Superseded or end of academic year	Institutional business requirements	
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Reference	Description	Retention Period	Citation	Notes
F38.08	Transfer Requests form			
F38.08.01	The request to alter student allocation	End of current academic Year	Institutional business requirements	
F38.09	Incident reports			
F38.09.01	Incidence reports relating to student accommodation (unless covered under health and safety section)	Last action + 1 year	Institutional business requirements	Review for archival value
F38.10	Academic Withdrawal Requests			
F38.10.01	Record documenting student's withdrawal request that may result in termination of accommodation licence: [institution] accommodation resident	End of licence + 1 year	Institutional business requirements	
F38.11	Off-campus accommodation			
F38.11.01	Enquiries from current and prospective landlords (head leasing scheme enquiries)	Last action + 1 year	Institutional business requirements	
F38.11.02	Rent assessments- the development and establishment of proposed rents offered to landlords for the corresponding year	Superseded + 1 year	Institutional business requirements	
F38.11.03	The landlord's application to head leasing scheme (hls) provided by [institution] accommodation: successful applications	Superseded by the contract if accepted (see contracts)	Limitation Act 1980	
F38.11.04	The landlord's application to hls provided by [institution] accommodation: unsuccessful applications (institution rejects property)	Start of current academic year	Institutional business requirements	
F38.11.05	The landlord's application to hls provided by [institution] accommodation: unsuccessful applications (landlord rejects offer)	Start of current academic year + 1 year	Institutional business requirements	

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Reference	Description	Retention Period	Citation	Notes
F38.11	Off-campus accommodation continued...			
F38.11.06	The establishment of formal contractual relationship between institution and landlord	Termination of contract + 6 years	Institutional business requirements	
F38.11.07	Landlord property ownership for information purposes: business need	While current + 1 year	Institutional business requirements	
F38.11.08	The landlord/company landlord name and address; contact details, in list format for information purposes: business need (landlord lists)	Superseded or end of academic year	Institutional business requirements	
F38.11.09	Landlord invoices- remedial and compliance work	End of licence + 6 years	Institutional business requirements	
F38.11.10	Landlord bank details	End of licence + 6 years	Institutional Business Requirement	
F38.11.11	Landlords proposed contractual arrangement: agreed	End of licence + 6 years	Institutional Business Requirement	
F38.11.12	Landlords proposed contractual arrangement: not agreed	Current + 1 year	Limitation Act 1980 c58 s 2	

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
G37.01	Equality and Diversity Monitoring			
G37.01.01	Records containing summary statistical information resulting from equality monitoring	Current year + 5 years	Limitation Act 1980 c58	
G37.02	Equality and Diversity Training			
G37.02.01	The development and delivery of training on equality and diversity issues and procedures	Current year + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.03	Discrimination Complaints Handling			
G37.03.01	The handling of formal complaints about discrimination by or within the institution	Last action on case + 6 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.04	Ethnic Minority Mentoring Scheme Co-ordination			
G37.04.01	The handling of individual applications for the scheme and monitoring of the mentor-mentee relationship and outcomes	Completion of the Scheme + 1 year	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.06	Disability Equality Compliance			
G37.06.01	The preparation and revision of the institutions disability equality scheme	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.06.02	The preparation of annual reports on the implementation of the institutions disability equality scheme	Current year + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.06.03	Assessments of the impact of the institutions policies and practices on equality for disabled persons	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time

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Reference	Description	Retention Period	Citation	Notes
G37.07	Race Equality Compliance			
G37.07.01	Assessments of the impact of the institutions policies on equality between different racial groups	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.07.02	Assessments of the impact of the institutions policies on equality between different racial groups	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.07.03	The monitoring, by racial group, of student admissions and progress	Current year + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.07.04	The monitoring, by racial group, of employee recruitment and career progression	Current year + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records. Retaining previous versions provides evidence of compliance and effective management of equality over time
G37.08	Gender Equality Compliance			
G37.08.01	The preparation and revision of the institutions gender equality scheme	Superseded + 5 years	Institutional Business Requirement	
G37.08.02	The preparation of annual reports on the implementation of the institutions gender equality scheme	Current year + 5 years	Institutional Business Requirement	
G37.08.03	Assessments of the impact of the institutions policies and practices on equality for men and women	Superseded + 5 years	Institutional Business Requirement	