Classification and Retention of University Records

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F32.02.07	Coding manuals	Superseded + 1 year	Institutional Business Requirement	

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	