

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G37.06.01	The preparation and revision of the institutions disability equality scheme	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records.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G37.06.03	Assessments of the impact of the institutions policies and practices on equality for disabled persons	Superseded + 5 years	Equality Act 2010 c15	The Equality Act 2010 does not prescribe a retention period for these records.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	